

**North Eastern Indira Gandhi Regional Institute of Health & Medical Sciences, Shillong**

**ADVERTISEMENT No.NEIGR-E.II/34/2006/Pt.**

**Dated 31<sup>st</sup> October 2008**

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 by **deputation**.

**SI. No. 1: Deputy Registrar**

No. of post : 1 (one)

Scale of Pay : Rs.10000-15200/- (Pre-revised)

**Educational Qualification & Experience:**

Officer from Central/State Governments, Autonomous Organisations, 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.8000-13500/- or equivalent, or  
iii) with 6/7 years regular service in the scale of Rs.7500-12000/- & Rs.7450-11500/- or equivalent or  
iv) With 8 years regular service in the scale of Rs.6500-10500/- 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 undergraduate and post graduate medical courses.

**SI No. 2: Administrative Officer**

No of posts : 1 (one)

Scale of pay : Rs.8000-13500/- (Pre-revised)

**Education Qualification & experience:**

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

- (A) 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.7450-11500/- or  
iv) With five years regular service in the scale of Rs.6500-10500/- and  
(B) and having at least five years experience in establishment and administrative work preferably in a hospital/medical institution.

## **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 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. Their applications 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.

**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:**  

		Year			Months			Days
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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)

<b><u>Qualification/Experience required</u></b>	<b><u>Qualification/Experience possessed</u></b>
	<b><u>By the Officer.</u></b>

**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/organisation	Post held	From	To	Pay scale & basic pay	Nature of duties

