

NATIONAL INSTITUTE OF UNANI MEDICINE

(An Autonomous Body under the Ministry of Health & Family Welfare, Govt. of India)
Kottige Palya, Magadi Main Road, Bangalore - 560 091.

Advertisement No. 22 / 2010

The Director invites application for the following vacant posts to be filled on Deputation / Direct / Contractual Basis.

01. DEPUTY DIRECTOR (ADMN.): 01 – Deputation / Direct

Pay Band: Rs.15,600 – 39,100 with grade pay Rs.7,600/-

Age: Below 50 years **Essential:** 1. Degree in Arts / Science / Commerce from recognized University. 2. 10 years experience in a supervisory level post in Central / State Govt. /Autonomous & Statutory Organizations dealing with Establishment, Budget, Vigilance and other Administrative matters.

Desirable: 1. Diploma in Personnel Management / Financial Management / Labour Management / Hospital Management / Law. 2. Knowledge of Urdu.

Deputation: Officers of the Central / State Govt. / Autonomous Organization with 05 years regular service in the scale of Rs. 10000-15200 (Pre-revised) possessing the experience prescribed for direct recruits.

02. ADMN. CUM ACCOUNTS OFFICER: 01– Deputation / Short Term Contract

Pay Band: Rs.9,300 - 34,800 with grade pay Rs.4,200/-

Deputation / Short term contract from amongst employees of Central / State Govt. / Autonomous / Statutory Bodies etc. holding analogous post or with 10/6 years service in the pay band 1 – grade pay of Rs. 2,400 / 2,800 and having adequate experience of working in Internal Audit, Cash and Accounts, Administration, Govt. procedures, Budgetary Controls and Rules & Regulations of Central Govt.

03. PA TO DIRECTOR: 01 (UR) – Deputation / Contract

Pay Band: Rs.9,300 - 34,800 with grade pay Rs.4,200/-.

Deputation: Stenographers working under the Central / State Govt. / Autonomous / Statutory Bodies (i) Holding analogous post on regular basis in the parent cadre, or with 10 years services in the pay band of Rs. 5,200 – 20,200 with grade pay of Rs. 2,400/- or equivalent.

Other conditions:

For the person on deputation the age should not exceed 56 years as on the closing date. The persons working in Central / State Govt. / UTs / PSUs / Statutory or Autonomous bodies should submit their applications through proper channel with up-to-date duly certified CR Dossiers of the last five years along with disciplinary / vigilance clearance and a certificate that the particulars furnished by the officer are correct as per the record held in the office and no case is pending or contemplated against him / her may also be forwarded. Interested and willing candidates may submit an advance copy of the application under intimation to their Cadre-Controlling Officer to avoid delay.

The Employee appointed on Direct Recruitment Basis in the Institute shall be governed by New Pension Scheme of the Govt. presently enforced. Age relaxation for SC / ST and OBC category candidates shall be applicable as per Government of India orders. SC / ST Certificate should be signed by the First Class Magistrate / Equivalent. Candidates applying for more than one post should send separate applications for each post. Incomplete applications and those received after the due date and also such of the applications which are not supported with attested copies of certificates and testimonials by the gazetted officer are liable to be rejected. Applications, complete in all respects may be sent to **Director, National Institute of Unani Medicine, Kottige Palya, Magadi Main Road, Bangalore – 560 091** The last date for submission of filled in application is 20th March, 2010.

Mere fulfilling the minimum prescribed qualification and experience will not vest a right in candidate for being called for interview. The Institute reserves the rights to call for interview only those candidates, who in its opinion, are found to be eligible. No correspondence in this respect will be entertained. The Institute reserves the right of short listing the eligible candidates to restrict the number of persons for appearing before the Selection Committee. The candidates are required to see the website of the Institute www.nium.in for further time to time information.

The Institute reserves the right to cancel or modify this notification without assigning any reason. The Number of vacancies indicated is provisional and may vary on the discretion of the Competent Authority.

Applicants should write clearly the Name of the Post and the Method of Recruitment i.e. Deputation Basis / Contract Basis on the Envelope in **Bold letters**.

Place: NIUM, Bangalore.

Date: 19 /02/2010

Director

APPLICATION FORMAT:

APPLICATION FOR THE POST OF _____
METHOD OF RECRUITMENT _____

- (1) Name in full (in Block Letters): _____
- (2) Father's / Husband's Name: _____
- (3) Mother's Name: _____
- (4) (a) Date of birth (in Christian era): _____
(b) Age as on closing date of application: _____
- (5) Nationality: _____ Religion: _____
- (6) Marital status: _____
- (7) Whether belongs to SC / ST / OBC / Ex-serviceman / PH: _____
- (8) Whether working in any Central / State / UT / Autonomous / PSU Port
Organization / Semi – Govt.: _____
- (9) Educational Qualifications: (Starting from Matriculation or equivalent onwards)



Sl. No	Examination Passed	Year	Name of School/Board	Class Division	% of marks	Main subjects
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(10) Experience: (Including present employment)

Sl. No	Name of the Employer	Designation of the Post held & nature of appointment	Pay Scale Salary	Date of Joining / leaving	Nature of duties performed
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- (11) Languages known: _____
- 12) Address for communication: _____
Telephone / Mobile Number: _____
E-Mail ID: _____
- (13) Permanent Address: _____
- (14) Any other information such as experience, training, publication etc. in support of suitability for the post: _____

I hereby solemnly declare that the information given above is true and correct to the best of my knowledge and belief.

Place: _____
Date: _____

Signature of the Applicant

To be certified by the Cadre-Controlling Authority / Employer:

Certified that the particulars furnished by the officer are correct as per the records of this office and no vigilance / disciplinary case is pending / contemplated against the officer.

Date: _____
Signature
Name & Seal of the Employer / Cadre-Controlling Authority.