



क्षेत्रीय यूनानी चिकित्सा अनुसंधान संस्थान श्रीनगर
علاقائی تحقیقاتی ادارہ برائے طب یونانی، سرینگر
Regional Research Institute of Unani Medicine, Srinagar
Central Council for Research in Unani Medicine
Ministry of AYUSH, Government of India

Advertisement Notice - 02/2018

Interested candidates fulfilling the following conditions may submit their Bio-data together with self attested copies of certificates / testimonials and two passport size photographs on prescribed application form for interview before the Selection Committee for the post of Program Assistant under program pharmacovigilance of Ayurveda, Siddha, Unani & Homoeopathy drugs on contractual basis by or before 03-09-2018 at the office of Assistant Director I/C, RRIUM, Srinagar. Original certificates / testimonials should be produced at the time of interview. For further details please visit Council's website ccrum.res.in. Details may also be collected from the office of Assistant Director I/C, Regional Research Institute of Unani Medicine (RRIUM), Habak, Naseem Bagh, University of Kashmir, Srinagar between 10:00 AM to 04:00 PM on any working day.

S.no	Name & No. of post.	Educational Qualification & Experience	Upper Age Limit	Duration of tenure	Consolidated monthly pay
01.	Program Assistant 01 post	Graduate in Unani from recognized University. Essential: 01 year working experience in Central Sector Scheme in AYUSH / Health Sector.	40 years as on 14-08-2018	Initially for one year (extendable based on performance)	25,000/-

Date of written test / interview / time & venue will be intimated through email / mobile phone only.

The institute reserves the right not to fill up the post or cancel the advertisement without assigning any reason.

Assistant Director Incharge,
RRIUM, Srinagar.

F.No:- 3-6/RRIUM/KU/2018-19/Estt/

Dated:- 25-08-2018

Copy to:

1. The Director General, CCRUM, New Delhi with the request that the necessary instructions for uploading of above said advertisement on Council's Website may be issued.
2. Radio Kashmir / Doordarshan, Srinagar for wide publicity.
3. The Advertising Manager, "The Greater Kashmir (English) / Daily Aftab (Urdu) for Publication in their esteemed paper.
4. Notice Board.
5. Concerned file.

Inviting applications for contractual engagement of Project staff in the Programme Management Unit at Regional Research Institute of Unani Medicine, Habbak Naseem Bagh, Srinagar, Kashmir under program Pharmacovigilance of Ayurveda, Siddha, Unani and Homoeopathy Drugs-Reg.

Applications are hereby invited from interested persons for contractual engagement of Program Assistant in the Programme Management Unit at Regional Research Institute of Unani Medicine, Habbak Naseem Bagh, Srinagar, Jammu and Kashmir under program Pharmacovigilance of Ayurveda, Siddha, Unani and Homoeopathy Drugs as per details given below:

<p><u>Program Assistant – 01</u> <u>Graduation (Unani) (@ Rs.25000/- per month)</u></p>

Appointment to the above post will initially be made for one year, which may be further extended on mutual consent and based upon the satisfactory performance of the incumbent. The institute, however, reserves the right of termination of services of the appointee forthwith or before the expiry of stipulated period without assigning any reason. The Terms of Reference for the above post are as follows:

Responsibilities:

- To coordinate & liaison with the nodal officers of the Peripheral Pharmacovigilance Centres (PPvCs); the Intermediary Pharmacovigilance Centres (IPvCs), Programme Management Unit at Ministry of AYUSH, New Delhi and other stakeholders for smooth implementation of the program.
- To update and provide regular status reports of the program as desired.
- To assist in organizing the training programmes under the scheme.
- Other related activities assigned time to time.

Other Conditions:

- Six days in a week work schedule will be applicable
- The assignment of on a full time basis and he / she has to ensure to attend the office on all working days and on holidays, if required on account of exigencies of work for which no additional remuneration will be paid.
- The appointee is required to give an undertaking to the effect that he / she will obey all the rules and condition of the Institute during the period of service.
- The appointee is required to perform the duties and responsibilities expected from the authority and to perform all the duties assigned to him / her at regular intervals.
- Tax deduction at source: The Income Tax or any Tax liable to the deducted as per the prevalent rules.
- His/her appointment on contract basis will not confer any claim for further appointment or regularization to any post in the Institute.
- He/She shall not utilize / publish / disclose any part of the data or statistic or proceeding or information collected for the purpose of this assignment to any third party without the consent of the organization.
- If, the appointee wish to resign; one month notice is required.

- He/She shall be bound to hand over entire records of assignment to the institute before expiry of contract.
- On appointment, He/She must sign a Non-Disclosure Undertaking of the institute.

Salary: Consolidated salary of Rs.25000/- (Twenty Five Thousands only) per month.

Leave: Programme Management Unit Staff shall be eligible for **Twelvedays** Leave in a calendar year (with prior permission) besides Govt. holidays on pro-rata basis and thereafter remuneration would be deducted on pro-rata basis. Un-availed leave in a calendar year cannot be encashed or carried forward to the next year.

Allowance: No TA/DA, no transport, mobile or medical allowances shall be admissible.

Selection Procedure: A Selection Committee shall be formed to make selection after following due procedures.

APPLICATION FORM

Recent Colour
Passport Size
Photograph

- i. Name of post applied for: _____
- ii. Name of the candidate: _____
- iii. Address for communication with telephone number & email: _____
- _____
- _____
- _____

iv. Date of birth and present age: _____

v. Educational qualifications: (additional sheets can be added if needed)

	Qualification	Board/ University	Year of Passing	Max. Marks	Marks obtained	%

vi. Details of employment: (additional sheets can be added if needed)

	Post held	Organization / Deptt.	From	To	Nature of duties performed

vii. Any other relevant information:

Signature of applicant

Date: