

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

Advt. No. No.NEIGR-E.II/56/2004/Pt. Dated 8th September 2008

Applications are invited from eligible candidates for the following posts. Eligible/suitable candidates are requested to submit their applications in the prescribed format alongwith attested copies of certificates & testimonials, two copies of recent passport size photograph, Indian Postal Order for Rs. 50/- being the application fee in favour of the Deputy Director (Admn), NEIGRIHMS payable at Shillong. (No application fee for ST/SC and Handicapped candidates). Candidates should note that mere fulfilling of the minimum requisite qualifications & experience shown against each post bestows no right on them to be call for test/interview. Only shortlisted candidates will be called for the test/interview as the Institute deemed fit. Only Indian citizens need to apply.

SI No. 1: Stenographer

No of posts: 11 (eleven) – (UR-5, ST-4, Visually Handicapped-1, Physically Handicapped -1)

Scale of pay: Rs.5000-8000/-

Educational Qualification & Experience: (i) Graduate in Arts/Science/Commerce from a recognized University (ii) Diploma in Stenography with a speed of 100 WPM in English

Desirable: - Experience in a reputed concern as Stenographer for 2 (two) years

SI No 2: Warden/Lady Warden

No of posts: 5 (five) – (UR-2, ST-2, Physically Handicapped-1)

Scale of pay: Rs 5000-8000/-

Educational Qualification & Experience:

Essential: (i) Bachelor degree from a recognized university (ii) Certificate/Diploma in House keeping/Material management/Public Relation/Estate Management. (iii) At least 4 years experience as Deputy Warden in Hostel of reputed Institution/ Nursing College.

SI No 3: House Keeper

No of posts: 5 (five) – (UR-3, ST-2)

Scale of pay: Rs 4500-7000/-

Educational Qualification & Experience:

Essential: (i) Bachelor degree from a recognized university (ii) Certificate/Diploma in House keeping/Material management/Public Relation/Estate Management (iii) At least 5 years experience as Asstt. House Keeper in hostel of reputed Institution/Nursing College

SI No 4: Gas Officer

No of posts: 1 (one) - (Unreserved)

Scale of pay: Rs 4500-7000/-

Educational Qualification & Experience: (i) HSLC passed from a recognized Board/University (ii) Diploma/Certificate in Mechanical Engineering & (iii) 3 years working experience with Oil/Gas Generator or its repairs. Must be capable of operating Oil/Gas Generator plant and carry out work associated with the Medical gas management distribution lines, taps, cocks and outlets.

Desirable:- Experience in Hospital/Medical College including maintenance of store and accounting.

SI No 5: Junior Laboratory Technician

No of post: 1 (One) – (ST)

Scale of pay: Rs 4500-7000/-

Educational Qualification & Experience: (i) BSc with Physics or Chemistry or Zoology or Botany from a recognized Institution/University (ii) One-year certificate course in Medical Laboratory Technician from a recognized Institute/Board.

SI No 6: Speech Therapist

No of post: 1 (One) - (Unreserved)

Scale of pay: Rs 4500-7000/-

Educational Qualification & Experience:

Essential: (i) BSc in Speech and Hearing from a recognized University/Institution. (ii) One year Clinical experience in speech and audiology in a Medical Institute/Hospital of repute.

SI No 7: Audio Metric Technician

No of post: 3 (Three) – (UR-2, ST-1)

Scale of pay: Rs 4500-7000/-

Educational Qualification & Experience:

Essential: (i) Degree in Audiology from a recognized University or equivalent. (ii) One year experience as Audiometric Technician in a reputed Medical Institution.

SI No 8: Registration Clerk

No of post: 4 (four) – (UR-2, ST-2)

Scale of pay: Rs 4000-6000/-

Educational Qualification & Experience: (i) Graduate from a recognized University (ii) Experience in a reputed hospital in the registration work for 2 years..

SI No 9: Generator Mechanic

No of post: 1 (One) - (Unreserved)

Scale of pay: Rs 4000-6000/-

Educational Qualification & Experience: (i) Matriculation or equivalent from a recognized Board/University (ii) Diploma or Certificate from a recognized Institution/ITI. (iii) 3 years experience in the trade.

SI No. 10: A C Mechanic

No of post: 1 (one) - (Unreserved)

Scale of pay: Rs 3050-4590/-

Educational Qualification & Experience: (i) Matric/HSLC from a recognized Board/University (ii) ITI Diploma in Refrigeration and A.C. Mechanic from a recognized Institute. (iii) Must have served apprenticeship in reputed Firm in the relevant course.

SI No 11: Pump Mechanic

No of post: 1 (one) - (Unreserved)

Scale of pay: Rs. 3050-4590/-

Educational Qualification & Experience: (i) Matric/HSLC from a recognized Board/University (ii) ITI Diploma in Electrician (iii) 1 year Apprenticeship (iv) At least 3 years experience in maintenance & repairing of electric motor & water pump and allied electrical works.

SI No 12: Operation Theatre Assistant Grade-II

No of post; 7 (Seven) – (ST)

Scale of pay 3050 – 4590/-

Educational Qualification & Experience: (i) Matric/HSLC from a recognized Board/University (ii) Diploma in Operation Theatre techniques or at least 5 years experience as OT or Anesthesia Assistant in a Medical Institute/Hospital of repute.

SI No 13: CSSD Assistant Grade-II

No of post: 2 (two) – (Unreserved)

Scale of pay: Rs 3050-4590/-

Educational Qualification & Experience: (i) Matric/HSLC with Science as a subject from a recognized Board/University (ii) Training in Sterilization Techniques from a recognized Hospital/Medical Institute (iii) At least one year experience in CSSD/OT/Blood Bank of a hospital/Medical Institute.

SI No 14: Record Clerk

No of post: 4 (four) – (UR-2, OBC-1, Visually Handicapped-1)

Scale of pay: Rs. 3050 4590/-

Educational Qualification & Experience: (i) HSLC passed from a recognized Board/University (ii) Diploma in Computer at least with 3 months duration (iii) Type Writing Speed (in English) 30 WPM (iv) Experience in a reputed hospital in Record keeping for 2 (two) years.

SI No. 15: Lower Division Clerk

No of post: 1 (One) – (Reserved for Physically Handicapped)

Scale of pay: Rs. 3050 -4590/-

Educational Qualification & Experience: (i) Matriculation or its equivalent from a recognized University/Board (ii) Diploma in Typewriting in English with a speed of 30 WPM.

Desirable: Experience of working in Medical Records Section of a Hospital.

General Information

1. Age limit (**As on 30.09.2008**) Not exceeding 30 years relaxable by 5 years for Govt. servants in accordance with the instruction of the Central Govt.
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 ST/SC/OBC will be as per Govt. of India norms.
4. Persons working under Central/State Government/Public Sector Undertakings/Autonomous organization should submit their applications through proper channel. They may, however, send one advance copy of the application along with enclosures which should reach before the prescribed last date.
5. Canvassing of any kind will be a disqualification
6. Incomplete applications will not be considered
7. Mere fulfilling the minimum education qualification and experience doesn't bestow right to a candidate to be called for interview.
8. Institute reserves the right to reject or accept any candidature without assigning any reason thereof.
9. Due to dearth of quarters, the institute is not in a position to provide Quarters to all selected candidates. If quarters are not provided the staff will be entitled to HRA as per prescribed rules.
10. 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.

11. 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.
12. Complete applications may be send in the prescribed proforma 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
13. Last date of receipt of application is **15th October 2008**.

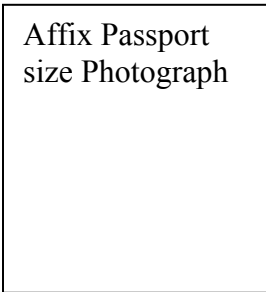
Sd/-
Deputy Director (Admn)

APPLICATION FORMAT

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

APPLICATION FOR THE POST OF

1. Full Name in Block Letters:
2. Father's/Husband Name:
3. Date of Birth:
4. Age (as on 30.09.2008):
5. Sex:
6. Permanent Address in Full:
7. Present Address in Full:
8. Nationality (State whether by Birth or by Domicile):
9. Religion:
10. Do you belong to Schedule Case/Scheduled Tribe/OBC?
11. Details of Examination passed starting from Matriculation/School leaving certificate onward:



Sl. No.	Name of School/College with Address	Examination Passed/Year	Division/Class obtained	Percentage of marks obtained

12 a) Experience:

Sl. No	Name of the Institution	Name of the employer	Post(s) held		Nature of duty	Reason of leaving
			From	To		

b) Whether No Objection Certificate from the Employer is attached, if not, reason thereof:

Declaration

I hereby declare that the entries made are in this form as above is true and correct to the best of my knowledge and belief.

Station: _____

Date: _____

Signature of applicant