

**NORTH EASTERN INDIRA GANDHI REGIONAL INSTITUTE OF HEALTH & MEDICAL SCIENCES, MAWDIANGDIANG,
SHILLONG - 793018.**

Advertisement No. NEIGR-E.II/56/2004/Pt. I Dated 23rd April 2010

Applications are invited from eligible candidates for filling up the following posts. Eligible/suitable candidates are requested to submit their applications in the **prescribed format** alongwith attested copies of certificates & testimonials, two copies of recent passport size photograph, Indian Postal Order for Rs. 50/- being the application fee in favour of the **Deputy Director (Admn), NEIGRIHMS payable at Shillong**. (No application fee for ST/SC and Handicapped candidates). In case applicants willing to apply the posts on deputation (only to posts where deputation is also included) may also apply accordingly in the prescribed format for deputation. Candidates should note that mere fulfilling of the minimum requisite qualifications & experience bestows no right on them to be call for test/interview. Only shortlisted candidates will be called for the test/interview as the Institute deemed fit. Only Indian citizens need to apply.

SI No. 1 : Registrar
No. of posts : 1 (One) -UR
Scale of pay : Rs. 12,000 – 16,500/-(Pre-Revised)
PB-3 of Rs.15, 600-39,100/- Grade Pay Rs.7, 600/- (Revised)

Eligibility Criteria

(A) Direct Recruitment

1. Must be Graduate, preferably post Graduate in Science
 2. At least 5 years experience in the pay scale of Rs. 10,000-15,200/- in an Institution in the area of administration including conduct of examination and admission, arrangement of teaching programmes in under-graduate and post graduate courses.
- Age limit (**As on 15-06-2010**): Not exceeding 50 years (Relax able for Government Servants)

(B) Deputation

Officers from Central/State Governments, Autonomous Organizations, Research Institutions, Universities, Statutory Bodies holding

- (A)**
- i) analogous posts on regular basis, or
 - ii) with five years regular service in the scale of Rs. 10,000-325-15,200/-, or equivalent, or
 - iii) with ten years regular service in the scale of Rs. 8000-275-13,500/- and
- (B)** should be a Graduate preferably Postgraduate in Science and have at least seven years experience in University/Teaching Institution in the area of Administration including conduct of Examination and Admission at Graduate and post-graduate level, preparation and arrangement of academic and teaching programmes in Under-graduate and post-graduate medical course.
- (Period of deputation shall not ordinarily exceeds 3 years) for deputation age limit not exceeding 56 years.

SI No. 2 : Veterinary Officer
No of posts : 1 (One) -UR
Scale of pay : Rs.10, 000 -15,200/- (Pre-Revised)
PB-3 of Rs.15, 600-39,100/- Grade Pay Rs.6, 600/- (Revised)

Eligibility Criteria

(A) Direct Recruitment

Degree in Veterinary Science from a recognized Institution/University or equivalent

Experience

8 years practical experiences in scientific breeding and acquaintances and care of Laboratory animals

Desirable

A post Graduate degree or diploma in genetics from a recognized University/ Institution or equivalent.

Age limit (**As on 15-06-2010**) for Direct Recruitment: Not exceeding 25-45 years (5 years Relax able for Government Servant).

(B) Deputation

Officers from Central/State Governments, Autonomous Organizations, Research Institutions, Universities, Statutory Bodies holding

- (A)**
- i) analogous posts on regular basis, or
 - ii) with five years regular service in the scale of Rs.8000-13,500/-, or
 - iii) with eight years regular service in the scale of Rs 6500-10,500/- and

(B) Possessing educational qualifications and experience as prescribed for direct recruitment.

(Period of deputation shall not ordinarily exceeds 3 years) for deputation age limit not exceeding 56 years.

SI No. 3 : Deputy Registrar
No. of posts : 1 (One) -UR
Scale of pay : Rs. 10,000 – 15,200/-(Pre-Revised)
PB-3 of Rs.15, 600-39,100/- Grade Pay Rs.6, 600/- (Revised)

Eligibility Criteria

Deputation

Officers from Central/State Governments, Autonomous Organizations, Research Institutions, Universities, Statutory Bodies holding

- (A)**
- i) analogous posts on regular basis, or
 - ii) with five years regular service in the scale of Rs.8000-13,500/-, or equivalent, or
 - iii) with 6/7 years regular service in the scale of Rs.7500-12,000/- / Rs.7450-11,500/- or equivalent
 - (iv) with eight years regular service in the scale of Rs 6500-10,500/- and

(B) should be a Graduate preferably Postgraduate in Science and have at least five years experience in

University/Teaching Institution in Administration including conduct of Examination and Admission at graduate and post graduate level, preparation and arrangement of academic and teaching programmes in under-graduate and post-graduate medical course.
(Period of deputation shall not ordinarily exceeds 3 years) for deputation age limit not exceeding 56 years.

SI No. 4 : Assistant Registrar
No. of posts : 2 (Two) -UR
Scale of pay : Rs. 8000 – 13,500/- (Pre-Revised)
PB-3 of Rs.15, 600-39,100/- Grade Pay Rs.5, 400/- (Revised)

Eligibility Criteria

(A) Direct Recruitment

1. Must be Graduate, preferably post Graduate in Science
2. At least 3 years experience in the pay scale of Rs.7500-12,000/- or Rs 6,500-10,500/- in an Institution in the area of administration including conduct of examination and admission, arrangement of teaching programmes in under-graduate and post graduate courses.

Age limit (**As on 15-06-2010**): Not exceeding 40 years (5 years relaxation for Government Servant. Up to 55 years for Departmental Candidate)

(B) Deputation

Officer from Central/State Governments, Autonomous Organizations, Research Institutions, Universities, Statutory Bodies holding

- (1) (i) analogous posts on regular basis, or
ii) with 2/3 years regular service in the scale of Rs. 7500-12,000/- / Rs 7450-11,500 or
iii) with five years regular service in the scale of Rs. 6500-10,500/- or
iv) with eight years regular service in the scale of Rs. 5500-9000/- and
- (2) possessing the following qualification and experience
i) Degree from a recognized University or equivalent
ii) Three years experience in dealing with admissions and conducting examination in a University or Educational Institution.
(Period of deputation shall not ordinarily exceeds 3 years) for deputation age limit not exceeding 56 years.

SI No. 5 : Administrative Officer
No of posts : 1(One) -UR
Scale of pay : Rs. 8000 -275-13,500/- (Pre-Revised)
PB-3 of Rs.15, 600-39,100/- Grade Pay Rs.5, 400/- (Revised)

Eligibility Criteria

(A) Direct Recruitment

- (1) (i) Graduate in Arts/Sc/Commerce from a recognized university.
(ii) With two years regular service in the scale of Rs. 7500-12000/- or

(iii) With three years regular service in the scale of Rs 7,450-11500/- or

(iv) with five years regular service in the scale of Rs. 6,500-10500/-

(2) At least five years experience in establishment and administrative work preferably in a hospital/medical Institution

Age limit (**As on 15-06-2010**): Not exceeding 45 years (relax able for 5 years for Government Servant).

(B) Deputation

Officers from Central/State Governments, Autonomous Organizations, Research Institutions, Universities, Statutory Bodies holding

(1) i) analogous posts on regular basis, or

ii) with two years regular service in the scale of Rs. 7500-12000/-, or equivalent, or

iii) with three years regular service in the scale of Rs. 7450-11,500/- or

iv) with five years regular service in the scale of Rs. 6500-10,500/- and

(2) And having at least five years experience in establishment and administrative work preferably in a hospital/medical Institution.

(Period of deputation shall not ordinarily exceeds 3 years) for deputation age limit not exceeding 56 years.

SI No. 6 : Lady Medical Officer

No of posts : 2 (Two) -UR

Scale of pay : Rs. 8000 -13,500/- (Pre-Revised)

PB-3 of Rs.15, 600-39,100/- Grade Pay Rs.5, 400/- (Revised)

Eligibility Criteria

Direct Recruitment

(1) A medical qualification included in the first or second schedule or part-II of the third schedule to the Indian Medical Council Act of 1956 (Persons possessing qualifications included in the part-II of the third schedule should also fulfill the conditions specified in the sub section (3) of the section 13 of the Act.

(2) The candidate must be registered with State/Central Medical Council

Age limit (**As on 15-06-2010**): Not exceeding 35 years (5 years relax able for Government Servant)

SI No. 7 : Physicist

No of posts : 2 (Two) -UR

Scale of pay : Rs. 8000 -13,500/- (Pre-Revised)

PB-3 of Rs.15, 600-39,100/- Grade Pay Rs.5, 400/- (Revised)

Eligibility Criteria

(A) Direct Recruitment

Essential: M.Sc in. Medical Physics or equivalent from a recognized University

Or

M.Sc. in Physics from a recognized University

A post Graduate diploma/ Degree in Radiological/Medical Physics from a recognized University/ Institution.

Age limit (**As on 15-06-2010**): Not exceeding 35 years (Relax able by 5 years for Government Servants in accordance with the instruction of central Government.

(B) Deputation

Officers working in hospital under the Central/State Governments, Autonomous Organizations/Statutory Bodies and PSU holding analogous post on regular basis possessing the qualifications prescribed for direct recruits, or with five years service on regular basis preferably in Medical College/Institute in the scale of Rs. 6500-10000/- possessing the qualifications prescribed for direct recruits.

(Period of deputation shall not ordinarily exceeds 3 years) for deputation age limit not exceeding 56 years

SI No. 8 : Legal Assistant
No of posts : 1 (One) -UR
Scale of pay : Rs. 6500-200-10,500/- (Pre-Revised)
PB-2 of Rs. 9300-34,800 /- Grade Pay Rs.4, 600/- (Revised)

Eligibility Criteria

(A) Direct Recruitment

1. Degree in Law from a recognized University

2. At least 3(Three) years work experience in the legal matters in a Govt department/PSU/Autonomous Organization in the capacity of legal Assistant or equivalent

Age limit (**As on 15-06-2010**): Not exceeding 35 years (Relax able for 5 years for Government Servants).

(B) Deputation

Officers from Central/State Governments, Autonomous Organizations, Research Institutions, Universities, Statutory Bodies holding

(1) i) analogous posts on regular basis, or

ii) with three years regular service in the scale of Rs.5500-9000/- and

(2) Possessing the educational qualifications and experience required for direct recruitment.

(Period of deputation shall not ordinarily exceeds 3 years) for deputation age limit not exceeding 56 years

SI No. 9 : Staff Nurse
No of posts : 5 (Five) (4-UR; 1-OBC)
Scale of pay : Rs. 5000-8000/- (Pre-Revised)
PB- 2 of Rs. 9300-34,800/- Grade Pay Rs.4, 600 /- (Revised)

Eligibility Criteria

Direct Recruitment

1. Matriculation or its equivalent from a recognized University/Board

2. Certificate in General Nursing & Midwifery from a recognized Institution or equivalent qualifications for Male Nurse.

3. Should be registered as 'A' grade Nurse & Midwife with a State Nursing Council or equivalent qualification for male nurse.
Age limit (**As on 15-06-2010**): Not exceeding 30 years.

SI No. 10 : **Medical Social Worker**
No of posts : **4 (Four) (3 -UR, 1- OBC)**
Scale of pay : **Rs. 5500-9000/- (Pre-Revised)**
PB-2 of Rs. 9300-34,800/- Grade Pay Rs.4, 200/- (Revised)

Eligibility Criteria

(A) Direct Recruitment

1. Master degree in Social Work/Applied Sociology from a recognized University/Institute
2. Experience in the line with a welfare or a Health Agency preferably dealing with Medical/ Public Health Services.

Desirable: Specialization by experience or qualification or training in Medical Social Work.

Age limit (**As on 15-06-2010**): Not exceeding 30 years (relaxable for Government servant).

(B) Deputation

Officers working in Central/State Governments, Autonomous /Statutory Bodies and PSU in an analogous posts on regular basis, or with three years service in posts on regular basis in the scale of Rs.5000-8000/- or 6 years service in posts on regular basis in the scale of Rs. 4500-7000/- and Possessing the educational qualifications laid down for direct recruits.

(Period of deputation shall not ordinarily exceeds 3 years) for deputation age limit not exceeding 56 years

SI No. 11 : **Warden/Lady Warden**
No of posts : **5 (Five) - 3 UR; 1-OBC, 1-Hearing Handicapped.**
Scale of pay : **Rs. 5000-8000/- (Pre-Revised)**
PB-2 of Rs. 9300-34,800/- Grade Pay Rs.4, 200/- (Revised)

Eligibility Criteria

(A) Direct Recruitment

Essential:

1. Bachelor degree from a recognized University
2. Certificate/Diploma in House keeping/Material management/Public Relation/Estate Management.
3. At least 4 (Four) years experience as Dy. Warden in Hostel of reputed Institution/Nursing College.

Age limit (**As on 15-06-2010**): Not exceeding 30 years (Relaxable by 5 years for Government servants in accordance with the instruction of Central Government.

(B) Deputation

Persons working in an analogous posts on regular basis or 4 years regular service as Dy. Warden in the scale of Rs4500-7000/-

(Period of deputation shall not ordinarily exceeds 3 years) for deputation age limit not exceeding 56 years

General Information for Direct Recruitment:

1. Relaxation of upper age limit for SC/ST/OBC/Ex-serviceman/Handicapped/disabled candidates will also be allowed as per Govt Rules, where reservations of posts are meant for these categories only.
2. Upper age limit is relaxable by 5 years for Govt. servants in accordance with instruction of govt. of India.
3. Reservation for ST/SC/OBC will be as per Govt. of India norms.
4. Persons working under Central/State Government/Public Sector Undertakings/Autonomous organization should submit their applications through proper channel. They may, however, send one advance copy of the application along with enclosures which should reach before the prescribed last date.
5. The decision of the Institute as to eligibility or otherwise of a candidate will be final.
6. The applicants, who do not have requisite qualifications up to the last date for submission of applications, will not be considered.
7. The experience is relaxable at the discretion of the Selection Committee.
8. Canvassing of any kind will be a disqualification.
9. Incomplete applications will not be considered.
10. Mere fulfilling the minimum education qualification and experience doesn't bestow right to a candidate to be called for interview.
11. Institute reserves the right to reject or accept any candidature without assigning any reason thereof.
12. Due to dearth of quarters, the institute is not in a position to provide Quarters to all selected candidates. If quarters are not provided the staff will be entitled to HRA as per prescribed rules.
13. The number of vacancies indicated against each category of posts is provisional and may increase or decrease depending on the actual needs of the Institute.
14. The Institute will not be responsible for non-receipt/late receipt of any communication send by the candidates due to postal delay/lost in transit.
15. Eligible/suitable candidates are requested to submit their applications in the **prescribed format** alongwith attested copies of certificates & testimonials, two copies of recent passport size photograph, Indian Postal Order for Rs. 50/- being the application fee in favour of the **Deputy Director (Admn), NEIGRIHMS payable at Shillong**. (No application fee for ST/SC and Handicapped candidates).
16. Complete applications may be send in the prescribed proforma to the **Deputy Director (Admn), North Eastern Indira Gandhi Regional Institute of Health and Medical Sciences, Mawdiangdiang, Shillong-793018** SUPERSCRIBING "Application for the post of

General Information For Deputation

1. The period of deputation shall not exceed 3 (three) years including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other Organization/department of the Central Government
2. The maximum age limit is 56 (fifty six) years as on the closing date of receipt of applications.
3. The Officer selected on deputation will have the option to draw his grade pay plus deputation (duty) allowance in accordance with the Department of Personnel & Trg's O.M.No.2/12/87-Estt.(PII) dated 29.4.99 as amended from time to time.

4. The eligible and interested person may apply through proper channel on the prescribed proforma in duplicate. While forwarding the applications the employer/forwarding authority may ensure that the particulars of the candidates are verified and that they fulfill the eligibility conditions. The forwarding authority is requested to enclose their certified copies (each page) of last 5 years ACR dossiers, Integrity Certificate, vigilance clearance, statement of major/minor penalty imposed, if any, during the last ten years along with the application. Applications received after the last date of submission of applications and/or without vigilance clearance, statement of major/minor penalty imposed, if any, during the last ten years and CR dossiers will be rejected. Candidates will not be allowed to withdraw their applications once forwarded.

Prescribed application forms for Direct Recruitment and Deputation basis can be downloaded in PDF format from Institute's website <http://www.neigrihms.nic.in>.

Last date of receipt of application is 15th June, 2010

Sd/-
Deputy Director (Admn)

PROFORMA FOR APPLICATION
(for direct recruitment)

Application for the posts of:.....

1. Full Name (in Block letters) :.....
2. Father/Husband Name :.....
3. Date of Birth :.....
4. Age (as on 15.06.2010) :.....years.....months.....days
5. Sex :.....
6. Present Address:.....
.....
Ph. No.....Mobile No.....
E-mail:.....
7. Permanent Address:.....
.....
8. Nationality (State whether by Birth or by Domicile):.....
9. Category :.....
Whether you belong to SC/ST/OBC?.....
10. Details of Examination passed starting from Matriculation/School leaving certificate onward: Use additional sheets if required.

Name of the Course	Year of Passing	Class/Rank	Institution	University

11. Other Qualification: use additional sheets if required.

Name of Training	Institution/Organisation	India/Abroad	Duration

12. Experience: use additional sheets if required.

Job Title	Institution	Post(s) held		Duration Years/Months	Nature of duty/teaching & non- teaching	Reason of leaving
		From	To			

Whether No Objection Certificate from the Employer is attached, if not, reason thereof:

13. MCI/INC Registration No.....

14. IPO No..... dated.....Amount Rs.....

Signature of the candidates

Place:.....

Date:.....

** enclose additional sheet where necessary.*

c. **Nature of Present employment (Please tick ✓) :**

Permanent Temporary Adhoc Any other (please specify)

d. **Mode of present appointment (Please tick ✓) :**

Promotion Direct Recruitment Deputation/Contract Any other (please specify)

e. **If by Deputation/Contract:**

i. The date of initial appointment:

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ii. Period of service on deputation/contract:

iii. Name of the parent department/organization to which you belong:

iv. Substantive post held in the parent department immediately preceding deputation:

8. 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 along with total emoluments drawn at present:

9. Additional information, if any which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if the space is insufficient duly countersigned by employer.

10. Remarks:

Signature of the candidate

Date :

Address
