

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

ADVERTISEMENT No.NEIGR-E.II/34/2006/Pt

Dated 27th February 2009

Applications are invited in the prescribed proforma for the following posts in North Eastern Indira Gandhi Regional Institute of Health & Medical Sciences, Shillong to be filled up by **deputation**.

SI No. 1 : Registrar
No. of posts : 1 (one)
Scale of pay : Rs. 12000 - 16500/-(Pre-Revised)

Education Qualification & experience:

Officer from Central/State Governments, Autonomous Organizations, Research Institutions, Universities, Statutory Bodies holding

- (A) i) analogous posts on regular basis, or
ii) with five years regular service in the scale of Rs. 10,000-325-15200/-, or equivalent, or
iii) with ten years regular service in the scale of Rs. 8000-275-13500/- and
- (B) should be a Graduate preferably Postgraduate in Science and have at least seven years experience in University/Teaching Institution in the area of Administration including conduct of Examination and Admission at Graduate and Post graduate level, preparation and arrangement of academic and teaching programmes in Undergraduate and Postgraduate medical course.

SI No. 2 : Deputy Registrar
No. of posts : 1 (one)
Scale of pay : Rs. 10000 - 15200/-(Pre-Revised)

Education Qualification & experience:

Officer from Central/State Governments, Autonomous Organizations, Research Institutions, Universities, Statutory Bodies holding

- (A) i) analogous posts on regular basis, or
ii) with five years regular service in the scale of Rs. 8000-13500/-, or equivalent, or
iii) with 6/7years regular service in the scale of Rs. 7500-12000/- & Rs. 7450-11500/- or equivalent or
iv) With eight years regular service in the scale of Rs. 6500-10500/- and
- (B) should be a Graduate preferably Postgraduate in Science and have at least five years experience in University/Teaching Institution in Administration including conduct of Examination and Admission at Graduate and Post graduate level, preparation and arrangement of academic and teaching programmes in Undergraduate and Postgraduate medical course.

SI No. 3 : Chief Security Officer
No of posts : 1 (One)
Scale of pay : Rs.10, 000 -15,200/- (Pre-Revised)

Eligibility Criteria

1. Officer of the Police Department of State/Central/Union Territory Governments or Officer of the Para Military Forces holding analogous posts or with 8 years regular service in the post in the pay scale of Rs. 6500-10500/- (Pre revised) or equivalent and preferably having experience connected with Security, handling agitations/strike of employees.

SI No. 4 : Administrative Officer
No of posts : 1 (One)
Scale of pay : Rs. 8000 -13500/- (Pre-Revised)
Education Qualification & experience:

Officer from Central/State Governments, Autonomous Organizations, Research Institutions, Universities, Statutory Bodies holding

- (A) i) analogous posts on regular basis, or
ii) with two years regular service in the scale of Rs. 7500-12000/-, or equivalent, or
iii) with three years regular service in the scale of Rs. 7450-11500/- or
iv) With five years regular service in the scale of Rs. 6500-10500/-
- (B) And having at least five years experience in establishment and administrative work preferably in a hospital/medical Institution.

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 (fifty six) years as on the closing date of receipt of applications.
3. The Officer selected on deputation will have the option to draw his 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. The eligible and interested person 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 (in Christian era):

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b. Age as on the closing date of receipt of application:

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3. Date of retirement under Central/State Govt. rules:

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4. Category (Please tick \surd): 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 \surd): 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 \surd):

Central Govt State Govt Govt Undertakings

University Autonomous Organization
Any other (Please specify)

c. **Nature of Present employment (Please tick \sqrt) :**

Permanent Temporary Adhoc Any other (please specify)

d. **Mode of present appointment (Please tick \sqrt) :**

Promotion Direct Recruitment Deputation/Contract Any other (please specify)

e. **If by Deputation/Contract:**

i. The date of initial appointment:

d	d	m	m	y	e	a	r

ii. Period of service on deputation/contract:

iii. Name of the parent department/organization to which you belong:

iv. Substantive post held in the parent department immediately preceding deputation:

8. Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale along with total emoluments drawn at present:

9. 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 duly countersigned by employer.

10. Remarks:

Date :

Signature of the candidate

Address

: _____

