

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

**Advertisement No. NEIGR-E.III/15/2014/Pt. V dated the 28<sup>th</sup> September,2022**

Applications are invited from eligible candidates for filling up the following Group 'B' & 'C' posts on direct recruitment. Eligible candidates are requested to submit their applications in the **prescribed format** along with self-attested copies of certificates & testimonials, two copies of recent passport size photograph, **Demand Draft of ₹500/-** (Rupees five hundred) for **General & OBC** candidates and **₹250/-** (Rupees two hundred and fifty) for **SC,ST & EWS** candidates being the application fee in favour of the **Deputy Director (Admn), NEIGRIHMS payable at Shillong. PwD** candidates are exempted from payment of Application fee. 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 called for written test. Only shortlisted candidates will be called for 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.	Name of post(s)	No. of post(s)	Level in the Pay Matrix	Educational qualification & experience	Age Limit (as on closing date of applications)
1.	Assistant Accounts Officer	1-UR	Level 7 of Pay Matrix	<b>Essential:</b> 1. Degree from a recognized University/Institute. 2. 3 (Three) years 'experience in Cash, Accounts and Budget work in a Government Office/PSU/Autonomous Body/Statutory Body.	Not exceeding 35 years.
2.	Health Educator (Male & Female)	2-UR	Level 6 of Pay Matrix	<b>Essential:</b> 1. Degree from a recognized University. 2. Diploma in Health Education from recognized Institution. 3. Experience for not less than 5 years in Health Education preferably in rural areas.	Not exceeding 35 years
3.	Medical Social Worker	1-UR	Level 6 of Pay Matrix	<b>Essential:</b> 1. Master Degree in Social Work/Applied Sociology from a recognized University. 2. One year Practical experience as Social Worker with a Government Organization in a health related field or reputed Welfare or Health Agencies recognized by Government dealing with Medical/ Public Health Service.	Not exceeding 35 years.
4.	Health Inspector	3-UR	Level 6 of Pay Matrix	<b>Essential:</b> 1. B.A/B. Sc with 1 <sup>1/2</sup> years training course for Multi-Purpose Health Worker recognized by Nursing Council/DHS of a State. 2. Two years' experience as Multi-Purpose Health Worker in a Teaching/Health Institution.  <b>Desirable:</b> Supervisory experience in service training.	Not exceeding 30 years.

5.	Radiographer	2 (1-UR & 1-SC)	Level 6 of Pay Matrix	<p><b>Essential:</b></p> <ol style="list-style-type: none"> <li>1. B.Sc. (Hons) (3 Years course) in Radiography from a recognized Institution/University.</li> <li>OR</li> <li>2. B.Sc. Medical technology (X-Ray) from a recognized Institution /University.</li> </ol> <p><b>Desirable:</b> Ability to use computers- Hands on experience in office applications, spread sheets and presentations.</p>	Not exceeding 30 years.
6.	Reprographic Technician	2 - UR	Level 5 of Pay Matrix	<p><b>Essential:</b></p> <ol style="list-style-type: none"> <li>1. Matriculation from a recognized Board/Institution.</li> <li>2. Not less than 2 years' experience in the operation of various reprographic machines, particularly of relevance to the library.</li> <li>3. Training in the operation of various types of Reprographic Machines, automatic and manually operated.</li> </ol> <p><b>Note:</b> Candidates will be required to pass a Trade Test to assess their skill in operation of different reprographic machine.</p>	Not exceeding 30 years.
7.	Library Assistant	1-UR	Level 2 of Pay Matrix	<p><b>Essential:</b></p> <ol style="list-style-type: none"> <li>1. 12<sup>th</sup> pass or equivalent from a recognized University/Board.</li> <li>2. Two years' experience in a Library or Certificate in Library Science/Librarianship from a recognized Institute.</li> </ol> <p><b>Desirable:</b> Knowledge of computer typing.</p>	Not exceeding 30 years.
8.	Driver Gr-III	2 (1-UR , 1-ST)	Level 2 of Pay Matrix	<p><b>Essential:</b></p> <ol style="list-style-type: none"> <li>1. Should possess a valid driving license for driving heavy vehicles</li> <li>2. Knowledge of Motor mechanism (the candidate should be able to remove minor defects in vehicles).</li> <li>3. Experience of driving motor vehicles (including heavy vehicles) for at least three years.</li> </ol> <p><b>Desirable:</b></p> <ol style="list-style-type: none"> <li>1. A pass in the 8<sup>th</sup> Standard.</li> <li>2. 3 years' service as Home Guards/Civil Volunteer.</li> </ol>	Not exceeding 30 years

## **General Information:**

1. Upper age limit is relaxable for Govt. servants up to 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/disabled candidates will also be allowed as per Govt. Rules, where reservations of posts are 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 EWSs 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 (**Annexure-I**). 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/1<sup>st</sup> Class Stipendary Magistrate/Sub-Divisional Magistrate/Taluka Magistrate/Executive Magistrate /Extra Assistant Commissioner.
  - (ii) Chief Presidency Magistrate/ Additional Chief Presidency Magistrate/Presidency Magistrate.
  - (iii) Revenue Officer not below the rank of Tehsildar and
  - (iv) Sub-Divisional Officer or the area where the candidate and/or his family normally resides.
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. Candidates applying against post reserved for OBC category must submit a valid (up-to-date) "Non Creamy Layer" certificate from the appropriate authority.
7. The decision of the Institute as to eligibility or otherwise of a candidate will be final.
8. The applicants, who do not have requisite qualifications up to the last date for submission of applications, will not be considered.
9. Canvassing of any kind will be a disqualification.
10. In case response to the post is large in number, screening will be restricted to those with higher percentage of marks.
11. Incomplete applications will not be considered.
12. Mere fulfilling the minimum educational qualification and experience doesn't bestow right to a candidate to be called for interview.
13. Institute reserves the right to reject or accept any candidature without assigning any reason thereof.
14. 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.
15. 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.
16. Application submitted without requisite fee will summarily be rejected.

Complete applications may be sent in the prescribed proforma to the "**Recruitment Cell, Establishment Section - III**", 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 of submission of Applications is one month from the date of publication of this advertisement in the Employment News i.e 23<sup>rd</sup> January, 2023**

*Sd/-*  
Deputy Director (Admn)  
NEIGRIHMS, Shillong