

CENTRAL COUNCIL FOR RESEARCH IN UNANI MEDICINE

61-65, Institutional Area, Opp-D Block, Janakpuri, New Delhi-110058
(Ministry of AYUSH, Govt. of India)

Walk-in-Interview

The Central Council for Research in Unani Medicine is an Autonomous Organization under the Ministry of AYUSH, Govt. of India. The Council is holding Walk-in-Interview for engagement to the following contractual post. Eligible candidates are invited for Walk-in-Interview on the date and time indicated below at the Central Council for Research in Unani Medicine, 61-65, Institutional Area, Opp-D Block, Janakpuri, New Delhi-110058

Name of the Post	Consultant (Administration)
No. of post	01 (One)
Eligibility Conditions	Retired Officers of Central/State Government attached & Subordinate Offices /Autonomous bodies from the minimum Grade Pay of Rs. 5400/- (pre-revised) and possessing following qualification/ experience: 1) Graduate in any discipline 2) Working experience in Administrative/ Establishment/Accounts matters independently in a supervisory level. 3) Knowledge of English & Hindi.
Age Limit	64 years and below
Consolidated Pay	Rs. 50,000/- p.m.
Date & Time of interview	04.02.2020 at 10.00 AM
Nature of appointment & Duration	Initially for one year
Place of Posting	New Delhi

General Conditions:

1. The candidates will be engaged against different programmes of the Council and duties will be assigned, including field duties, accordingly.
2. Council will also prepare a panel of candidates and offer engagement as and when vacancy(ies) arise during the validity of the panel.
3. The selections will be made for the Institutes/Units as indicated in the advertisement. Once posted, the candidate will not normally be transferred. However, the Council reserves the right to transfer candidates in any other Institutes/Units of the Council.
4. The eligibility of the candidates will be determined as on the date of interview.

- The candidates who fulfill the eligibility conditions may attend the Interview along with an application in the prescribed format ([Annex-I](#)), along with original documents and self-attested photocopies of the certificates of qualifications, experience, mark-sheet, birth certificates, two passport size photocopies etc.
6. Applicants appearing with incomplete documents will not be entertained for the test/interview.
The competent authority reserves the right to postpone/cancel the recruitment exercise at any stage.
 7. In case of large number of candidates reporting for interview/test, the competent authority reserves the right to shortlist candidates by adopting appropriate criteria. Further, the interview may also be held on the next day.
 8. The selected candidate shall have no claim for appointment on regular basis by virtue of their being engaged on contractual basis.
 9. Interested candidates may also, in their own interest, ensure that they fulfill the eligibility conditions. Ineligible candidates will not be allowed to appear for interview. Verification of documents/certificate will be done before the Interview.
Candidates are requested to see Council's website (<http://ccrum.res.in>) on regular basis for any announcement in this regard.
 11. No TA/DA will be admissible for attending test/interview.

Canvassing in any form OR on behalf of a candidate will be a disqualification.

**Assistant
Director (Admn.)**
for and on behalf of Director General, CCRUM

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Advertisement Number: ____/2020

Date: __/__/____

APPLICATION FOR THE POST OF:

Recent
Passport Size
Photograph

1. Candidate's Name in full
(IN BLOCK LETTERS)

2. Father's Name in full

3. Address

PIN Code: |_|_|_|_|_|_|_|_|

PIN Code: |_|_|_|_|_|_|_|_|

4. (Based on Matriculation or school Leaving Certificate. An attested copy of the certificate must be attached)

D	D	M	M	Y	Y	Y	Y
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_____ (Years) _____ (Months) _____ (Days)

5. Place of Birth and State in which it is situated

6. Nationality

State either by the birth or by Domicile

7. **Caste** (State whether SC/ST/OBC)

(An attested copy of the certificate must be attached)

8.

9.

Other Indian and foreign language, if any, he/she can speak, read and write fluently. Give full particulars and state the examination passed.

Read Only	Speak only	Read & speak	Read, write & speak	Examination passed

10. Examination passed:

Examination passed	Name of the School/College	University or Board	Year	%age of marks	Subjects	Distinction

11. Appointment so far held:

S. No.	Name of the post with full address of the employers	Date of joining	Date of leaving	Nature of duties performed during the service	Scale of pay and basis pay drawn	Reason for leaving

12. If candidate has been outside India, the following particulars should be given:

Country visited	Date of visit	Duration of visit	Purpose of visit

13. Any other work relevant to the qualifications for the post applied for done since leaving colleges with dates

14. Name, addresses and professions of two referees, who should be responsible persons, not related to the candidate but well acquainted with him in private life, and not connected with his school or college.

S. No.	Name of referees	Address	Period for which he was known to the candidate
1.			
2.			

15. Details of enclosures:

- 1) _____ 2) _____
3) _____ 4) _____
5) _____ 6) _____
7) _____ 8) _____
9) _____ 10) _____

16. Additional information, if any: _____

17. Detail of Application Fee:

D.D. No.	Date	Name of Bank	Branch	Application Fee

DECLARATION

I declare that all statements recorded in the application form are true to the best of my knowledge and belief.

Signature of the Candidate in full _____

Address for correspondence _____

Place: _____

Date: ___/___/____

Note: Application not signed by the candidate is liable to rejection.