



CENTRAL COUNCIL FOR RESEARCH IN UNANI MEDICINE

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

(Ministry of Ayush, Government of India)

WALK-IN INTERVIEW

Eligible candidates are invited for Walk-in-Interview for the following contractual post on the date and time indicated below at CCRUM, Hqrs., 61-65, Institutional Area, opposite D-Block, Janakpuri, New Delhi.

S.no	Name of the post	Eligibility Criteria
1.	Consultant (Internal Audit)	<ul style="list-style-type: none">• Master's Degree in Commerce from a recognized University/ Institution.• 08 years of experience in Govt./Semi Govt./Autonomous Organizations/Public undertaking with special reference to preparation of Balance Sheet, monthly and annual accounts as per the uniform format of accounts for Central Autonomous Bodies, posting of all bills in General Ledger and Contingencies in the books of accounts, compilation of all books on monthly basis, compilation of receipts from all sources, preparation of Trial Balance, Preparation of Schedules of recoveries from salaries, generating monthly expenditure as per the format of Ministry of Ayush, Maintenance of Asset Register, Handling of work related to Internal as well External Audit by Government Agencies, Budgeting, Filing of GST Return etc.• Knowledge of MS Office as well as Tally ERP.• Knowledge of Public Financial Management System (PFMS) as well as TSA Module implemented by CGA, Department of Expenditure, Ministry of Finance, Govt. of India.• Candidates should be well conversant with Central Secretariat functions like drafting, noting, office procedure, etc.
	Age	Not exceeding 64 years. The age ceiling for continuation of contract shall be 65 years as on the date of renewal of contract.
	No. of posts	01 post
	Place of posting	CCRUM, Headquarters, New Delhi
	Tenure	Till 31 st March, 2024.
	Consolidated Pay (As per M/o Ayush guidelines dated 01.04.2023)	Rs. 50,000/- p.m.
	Date & Reporting Time	24th June, 2023 at 09:00 A.M.

General Conditions:

1. The selection will be made for the headquarters as indicated in the advertisement. Once posted, the candidate will not normally be transferred. However, the Council reserves the right to transfer candidate in any other Institutes/Units of the Council.
2. The eligibility of the candidate will be determined at the time of walk-in-interview.
3. The candidate, if employed with any Autonomous/Govt. or Private sector, may bring NOC from their employer.
4. The requirement is purely for a short duration and engagement shall be initially for a period as mentioned above.

5. Candidates should come with the Curriculum Vitae in the prescribed format, which can be downloaded from the website of the Council i.e., ccrum.res.in. They should bring original certificates, experience certificate(s), with a set of photocopies and two passport size recent photographs.
6. In case the number of candidates for any post exceeds 25, written test will be conducted for short-listing of candidates on the same date.
7. The competent authority reserves the right to postpone/cancel the recruitment exercise at any stage.
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 fulfil the eligibility conditions.
10. 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 walk-in-interview.

-Sd-
Administrative Officer
for and on behalf of Director General, CCRUM



Central Council for Research in Unani Medicine

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

(Ministry of AYUSH, Govt. of India)

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

(i) Postal Address

PIN Code:

(ii) Permanent Address

PIN Code:

(iii) E-mail Address

(iv) Telephone/Mobile No.

4. (a) **Date of Birth**

(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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(b) Age as on the date of advertisement

_____(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. a) Father's Nationality

b) Profession

c) Name of the State to which the Candidate's father belong or belonged

9. Candidate's mother tongue

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 basic 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, address and profession 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) _____ | 6) _____ |
| 2) _____ | 7) _____ |
| 3) _____ | 8) _____ |
| 4) _____ | 9) _____ |
| 5) _____ | 10) _____ |

16. Additional information, if any: _____

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.

