



भारतीय चिकित्सा केन्द्रीय परिषद्

आयुष मंत्रालय, भारत सरकार के अधीन एक सांविधिक निकाय
कार्यालय: 61-65, संस्थानिक क्षेत्र, जनकपुरी, डी.ब्लॉक नई दिल्ली -110058

CENTRAL COUNCIL OF INDIAN MEDICINE

A STATUTORY BODY UNDER THE MINISTRY OF AYUSH, GOVT. OF INDIA
OFFICE: 61-65, INSTITUTIONAL AREA, JANAKPURI, D-BLOCK

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F.No.1-33/2019-R.T.I.Consultant/Retd. Asstt.

Dated:20.02.2020

WALK IN INTERVIEW

The Central Council of Indian Medicine is a Statutory Body constituted vide IMCC Act, 1970 (48 of 1970) to regulate the Education in Indian Medicine and matter related thereto. A Walk-in-interview will be held at Room No.413 of Central Council of Indian Medicine as per date and time and other details given hereunder to engage the services of two (2) Retired Assistants on full time co-terminus and purely contract basis initially for a period of six month which may be extended for further on requirement basis for day to day office work of CCIM.

| Name of the post & number | Experience | Remuneration | Date & time of the Interview |
|--|--|--|--|
| 1. Retd. U.D.C./Assistant for Admn. Work (01) post | <ol style="list-style-type: none">1. Knowledge of work Administration Section like L.T.C, G.P.F, Tuition Fee, Medical, Contractual staff work etc.2. Basic knowledge of Computer.3. Good knowledge of all Govt. rules, regulations and Procedure.4. Experience as U.D.C./Assistant for Admn. Work or equivalent post in Govt. /Semi Govt./Autonomous/ Statutory bodies. | Rs. 30,000/- Per month. (consolidated) | 27.02.2020 at 11:30 AM The interested candidates should appear in the office of Council sharply at 11:00 AM for verification of documents. |
| 2. Retd. U.D.C./Assistant for Bill Clerk (01) post | <ol style="list-style-type: none">1. Preparation of all T.A. Bills and correspondence related to the same and entry to be made in concerned registers.2. Preparation of Monthly Pay Bills, Consolidated Salary & Wages Bills, Monthly Pension Bills, Arrear of Pay bills, Maintenance of all related register, Broadsheet, P.B.R./ G.P.F and Abstract, calculation of Interest of G.P.F/N.P.S of employee, Pay slips etc.3. Work related to Income Tax TDS, G.S.T. and New Pension Scheme and submits to N.S.D.L. agency in time.4. Preparation of all bills for pass for payment received from Administration Section and to make entry in relevant registers.5. Basic knowledge of Computer.6. Good knowledge of all Govt. rules, regulations and Procedure.7. Experience as U.D.C./Assistant for Accounts or equivalent post in Govt. /Semi Govt./Autonomous/ Statutory bodies. | Rs. 30,000/- Per month. (consolidated) | |

General Conditions:-

1. The age ceiling for continuation of contract shall be 65 years as on the date.
2. The engagement of service of the candidate shall be purely on temporary/contract basis and initially for a period of Six months which may be extended for a further period on performance basis. The candidate will have no right to claim for regularization of his/her services under any circumstances.
3. Applicant should come with the Bio-data in the prescribed format along with all original documents, along with a set of self attested photocopies and two passport size recent photographs.
4. The candidates selected for the post will be required to work in Central Council of Indian Medicine on full time basis.
5. No TA/DA will be paid for attending the interview.
6. The prescribed format of Bio-Data can be downloaded from the website of CCIM i.e. **www.ccimindia.org**.

SECRETARY

CENTRAL COUNCIL OF INDIAN MEDICINE
NEW DELHI

Application for the Post of: - Retd. U.D.C/Assistant
For the post _____

Recent
passport size
photograph to be
affixed in the
space

Name of applicant _____

(In block letters)

Father's/Husband's/Guardian's Name _____

Gender (Male / Female) _____

Date of Birth _____

Age as on 20.02.2020 _____

Nationality _____

Category (OBC/SC/ST/GENERAL) _____

Contact Details

Postal Address _____

Permanent Address _____

Phone Number _____

E-mail _____

ACADEMIC QUALIFICATION

DETAILS OF U.G. QUALIFICATION

| NOMECLATURE OF DEGREE (WITH ABBREVIATIONS) | NAME OF THE COLLEGE | UNIVERSITY/ AWARDING BODY | YEAR OF PASSING | AGGREGATE PERCENTAGE |
|--|---------------------|---------------------------|-----------------|----------------------|
| | | | | |

DETAILS OF P.G. QUALIFICATION

| NOMECLATURE OF DEGREE | NAME OF THE COLLEGE | UNIVERSITY/ AWARDING BODY | YEAR OF PASSING | NAME OF THE SUBJECT | AGGREGATE PERCENTAGE |
|-----------------------|---------------------|---------------------------|-----------------|---------------------|----------------------|
| | | | | | |

DETAILS OF EXPERIENCE

| NAME OF POST | PAY SCALE | NATURE OF EMPLOYMENT (GOVT. / PRIVATE) | NATURE OF DUTIES | DETAILS OF DURATION |
|---------------------|------------------|---|-------------------------|----------------------------|
| | | | | |

DECLARATION

I hereby certify that above information are true and no relevant information has been concealed.

Place: _____

Date: _____

Signature of Applicant

Attested documents of qualification(s) and experience should be attached.