

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

No.NEIGR-E.II/34/2006

Dated the 11th August 2008

CIRCULAR

Applications are invited in the prescribed proforma for the post of **Office Assistant** in North Eastern Indira Gandhi Regional Institute of Health & Medical Sciences, Mawdiangdiang, Shillong to be filled up **on deputation basis**.

No. of Posts: **3 (three)**
Scale of pay: **Rs. 5000-125-8000/-**

Eligibility criteria:

Persons from Central Government/State Governments, Autonomous Organisations, Research Institutions, Universities, Statutory Bodies holding:

- (A) i) analogous post on regular basis, or
 ii) with 5 (five) years regular service as UDC grade in the scale of pay of Rs. 4000-100-6000/-, or equivalent.
- (B) i) should be a Graduate in Arts/Science/Commerce and should have thorough knowledge in Central Government Rules.

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 years as on the closing date of receipt of applications.
3. The person selected on deputation will have the option to draw his/her 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. Eligible and interested persons 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:**

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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)

Qualification/Experience required Qualification/Experience possessed By the Officer.

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/ organization	Post held	From	To	Basic pay	Present Scale	Pay

b. **Organization working at present (Please tick ✓) :**

Central Govt State Govt Govt Undertakings

