

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

Advertisement No. NEIGR-GAD (RC)/35/2013/Pt-I: Dated 03rd December, 2021

Applications are invited from eligible candidates for filling up the following Group ‘C’ posts on direct recruitment/deputation. Eligible/suitable candidates are requested to submit their applications in the **prescribed format** along with attested copies of certificates & testimonials, two copies of recent passport size photograph. Demand Draft of Rs.500/- (Rupees five Hundred) for **General & OBC** and Rs.250/- (Rupees two hundred and fifty) only for **SC, ST & EWS** being the application fee in favour of the **Deputy Director (Admn), NEIGRIHMS, Shillong payable at Shillong**. The application fee once deposited will not be refunded. Candidates working in Govt. /Semi Govt. /Public Sector Undertaking/Autonomous Institutions/Organizations are requested to submit their applications through proper channel. Candidates should note that mere fulfilling of the minimum requisite qualifications & experience bestows no right on them to be call for written test. Only shortlisted candidates will be called for the written test as the Institute deemed fit. Only Indian citizens need to apply. Candidates belonging to Economically Weaker Sections (EWSs) category must submit a valid Income and Asset Certificate in the prescribed format issued by any of the specified competent authorities.

Sl No	Name of post(s)	No. of post(s)	Pay Band & Grade Pay	Educational Qualification & Experience	Age Limit (as on closing date of application)
1	Radiotherapy Technician	2 (ST)	Pay Matrix Level-5 Entry Pay Rs.29,200/-	<u>Essential:</u> BSc in Medical Technology (Radiotherapy) from a recognized University/Institute. <u>Desirable:</u> One year’s experience in Radiotherapy in teaching Institute/Hospital	Not exceeding 30 years
2	Upper Division Clerk (By Deputation)	1(SC)	Pay Matrix Level-4 Entry Pay Rs.25,500/-	<u>Deputation:</u> Officials working under Central/State Govt. Autonomous/Statutory bodies and PSU in an analogous post on regular basis or 8 (eight) years regular service as Lower Division Clerk in the Pay Band-1, Rs.5200-20200/- with Grade Pay of Rs.1900/- or equivalent. The period of deputation shall not ordinarily not exceed 3 years. The maximum age limit for appointment by deputation shall not be exceeding 56 years on the closing date of receipt of application.	Not exceeding 56 years
3	Laundry Mechanic	1 (UR)	Pay Matrix Level-2 Entry Pay Rs.19,900/-	<u>Essential:</u> 1. Matriculation or equivalent from a recognized University/ Board. 2. ITI Diploma in Mechanical Engineering. 3. Two years’ experience in Mechanical Laundry including practical experience of handling maintaining and repairing of Laundry equipment and knowledge of Store Accounting. <u>Desirable:</u> 1. Experience in Dry cleaning Machine. 2. Experience in handling large number of factory works.	Not exceeding 30 years

Sl No	Name of post(s)	No. of post(s)	Pay Band & Grade Pay	Educational Qualification & Experience	Age Limit (as on closing date of application)
4	Lower Division Clerk	2 (UR)	Pay Matrix Level-2 Entry Pay Rs.19,900/-	Essential: 1. 12 th Class or equivalent qualification from a recognized Board or University. 2. A typing speed of 35 words per minutes in English on Computer. NB: 35 wpm correspond to 10,500 KDPH in an average of 5 key depressions for each word.	Not exceeding 30 years

Abbreviation Use: UR-Unreserved, ST – Scheduled Tribe, OBC- Other Backward Class, EWS- Economically Weaker Sections.

General Information:

1. Upper age limit is relaxable for Govt. servants' upto 5 years in accordance with the instructions or orders issued by the Govt. of India.
2. Relaxation of upper age limit for SC/ST/OBC/Ex-Serviceman/Handicapped/candidates will also be allowed as per Govt. Rules, where reservations of posts are advertised and meant for these categories only.
3. Reservation for STs/SCs/OBCs and EWSs will be as per Govt. of India norms.
4. Persons who are not covered under the scheme of reservation for SCs, STs and OBCs and whose family has gross annual income below Rs.8.00 lakh (Rupees eight lakh only) are to be identified as EWS for benefit of reservation. Reservation under Economically Weaker Sections (EWSs) can be availed upon production of Income and Asset certificate issued by a Competent Authority. The Income and Asset Certificate issued by any one of the following competent authorities in the prescribed format shall only be accepted as proof of candidate's claim as belonging to EWS:-
 - (i) District Magistrate/Addl. District Magistrate/Collector/Deputy Commissioner/Addl. Deputy Commissioner/1st Class Stipendiary Magistrate/Sub-Divisional Magistrate/Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner.
 - (ii) Chief Presidency Magistrate/Addl. Chief Presidency Magistrate/Presidency Magistrate.
 - (iii) Revenue Officer not below the rank of Tehsildar and
5. Persons working under Central/State Government/Public Sector Undertakings/Autonomous organization should submit their applications through proper channel. They may, however, send an advance copy of the application along with enclosures which should reach before the prescribed last date.
6. The decision of the Institute as to eligibility or otherwise of a candidate will be final.
7. The applicants, who do not have requisite qualifications up to the last date for submission of applications, will not be considered.
8. Canvassing of any kind will be a disqualification.
9. In case response to the post is large in number screening will be restricted to those with higher percentage of marks.
10. Incomplete applications will not be considered.
11. Mere fulfilling the minimum educational qualification and experience doesn't bestow right to a candidate to be called for test/interview.
12. Institute reserves the right to reject or accept any candidature without assigning any reason thereof.
13. Due to dearth of quarters, the institute is not in a position to provide quarters to selected candidates. If quarters are not provided the officer will be entitled to House Rent Allowances (HRA) as per prescribed rules.

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. 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.
16. The crucial date for determining the age limit shall be the closing date for receipt of the application from the candidates.
17. Complete applications may be sent in the prescribed proforma along with attested copies of certificates/testimonials and two copies of recent passport size Photographs 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**”
Prescribed proforma of application form can be downloaded in PDF format from Institute’s website <http://www.neigrihms.gov.in>.

Last date for submission of applications is One month from the date of publication of this advertisement in the Employment News.

Sd/-
Deputy Director (Admn)
NEIGRIHMS, Shillong