

**CENTRAL COUNCIL FOR RESEARCH IN UNANI MEDICINE**

61-65, Institutional Area, Opp. D Block, Janakpuri New Delhi -110058

**Advertisement No.02/2025**

Applications are invited on deputation basis for filling up of **01 post of Assistant Director (Administration), 01 post of Accounts Officer and 01 post of Research Officer (Botany/Pharmacognosy)-ST category on All India basis** in the Central Council for Research in Unani Medicine (CCRUM), New Delhi as per eligibility criteria given below:-

S. No	Name of Post	Pay Scale	Eligibility Criteria
1.	<b>Assistant Director (Administration)</b>	<b>Level-11 (Rs. 67,700- 2,08,700/-) of Pay Matrix of 7<sup>th</sup> CPC</b>	<p><b>On Deputation basis:</b></p> <p>(i) Officers under Central Government/Central Government autonomous bodies holding analogous post</p> <p style="text-align: center;"><b>Or</b></p> <p>with 5 years of regular service in a post having Pay Level-10 of 7<sup>th</sup> CPC.</p> <p style="text-align: center;"><b>Or</b></p> <p>with 8 years of regular service in a post having Pay Level-8 of 7<sup>th</sup> CPC.</p> <p style="text-align: center;"><b>Or</b></p> <p>with 9 years of regular service in a post in Pay Level-7 of 7<sup>th</sup> CPC.</p> <p><b>and</b></p> <p>(ii) possessing adequate experience in personal management with thorough knowledge of administrative and establishment procedures, Accounts, Budget, Budgetary Control, Govt. of India's Rules and Regulations.</p> <p><b>Note:1</b> The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, the officers on deputation shall not be eligible for</p>

		<p>consideration for appointment by promotion.</p> <p><b>Note:2</b> The period of deputation including the period deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/departmental of the Central Government shall ordinarily not exceed three years.</p> <p><b>Note:3</b> For the purpose of appointment on deputation, the service rendered on a regular basis by the officer prior to 1<sup>st</sup> January, 2016 (the date from which the revised Pay Matrix/Pay Levels structure based on the 7<sup>th</sup> Central Pay Commission recommendations have been implemented) shall be deemed to be service rendered in the corresponding Pay Level implemented based on the recommendations of the 7<sup>th</sup> CPC except where there has been merger of more than one pre-revised grade pay into one Pay Level with a common Pay Level and where this benefit will extend only for the posts for which that grade pay or pay scale is the normal replacement Pay Level without any upgradation.</p> <p>(iii) Age not exceeding 56 years as on the last date of submission of application.</p>
2.	<b>Accounts Officer</b>	<p><b>Level-7 (Rs.44,900-1,42,400/-) of Pay Matrix of 7<sup>th</sup> CPC</b></p> <p><b>On Deputation basis:</b></p> <ul style="list-style-type: none"> <li>a. Officers of Govt./Semi Govt./ Autonomous Body/Statutory bodies/PSUs/ holding analogous post in the parent cadre/department or with 5 years' service on regular basis in Pay Level-6 of Rs.35400-112400 (Pre-revised PB-2 –Rs.9300-34800 with GP of Rs.4200 or equivalent in the parent cadre/department</li> <li>b. Possessing any of the following qualification:-</li> </ul> <p>1(i) A pass in the SAS or equivalent examination conducted by any one of the organized Accounts Departments of the Central Govt:</p>

			2(i) Successful completion of training in cash and accounts work in ISTM or equivalent training course and a minimum of 3 years experience in cash, accounts and budget work.
3.	<b>Research Officer (Botany/Pharmacognosy)</b>	<b>Pay Level- 10 (Rs.56100- 177500) of Pay Matrix of 7<sup>th</sup> CPC</b>	<p><b>Deputation:</b> Transfer on deputation (including short term contract)</p> <p>Officers of the Central/State Govt. including autonomous bodies/ Research Institutions/Public Sector Undertakings/Semi Government or autonomous organizations funded by the Government:</p> <ol style="list-style-type: none"> <li>1. Holding analogous posts on regular basis and fulfilling the educational and other qualifications prescribed for Direct Recruitment.</li> </ol> <p><b>Essential:</b></p> <ol style="list-style-type: none"> <li>1. Post Graduate degree in the concerned discipline from a recognized University/Institution.</li> <li>2. 03 years Research/Teaching experience after Post Graduation degree.</li> </ol> <p><b>Or</b></p> <ol style="list-style-type: none"> <li>2. With 03 years' regular service in Pay Band Rs. 9300-34800+ GP Rs. 4600/- or with 08 years' regular service in Pay Band Rs. 9300-34800+ GP Rs. 4200/- possessing educational qualification as prescribed for direct recruits.</li> </ol> <p><b>Note 1-</b> Initially the period of deputation will be 3 years which may be extended based on performance upto 5 years.</p> <p><b>Note 2-</b> Age limit not exceeding 56 years as on last date for receipt of applications.</p>

The pay & allowances and other terms will be regulated in accordance with the instructions issued by Department of Personals & Training from time to time. The willing and eligible officers should send their applications for the post in the format through the Cadre Controlling Authority addressed to the **Director General, Central Council For Research In Unani Medicine, 61-65, Institutional Area, Opp. D Block, Janakpuri New Delhi -110058** **within 30 days from the date of**

**publication of this vacancy in Employment News.** The vacancy circular and Performa for application can also be downloaded from Council's **website** <http://www.ccrum.res.in>.

The cadre controlling Authority, while forwarding the application must enclose vigilance clearance including whether disciplinary case is pending or being contemplated against the officer, Major/ Minor Penalty statement for the last 5 years, Integrity Certificate & photocopies of Annual Confidential Reports (ACRs)/ Annual Performance Appraisal Reports (APARs) for the last five years duly attested on each page. Cadre Controlling Authority may ensure that the applicant fulfills all the eligibility.

Digitally signed by  
MOHAMMED PARVEZ  
Date: 15-01-2026  
  
Administrative Officer  
for Director General

**Application form for the Deputation Post**

1. Name and Address (in Block Letters)		
2. Date of Birth (in Christian era)		
3. i) Date of entry into service		
ii) Date of retirement under Central/State Government Rules		
4. Educational Qualifications		
5. Whether Educational and other qualifications required for the post are satisfied. (if any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)		
Qualification/ Experience required as mentioned in the advertisement / vacancy circular		Qualification / experience possessed by the officer
<b>Essential</b>		<b>Essential</b>
<b>A) Qualification</b>		<b>A) Qualification</b>
<b>B) Experience</b>		<b>B) Experience</b>
<b>Desirable</b>		<b>Desirable</b>
<b>A) Qualification</b>		<b>A) Qualification</b>
<b>B) Experience</b>		<b>B) Experience</b>
<p><b>5.1 Note:</b> This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RRs by the Administrative Ministry/ Department/Office at the time of issue of Circular and issue of Advertisement in the Employment News.</p> <p><b>5.2</b> In the case of Degree and Post Graduate qualifications Elective/ main subjects and subsidiary subjects may be indicated by the candidate.</p>		
6. Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualification and work experience of the post		
<p><b>6.1 Note:</b> Borrowing Departments are to provide their specific comments/ views confirming/ views confirming the relevant Essential Qualification/ Work experience possessed by the Candidate (as indicated in the Bio-data) with reference to the post applied.</p>		

7. Details of Employment in chronological order. Enclose a separate duly authenticated by your signature, if the space below is insufficient.

Office/Institution	Post held on regular basis	From	To	*Pay band and Grade Pay/Pay Scale of the post held on regular basis.	Nature of Duties (in detail) highlighting experience required for the post applied

**\*Important:** Pay-band and Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade/pay scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band and Grade pay where such benefits have been drawn by the Candidate, may be indicated as below;

Office/Institution	Pay, Pay Band and Grade Pay drawn under ACP/MACP Scheme	From	To

8. Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent or Permanent.			
9. In case the present employment is held on deputation/contract basis please state.			
a) The date of initial appointment	b) Period of appointment on deputation/contract	c) Name of the parent office / organization to which the applicant belongs.	d) Name of the post and Pay of the post held in substantive capacity in the parent organization.
9.1 Note: In case of Officers already /on deputation, the applications of such officers should be forwarded by the parent cadre/Department along with Cadre Clearance, Vigilance Clearance and Integrity certificate.			
9.2 Note: Information under Column 9(c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/ organization but still maintaining a lien in his parent cadre/organization.			

10. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.							
<b>11. Additional details about present employment:</b>  Please state whether working under (Indicate the name of your employer against the relevant column)  a) Central Government b) State Government c) Autonomous Organization d) Government Undertaking e) Universities f) Other							
12. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.							
13. Are you in Revised Scale or Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale.							
14. Total emoluments per month now drawn							
<table border="1"> <thead> <tr> <th><b>Basis Pay in the PB</b></th> <th><b>Grade Pay</b></th> <th><b>Total Emoluments</b></th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> </tr> </tbody> </table>		<b>Basis Pay in the PB</b>	<b>Grade Pay</b>	<b>Total Emoluments</b>			
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15. In case the applicant belongs to an Organization which is not following the Central Government Pay-Scales, the latest salary slip issued by the Organization showing the following details may be enclosed.							
<table border="1"> <thead> <tr> <th><b>Basic Pay with Scale of Pay and rate of Increment</b></th> <th><b>Dearness Pay/ Interim relief/ other Allowances etc.(with break-up details)</b></th> <th><b>Total Emoluments</b></th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> </tr> </tbody> </table>		<b>Basic Pay with Scale of Pay and rate of Increment</b>	<b>Dearness Pay/ Interim relief/ other Allowances etc.(with break-up details)</b>	<b>Total Emoluments</b>			
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<b>16.A Additional Information</b> , if any relevant to the post you applied for in support of your suitability for the post. (This among other things may provide information with regard to (i) additional qualification (ii) Professional training and (iii) work experience over and above prescribed in the Vacancy Circular/ Advertisement) <b>(Note: Enclose a separate sheet, if the space is insufficient)</b>							

<p><b>16.B Achievements:</b></p> <p>The candidates are requested to indicate information with regard to :</p> <ul style="list-style-type: none"> <li>(i) Research publications and reports and special projects.</li> <li>(ii) Awards/ Scholarships/ Official Appreciation.</li> <li>(iii) Affiliation with the professional bodies/ institutions/ societies and;</li> <li>(iv) Patents registered in own name or achieved for the organization.</li> <li>(v) Any research/ innovative measures involving official recognition</li> <li>(vi) Any other information.</li> </ul> <p><b>(Note: Enclose a separate sheet if the space is insufficient)</b></p>	
<p>17. Please state whether you are applying for deputation (ISTC)/ Absorption/ Re-employment Basis# (Officers under Central/ State Governments are only eligible for "Absorption". Candidates of non- Government Organizations are eligible only for Short Term Contract)</p>	
# (The option of STC/ Absorption'/ Re-employment are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment")	
18. Whether belongs to SC/ST	

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vite duly supported by the documents in respect of Essential Qualification/ Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection on my selection has been suppressed/withheld.

**(Signature of the candidate)**

**Address** \_\_\_\_\_

**Date** \_\_\_\_\_

**Certification by the Employer/ Cadre Controlling Authority**

The information / details provided in the above application by the applicant are true and correct as per the facts available on records. He/She possesses educational qualification and experience mentioned in the vacancy Circular. If selected, he /she will be relieved immediately.

**2. Also certified that;**

- i) There is no vigilance or disciplinary case pending/contemplated against Shri/Smt.\_\_\_\_\_
- ii) His/Her integrity is certified.
- iii) His/Her CR dossier in original is enclosed/photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed.
- iv) No major/minor penalty has been imposed on him/her during the last 10 years Or A list of major/minor penalties imposed on him/her during the last 10 years is enclosed.(as case may be)

**Countersigned**

**(Employer/Cadre Controlling Authority with Seal)**