

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

ADVERTISEMENT No. NEIGR-E.II/34/2006/Pt-(i) Dated Shillong the 18th October, 2011

On behalf of the Director, North Eastern Indira Gandhi Regional Institute of Health and Medical Sciences, Shillong, applications are invited in the prescribed proforma for the following posts in North Eastern Indira Gandhi Regional Institute of Health & Medical Sciences, Shillong to be filled up on **deputation** basis.

SL No. 1 : **Registrar**
No of post : **1(one)**
Pay : **Pay Band - 3 ₹15600-39100 Grade Pay- ₹ 7600/-**

Eligibility criteria:

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

- A. (a) analogous posts on regular basis, or
(b) With five years regular services in the pay band - 3 ₹ 15600-39100 with Grade Pay- ₹ 6600/- or equivalent, or
(c) With ten years regular service in the pay band - 3 ₹ 15600-39100 with Grade Pay- ₹ 5400/- or equivalent, and
- B. should be a graduate preferably post graduate in science and have at least seven years experience in University/Teaching Institution in the area of administration in a supervisory capacity 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 courses.

SL No. 2 : **Executive Engineer (Elect.)**
No of post : **1(one)**
Pay : **Pay Band - 3 ₹ 15600-39100 Grade Pay- ₹ 6600/-**

Eligibility criteria:

Officers working in Central Govt./State Govt., Autonomous Organizations/Statutory bodies and PSU in an analogous posts on regular basis or Assistant Engineer (Electrical) with 7 (seven) years regular service in the grade and possessing educational qualification in B.E (Electrical Engineering) from recognized University/Institution.

SL No. 3 : **System Analyst**
No of post : **1(one)**
Pay : **Pay Band - 3 ₹ 15600-39100 Grade Pay- ₹ 6600/-**

Eligibility criteria:

Officers from Central/State Govts./Autonomous Organizations/Research Institutions/ Universities/Statutory Bodies holding

- A. (i) analogous posts on regular basis, or

(ii) With five years regular services in the pay band - 3 ₹ 15600-39100 with Grade Pay- ₹ 5400/- or equivalent and

B. Possessing the following educational qualifications:

A. Master Degree in Computer Application/Computer Science or M.Tech (with specialization in Computer Application) or B.E/B.Tech in Computer Engineering/Computer Science/Computer Technology of the recognized University or equivalent.

OR

B. Degree in Computer Application/Computer Science or Degree in Electronics/Electronics and communication engineering from a recognized University or Equivalent.

SL No.4	:	Chief Security Officer
No. of post	:	1 (one)
Pay	:	Pay Band - 3 ₹ 15600-39100 Grade Pay- ₹ 6600/-

Eligibility criteria:

Officers of the Police departments of State/Central/Union Territory Governments or Officers of the para military Forces, holding analogous posts or with 7 (seven) years regular service in the post in pay band- 2 ₹ 9300-34800/- with Grade Pay of ₹ 4600/- or equivalent and preferably having experience connected with security, handling agitations/strikes of employees.

SL No.5	:	Accounts Officer
No. of post	:	1 (One)
Pay	:	Pay Band - 3 ₹ 15600-39100 Grade Pay- ₹ 5400/-

Eligibility criteria:

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

- A. i) analogous posts on regular basis, or
ii) With 2 (two) years regular service pay band – 2 ₹ 9300-34800/- with Grade Pay of ₹ 4800/- or equivalent, and
iii) With 3 (three) years regular service in the Pay Band – 2 ₹ 9300-34800/- with Grade Pay of ₹ 4600/-, or equivalent, And

B. A pass in the SAS or equivalent examination OR
Successful training in Cash & Accounts in the ISTM or equivalent and experience in Cash Accounts and Budget work.

SL No.6 : Bio-Medical Engineer
No. of post : 1 (one)
Pay : Pay Band - 3 ₹ 15600-39100 Grade Pay - ₹ 5400/-

Eligibility criteria:

1. Officer working in hospitals under the Central/State Govts./Autonomous Organizations/Statutory bodies and PSU in analogous posts on regular basis or with at least 3 years regular service in the pay band- 2 ₹ 9300-34800/- with Grade Pay of ₹ 4600/- or equivalent.
2. And possessing the following educational qualifications and experience:
 - (i) Bachelor degree in Bio-Medical Engineering from a recognized Institute OR B.Tech/B.E (electronic) from a reputed Engineering Institute.
 - (ii) At least three years experience in the relevant field in a medical institute in installation and maintenance of medical equipments.

SL No.7 : Health Inspector
No of post : 1 (one)
Pay : Pay Band - 2 ₹ 9300 - 34800 Grade Pay- ₹ 4800/-

Eligibility criteria:

1. Persons working in hospitals under the Central/State Govts./Autonomous Organisations/Statutory bodies and PSU holding:
 - i) analogous posts on regular basis or,
 - ii) Two years experience as Multi Purpose Health Worker on regular basis in a Teaching/Health Institution. and
 - iii) Possessing BA/B.Sc with 1 ½ years training course for Multi Purpose Health worker recognized by Nursing Council/DHS of a state.

Desirable: Supervisory experience in service training.

SL No.8 : Assistant Accounts Officer
No. of post : 1 (one)
Pay : Pay Band - 2 ₹ 9300 - 34800 Grade Pay- ₹ 4600/-

Eligibility criteria:

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 pay band- 2 ₹ 9300-34800/- with Grade Pay of ₹ 4200/- or equivalent, And
- B. Passed in the SAS or equivalent examination or who have undergone successful training in Cash and Accounts work in the ISTM or equivalent.

SL No.9 : **CSSD Officer**
No. of posts : 1 (one)
Pay : Pay Band - 2 ₹ 9300 - 34800 Grade Pay- ₹ 4600/-

Eligibility criteria:

Officers working in hospitals under the Central/State Govts./Autonomous Organizations/Statutory bodies and PSU in analogous posts on regular basis and possessing the following educational qualifications:

- A. 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 (person possessing qualifications included in the part-II of the second schedule should also fulfill the conditions specified in the sub-section (3) of the section 13 of the Act.

OR

M. Sc Microbiology or Pharmacology or Medical Technology (Microbiology) **OR**
Master Degree in Health & Hospital Administration from a recognized University/Institution.

- B. 5 (five) years experience in Central Sterilization or Operation Theatre in a hospital above 300 beds/research Organization or any pharmaceutical organization.

SL No. 10 : **Estate Manager**
No. of posts : 1 (one)
Pay : Pay Band - 2 ₹ 9300 - 34800 Grade Pay- ₹ 4600/-

Eligibility criteria:

Officers working in an analogous posts on regular basis in the State/Central Govt. / Autonomous Organisations/PSU/Statutory bodies and experienced in management of Estate and possessing the following educational qualifications and experience:

1. B.E in Civil Engineering from a recognized University/Institution.
2. 2 (two) years experience in management of estate of a reputed concern.

SL No.11 : **Legal Assistant**
No. of post : 1 (one)
Pay : Pay Band - 2 ₹ 9300 - 34800 Grade Pay- ₹ 4600/-

Eligibility criteria:

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 pay band- 2 ₹ 9300-34800/- with Grade Pay of ₹ 4200/- or equivalent, and
- B. Possessing the following educational qualifications and experience:
1. Degree in Law from a recognized University.
 2. Should be registered with the Bar Council of India
 3. At least three years work experience in the legal matters in a government department/PSU/Autonomous Organization in the capacity of legal Assistant or equivalent.

SL No.12 : Private Secretary
No. of post : 1 (one)
Pay : Pay Band - 2 ₹ 9300 - 34800 Grade Pay- ₹ 4600/-

Eligibility criteria:

Officials working under Central/State Governments, Autonomous Organizations/Statutory Bodies and PSU holding:

- A. i) analogous posts on regular basis, or
ii) With five years experience as Stenographer Grade-II/Personal Assistant in the pay band- 2 ₹ 9300-34800/- with Grade Pay of ₹ 4200/- or equivalent and
- B. Possessing the following qualifications:
i) Graduate in any discipline from a recognized University.
ii) Diploma in stenography with a speed of 120 words per minute.

SL No.13 : Health Educator
No. of post : 1 (one)
Pay : Pay Band - 2 ₹ 9300 - 34800 Grade Pay- ₹ 4200/-

Eligibility criteria:

Officials working under Central/State Governments, Autonomous Organizations/Statutory Bodies and PSU holding:

- A. i) analogous posts on regular basis, or
ii) Regular service with 3 years experience in Community Health Programme
- B. And possessing the following qualifications:
1. Graduate in Arts/Science/Commerce from a recognized University
2. Diploma in Health Education from a recognized Institution
3. Training/Certificate as Basic Health Worker

SL No.14 : Office Superintendent
No. of post : 5(five)
Pay : Pay Band - 2 ₹ 9300 - 34800 Grade Pay- ₹ 4200/-

Eligibility criteria:

Officials working under Central/State Govt, autonomous Organization/Statutory bodies and PSU in an analogous post on regular basis or worked as UDC with 10 (ten) years regular service in Pay Band - ₹ 5200-20200/- with Grade Pay of ₹ 2400/- or equivalent and possessing graduate in Arts/Science/Commerce from a recognized University.

SL No.15 : Junior Accounts Officer
No. of post : 2 (two)
Pay : Pay Band - 2 ₹ 9300 - 34800 Grade Pay- ₹ 4200/-

Eligibility criteria:

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

- A. i) analogous posts on regular basis, or
ii) With ten years regular service in pay band- 1 ₹ 5200-20200/- with Grade Pay of ₹ 2400/- or equivalent and having experience in Accounts matters, Budget works and having adequate

knowledge of maintenance of Cash Book, Ledger, preparation of Balance Sheet etc. Knowledge of Financial rules & Regulation and

- B. Passed in the SAS or equivalent examination **OR** who have undergone successful training in Cash and Accounts work in the ISTM or equivalent.
- C. Should possess Graduate Degree in Commerce from a recognized University.

SL No 16 : **CSSD Supervisor**
No. of post : 1 (one)
Pay : Pay Band - 2 ₹ 9300 - 34800 Grade Pay- ₹ 4200/-

Eligibility criteria:

Persons working in an analogous post in hospital under Central/ State Government autonomous/ Statutory bodies and PSU or 10 (Ten) years regular service as CSSD Assistant Grade - I in the pay band -1 ₹ 5200 – 20200/- with Grade Pay of ₹ 2400/- or equivalent.

SL No 17 : **Transport in-Charge**
No. of post : 1 (one)
Pay : Pay Band - 2 ₹ 9300 - 34800 Grade Pay - ₹ 4200/-

Eligibility criteria:

Officials working under Central/State Governments, Autonomous Organizations/Statutory Bodies and PSU holding:

- A.
 - i) analogous posts on regular basis, or
 - ii) Regular service with 4 (four) years experience in managing fleet of vehicles preferably in a Medical Institute
- B. **And possessing the following qualifications:**
 - 1. 12th Pass from a recognized University/Board or equivalent.
 - 2. Diploma in Automobile Engineering from a recognized Institute.

Desirable

- (i) Driving License for Heavy Vehicle
- (ii) Experience in a motor Vehicle workshop in repairing & maintenance of Motor vehicle.

SL No. 18 : **Warden/Lady Warden**
No of post : 3 (three)
Pay : Pay Band - 2 ₹ 9300 - 34800 Grade Pay- ₹ 4200/-

Eligibility criteria:

Officials working in Central Govt./State Govt, Autonomous Organisations/Statutory bodies and PSU in an analogous posts on regular basis or 6 (six) years regular service as Deputy Warden in Pay Band- 1 ₹ 5200-20200/- with Grade Pay of ₹ 2800/- or equivalent and possessing the following educational qualifications and experience:

- 1. Bachelor degree from a recognized University.
- 2. Certificate/Diploma in Housekeeping/Material management/Public Relation/Estate Management.

General Information:

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 and, subject to the conditions, as modified from time to time and such other general or special orders issued by the Govt. of India.
4. The eligible and interested persons may apply through proper channel on the prescribed proforma in duplicate. **The applications complete in all respect should reach the undersigned within 60 days of publication of advertisement.** 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.

The prescribed proforma of application can be downloaded from the Institute's website <http://www.neigrihms.nic.in>.

Sd/-
Deputy Director (Admn)

PROFORMA

1. Name and Address :
(In Block letter)

2a. Date of Birth (in Christian era):

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b. Age as on the closing date of receipt of application:

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 Year

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 Months

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 Days

3. Date of retirement under Central/State Govt. rules:

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4. Category (Please tick ✓) : SC ☐ ST ☐ OBC ☐ General ☐

5. Education Qualification:
(attach attested copies)

Name of Examination/University	Name of Subjects	Percentage of Marks

6. 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)

Qualification/Experience required

Qualification/Experience possessed
By the Officer.

Essential:

Desirable:

Please state clearly in the light of above entries whether you meet the requirements of the post (Please tick ✓) : YES ☐ NO ☐

7. Employment Details:

a. Details of employment in chronological order (Attach separate sheet if necessary duly authenticated by you & countersigned by employer)

Office institute/ organization	Post held	From	To	Basic pay	Present Scale	Pay

b. **Organization working at present (Please tick ✓) :**

Central Govt ☐ State Govt ☐ Govt Undertakings ☐

University ☐ Autonomous Organization ☐
Any other (Please specify)

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:

d	d	m	m	y	e	a	r

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:

Date :

Address

:

Signature of the candidate

