CENTRAL COUNCIL FOR RESEARCH IN UNANI MEDICINE

(Ministry of Ayush, Government of India)
61-65, Institutional Area, Opp. D-Block, Janakpuri, New Delhi–110 058

Advertisement No. 02/2026

Applications are invited on deputation basis for filling up of **01 post of Administrative Officer (CCRUM Headquarters, New Delhi)** in the Central Council for Research in Unani Medicine (CCRUM), New Delhi as per eligibility criteria given below:

S.N.	Name of Post	Pay Scale	Eligibility Criteria
1.	**Administrative Officer**	**Level - 10 (Rs. 56,100 - 1,77,500)** of Pay Matrix of 7th CPC	**Deputation**: (Transfer on deputation including Short term Contract) Officers of the Central/State Govt. including autonomous bodies/Research Institution/Public Sector Undertaking/Semi Govt. or autonomous organizations funded by the Government. 1. Holding analogous posts on regular basis and fulfilling the educational and other qualifications prescribed for Direct Recruitment. **OR** 2. With 03 years' regular service in Pay Band of Rs. 9300-34800+GP Rs.4600 or 08 years' regular service in Pay Band of Rs. 9300-34800+ GP Rs. 4200 possessing educational qualification & experience as prescribed for direct recruits, indicated below: **Essentials**: (1) A degree from a recognized University. (2) At least 7 years' experience in a Govt./Semi Govt./Public Undertaking out of which 3 years should be in a supervisory capacity. **Desirable**: (1) Adequate experience in personnel management with thorough knowledge of accounts, budget, budgetary control, Government rules and regulations and administrative and establishment procedure. (2) Knowledge of Computer. **Note 1**: Initially the period of deputation will be 03 years' which may be extended based on performance upto 05 years. **Note 2**: Age limit not exceeding 56 years as on last date for receipt of applications.

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 **https://ccrum.ayush.gov.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.

(Mohammad Parvez)
Administrative Officer for Director General