

GPO complex, B Block,
AYUSH Bhawan, INA, New Delhi
Dated: 07.01.2022

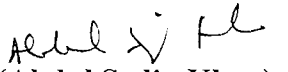
VACANCY CIRCULAR

Sub: Filling up one post of Assistant Drug Controller (Unani), Ministry of Ayush - reg.

It is proposed to fill up one post of Assistant Drug Controller (Unani) under the Ministry of Ayush, Government of India.

2. The post is proposed to be filled up on deputation including short term contract basis. The details and eligibility criteria for filling up the post are given in **Annex-I**.
3. The application in duplicate complete in all respect should reach in the prescribed proforma through proper channel to Shri Abdul Sadiq Khan, Under Secretary, Establishment-I Division, Ministry of Ayush, Government of India, AYUSH Bhawan, B-Block, GPO Complex, INA, New Delhi-110023 within 60 days from the date of publication of the advertisement for this post in the employment newspapers. The format for the application is given at **Annex-II & Annex-III**. Details are also available on the website of this Ministry (www.ayush.gov.in).
4. Hindi version will follow.

Encl: as above


(Abdul Sadiq Khan)

**Under Secretary to the Government of India
Telefax: 011-24651961**

To:-

1. NIC for uploading on the website of Ministry of Ayush.
2. All organizations of Ministry of Ayush as per standard list.
3. DOPT with the request to upload it on their website for wider publicity of the vacancy circular.

Copy to:-

1. PPS to Secretary(Ayush)
2. PS to JS(KG)

**Government of India
Ministry of Ayush
E-I Section**

Filling up one post of Assistant Drug Controller (Unani), Ministry of Ayush, New Delhi-reg.

Applications are invited, **in duplicate**, from eligible candidates for filling up one post of Assistant Drug Controller (Unani), Ministry of Ayush, Government of India. The eligibility criteria and other details are given below. Details are also available on the website of this Ministry (www.ayush.gov.in).

1	Name of the post	Assistant Drug Controller (Unani)
2	Number of post	One
3	Mode of Recruitment	Deputation including short term contract/Promotion
4	Scale of pay/ Grade Pay	Level 11 of the pay matrix (Rs.67,700-2,08,700) Remarks:- plus NPA for BUMS qualification holders
5	Age limit for applying (as on the closing date for receipt of application)	Not exceeding 56 years
6	Eligibility Criteria	1.Officers under the Central/ State Governments/ Union territories/ Recognized Research Institutions/Public Sector Undertakings(PSUs)/Autonomous or Statutory Organizations: (a) (i) holding analogous post on regular basis in the parent cadre/department; OR (ii) with five years service in the grade rendered after appointment thereto on a regular basis in Level-10 (Rs.56,100-1,77,500) in the pay matrix or equivalent in the parent cadre/department; OR (iii) with seven years service in the grade rendered after appointment thereto on a regular basis in Level-8 (Rs.47,600-1,51,100) in the pay matrix or equivalent in the parent cadre/department; and (B) possessing following qualifications and experience:

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		<p><u>I. Essential:</u></p> <p>1. (i) Bachelors Degree in Unani from a recognized University or Institute and recognized under the Indian Medicine Central Council Act, 1970 (48 of 1970) and having five years experience in the field of manufacturing/testing/regulation of Unani drugs.</p> <p>Note 1:- The Departmental Drug Inspector (Unani) in Level-8 of the pay matrix (Rs.47,600-Rs.1,51,100) with seven years of regular service in the grade having the educational qualifications and experience prescribed for deputationists shall also be considered along with outsiders and in case he/she is selected for appointment to the post, the same shall be deemed to have been filled by promotion.</p> <p>Note 2:- Period of Deputation (Including short term Contract) including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or other Organization/Department of Central Government shall ordinarily not to exceed 04 (four) years. The maximum age limit for appointment by transfer on deputation (ISTC) shall not be exceeding 56 years as on the closing date of the receipt of applications.</p>
7	Tenure of appointment	From the date of joining on the post to four years or upto the date of retirement in the parent organization, whichever is earlier.
8	Duties and Responsibilities	<p>1. To assist Deputy Drug Controller (ASU&H)/Drug Controller General (India) in uniform implementation of various provisions of Drugs and Cosmetics Act and Rules and Drugs and Magic Remedies Act and Rules related to ASU and H Drugs;</p> <p>2. To assist Deputy Drug Controller (ASU&H)/DCG(I) in coordinating with the State Licensing Authorities/Drug Controllers of ASU and H Drugs with respect to enforcement of relevant legal provisions, regulatory inspection or for WHO-GMP/CoPP certification of manufacturing units and approval or licensing of laboratories under Drugs and Cosmetics Rules, 1945 and investigation of adulterated/misbranded/spurious/ sub-standard Ayurveda, Siddha, Unani and Homoeopathy drugs moving in the inter- state commerce;</p> <p>3. To examine the technical matters of ASU&H drugs arising out of the provisions of Drugs and Cosmetics Act 1940 and Rules 1945 and Drugs and Magic Remedies Act, 1954 and Rules there under for imparting advice for uniform implementation of various provisions pertaining to Ayurveda, Siddha, Unani and Homoeopathy drugs.</p>

Handwritten signature/initials

		<p>4. To supervise the activities and work performance of respective Ayurveda, Siddha, Unani and Homoeopathy Drug Inspectors and provide them necessary guidance and training.</p> <p>5. To assist in the processing, decision making and making of replies/comments in the ASU and H drugs related technical or legal matters received from States, Central Ministries/Departments, Parliament, Parliamentary Committees, Courts and Public.</p> <p>6. To act as CPIO for disposal of RTI applications and public grievances related to ASU and H drugs.</p> <p>7. To provide technical assistance or report as and when required by the Deputy Drug Controller (ASU and H), DCGI, Ministry of Ayush/Ministry of Health and Family Welfare in respect of ASU and H drugs.</p>
9	Place of duty	Ministry of Ayush, New Delhi.
10	Last Date for receipt of applications	The application complete in all respect in duplicate should reach in the prescribed proforma through proper channel to Shri Abdul Sadiq Khan, Under Secretary, Establishment-I Division, Ministry of Ayush, Government of India, AYUSH Bhawan, B-Block, GPO Complex, INA, New Delhi-110023 within 60 days from the date of publication of the advertisement for this post in the employment newspapers.
11	General Instructions	Applications not received through proper channel as well as those received after closing date of receipt of Application shall not be entertained and summarily rejected.

Abdul Sadiq Khan

Annex-II

**Application for the post of Assistant Drug Controller (Unani), Ministry of Ayush,
New Delhi**

Affix recent passport
size
Photograph duly self
attested

1.(i)	Name in Block letters	
(ii)	Address /Tel No./Mobile No./ E-mail ID	
2.	Date of Birth (in Christian era)	
3.(i)	Date of entry into service	
(ii)	Date of retirement under Central/State Government Rules	
4.	Educational Qualifications	
5.	Whether educational and other qualifications required for the post are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)	
	Qualifications/Experience required as mentioned in the advertisement/vacancy circular	Qualifications/Experience possessed by the Officer
	Essential	Essential
	A) Qualification:- Bachelors Degree in Unani from a recognized University or Institute and recognized under the Indian Medicine Central Council Act, 1970 (48 of 1970).	A) Qualification:-
	B) Experience:- Having five years experience in the field of manufacturing/testing/regulation of Unani drugs.	B) Experience:-

6.	Please state clearly whether in light of entries made by you above, you meet the requisite essential qualifications and work experience of the post.				
7.	Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.				
	Office/Institution	Post held on regular basis	From	To	*Pay band and Grade pay/pay scale of the post held on regular basis
					Nature of duties(in detail) highlighting experience required for the post applied for
<p>*Important: Pay-Band and Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade Pay/ Pay scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band and Grade Pay where such benefits have been drawn by the Candidate, may be indicated as below;</p>					
	Office/Institution	Pay, Pay Band and Grade Pay drawn under ACP/MACP scheme	From	To	
8.	Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent or Permanent				
9.	In case the present employment is held on deputation/contract basis, please state-				
	a) The date of initial appointment	b) Period of appointment on deputation/contract	c) Name of the parent Office/organization to which the applicant belongs	d) Name of the post and pay of the post held in substantive capacity in the parent organisation	
<p>9.1 Note: In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/ Department along with Cadre Clearance, Vigilance Clearance and Integrity certificate.</p> <p>9.2 Note: Information under Column 9(c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/ organization but still maintaining a lien in his parent cadre/ organisation</p>					
10.	If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.				

11. Additional details about present employment: Please state whether working under (indicate the name of your employer against the relevant column) a) Central Government b) State Government c) Autonomous Organization d) Government Undertaking e) Universities f) Others		
12. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.		
13. Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale.		
14. Total emoluments per month now drawn		
Basic pay in the PB	Grade pay	Total emoluments
15. In case the applicant belongs to an Organisation which is not following the Central Government Pay-scales, the latest salary slip issued by the Organisation showing the following details may be enclosed.		
Basic pay with scale of pay and rate of increment	Dearness Pay/Interim relief/ other allowances etc.,(with break-up details)	Total emoluments
16.A Additional information , if any, relevant to the post you applied for in support of your suitability for the post. (This among other things may provide information with regard to (i) additional academic qualifications (ii) professional training and (iii) work experience over and above prescribed in the Vacancy Circular/Advertisement) (Note: Enclose a separate sheet, if the space is insufficient)		
16.B Achievements: The candidates are requested to indicate information with regard to; (i) Research publications and reports and special projects (ii) Awards/Scholarships/Official Appreciation (iii) Affiliation with the professional bodies/institutions/societies and; (iv) Patents registered in own name or achieved for the Organization (v) Any research/ innovative measure involving official recognition vi) Any other information. (Note: Enclose a separate sheet if the space is insufficient)		

17. Please state whether you are applying for deputation (ISTC)/Absorption/Re-employment Basis. #(Officers under Central/State Governments are only eligible for "Absorption". Candidates of non- Government Organizations are eligible only for Short Term Contract)		
# (The option of 'STC' / 'Absorption'/Re-employment' are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment").		
18. Whether belongs to SC/ST		
19.	List of documents attached (All documents should be duly self attested. Application should be continuously page numbered)	
	S No.	Name of the documents
		Page No.

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification/ Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/ details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/ withheld.

Signature of the candidate _____
Address: _____
Place : _____

Date : _____

Certificate/Documents to be given by the Employer/Cadre Controlling Authority

The information/details provided in the above application by the applicant are true and correct as per the facts available on records. He/she possesses educational qualifications and experience mentioned in the vacancy circular. If selected, he/she will be relieved immediately.

2. Also certified that:-

- a. There is no vigilance or disciplinary case pending/ contemplated against Shri/Smt. _____.
- b. His/Her integrity is certified.
- c. His/Her CR Dossier in original is enclosed/photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed.
- d. No major/minor penalty has been imposed on him/her during the last 10 years **Or** A list of major/minor penalties imposed on him/her during the last 10 years is enclosed. (as the case may be).

Countersigned

(Employer/Cadre Controlling Authority with Seal)