

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

Advertisement No.NEIGR-GAD (RC)/14/2023/80 dated 26th August, 2024

The Director, North Eastern Indira Gandhi Regional Institute of Health & Medical Sciences (NEIGRIHMS), Shillong invites application for filling up the post of Upper Division Clerk of Group 'C' post in the Institute by Deputation.

| | | |
|---|----------------------------|---|
| 1 | Name of Post | Upper Division Clerk (UDC) |
| | No. of Post | 3 (three) |
| | Pay Scales | Level-4 of Pay Matrix (Rs.25,500 - 81,100/-) |
| | Mode of Recruitment | By Deputation (ISTC) |

Eligibility Criteria for Deputation:

Officers of the Central Government/State Governments/Union Territories/Autonomous Organizations/Statutory Bodies/Public Sector Undertaking/University/Recognized Research Institution:

A.

1. Holding analogous post on a regular basis in the parent cadre/department; or
2. with 8 years' service in the grade rendered after appointment on a regular basis in Level -2 of the Pay Matrix or equivalent in the parent cadre/department and

B.

Possessing the following appropriate educational qualifications and experience:

Essential:

- (i) Graduate from a recognized University/Institute
- (ii) Having Proficiency in Computer application.
- (iii) A typing speed of 35 words per minute in English on computer.

(NB: 35 wpm correspond to 10,500 KDPH in an average of 5 key depressions for each word).

Note:

Period of deputation 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 shall ordinarily not exceed five years. The maximum age limit for appointment on deputation (ISTC) shall not be exceeding 56 years as on the closing date of receipt of application.

General Information:

1. The applications for deputation from eligible officials in the prescribed application proforma (in duplicate) may be forwarded through proper channel within 30 days from the date of publication of this advertisement in the Employment News along with upto date APAR/ACRs for the last 5 years in original or photocopies duly attested, Vigilance Clearance and Integrity Certificate. Cadre Controlling Authority may also kindly ensure that while forwarding the applications, they should verify and certify that the particulars furnished by the officers are correct. It may also be certified that no major or minor penalty was imposed on the officer during the last 10 years of his service.
2. Applications for deputation received after the due date or without APAR/ACRs dossiers, Vigilance Clearance and Integrity Certificate or otherwise found incomplete will not be considered.

3. Applicants already in employment in Government/Semi-Government/Corporate Bodies should route their applications through their employers or produce No Objection Certificate (NOC).
4. The crucial date for determining the age limit, qualification and experience will be the last date of submission of application.
5. Candidates should note that mere fulfilling of the minimum requisite qualification & experience bestows no right on them to be call for test/interview.
6. Applications are required to ensure their eligibility in all respect before applying.
7. Only shortlisted candidates will be called for the test/interview as the Institute deemed fit.
8. Period of probation for two years.
9. The appointment to the said post will be subject to medical fitness from the competent medical board for which he/she will be sent to the designated medical authority.
10. The decision of the Institute as to eligibility or otherwise of a candidate will be final.
11. The decision of the Institute's authority in respect of screening/selection shall be final and no correspondence in this regard will be entertained.
12. Canvassing of any kind will be a disqualification.
13. Incomplete application will not be considered.
14. Institute reserved the right to reject or accept any candidature without assigning any reason thereof.
15. 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.
16. 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.

The prescribed application proforma for deputation can be downloaded from Institute's website: <https://www.neigrihms.gov.in>.

Complete applications in the prescribed Proforma may be forwarded through proper channel to the "Recruitment Cell, General Administration Department", Director's Administrative Block, North Eastern Indira Gandhi Regional Institute of Health & Medical Sciences, Mawdiangdiang, Shillong-793018 SUPERSCRIBING "Application for the post of"

Last date for submission of application is 30 days from the date of publication of this advertisement in the Employment News.

Sd/-
Deputy Director (Admn)
NEIGRIHMS, Shillong

BIO-DATA PROFORMA

Affix recent
Passport size
photograph

1. Name & Address (in Block Letters) :
With e-mail address and contact number.
2. Date of Birth (in Christian era) ` :`
3. Date of entry into Govt. Service :
4. Educational Qualifications:
Whether educational and other qualification required for the post is 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:

- (1)
- (2)
- (3)

Desired:

- (1)
- (2)

5. Please state clearly whether in the light of entries made by you above, you meet the requirement of the post.
6. Details of employment in chronological order. Enclose a separate sheet, duly authenticated by your signature, If the space below is insufficient.

| Office/Instt/ Orgn. | Post Held | From | To | Scale of Pay | Nature of Appointment i.e. Whether Regular/ adhoc/deputation | Nature of duties |
|------------------------|--------------|------|----|-----------------|--|------------------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| | | | | | | |
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| | | | | | | |

7. Name of the post held substantively, if any, and scale of pay thereof.

Cont'd.....

8. Present pay and date from which it is drawn (scale in which drawn also to be included)
9. Additional details about present employment. Please state whether working under:-
 - (a) Central Government
 - (b) State Government
 - (c) Autonomous Organizations
 - (d) Government Undertaking
 - (e) Universities
10. 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.
11. Whether the officer satisfies all the conditions prescribed for the post viz. qualification, experience and service in analogous posts.
12. Remarks if any.

Dated.....
Countersigned.....
Address.....
(Employer)

Signature of the Candidate

**CERTIFICATE TO THE RECORDED BY THE EMPLOYER
WHILE FORWARDING THE APPLICATION**

Certified that the particulars filled by Shri.....Designation.....have been verified and found correct. It is also certified that no vigilance case is pending or contemplated against Shri.....and his integrity is beyond doubt. Character Roll for the last five years is enclosed.

SIGNATURE OF THE EMPLOYING AUTHORITY
WITH STAMP AND DATE

CBC- 17119/11/0011/2425