



पूर्वोत्तर इंदिरा गांधी क्षेत्रीय स्वास्थ्य एवं आयुर्विज्ञान संस्थान शिलांग
NORTH EASTERN INDIRA GANDHI REGIONAL INSTITUTE OF HEALTH & MEDICAL SCIENCES, SHILLONG

(भारत सरकार स्वास्थ्य एवं परिवार कल्याण मंत्रालय स्वायत्त संस्थान)
(An Autonomous Institute, Ministry of Health and Family Welfare, Government of India)

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F. No

No. NEIGR-E.III/7/2017/Pt-III

Dated the 20th July 2023

NOTIFICATION

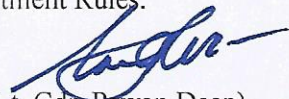
Sub : Uploading the proposed amendment of RRs for Administrative Division and Accounts Division in NEIGRIHMS website for comments by stakeholder within a period of 30 days:

In compliance to Ministry of Health & Family Welfare Letter No.U-12012/57/2022-NE-Part (7) dated 17.07.2023 and Letter No.U-12012/57/2022-NE-Part(9) dated 18.07.2023 the amended draft Recruitment Rules of posts in the following divisions are uploaded in the Institute's website for inviting comments from the stakeholders:

Sl.No	A. Administrative Division	
1	Existing Nomenclature	Amended Nomenclature
	Administrative Officer	Senior Administrative Officer
	Assistant Administrative Officer	-
	Office Superintendent	-
	Upper Division Clerk	Upper Division Clerk (UDC)
	Lower Division Clerk	Lower Division Clerk (LDC)
2	B. Accounts Division	
	Existing Nomenclature	Amended Nomenclature
	Deputy Financial Adviser	-
	Senior Accounts Officer	-
	Accounts Officer	-
	Assistant Accounts Officer	-
	Junior Accounts Officer	-
	Cashier	Accounting Assistant

The post of Diet Clerk is proposed to be merged with LDC as both the posts are in the same pay scale i.e. Level-02 of Pay Matrix and Diet Clerk is also being promoted to UDC. The post of Administrative Officer is proposed to be renamed as Senior Administrative Officer and the post of Cashier is proposed to be renamed as Accounting Assistant in line with RIMS, Imphal.


All the stakeholders are requested to go through the amended draft Recruitment Rules and furnish their comments, if any, to the undersigned within a period of 30 days from the date of publication of the notification and also send the soft copy via email at neigrihms.e3@gmail.com. In case no comments is received within the stipulated period of 30 days, the amended draft Recruitment Rules will be treated as final and the Institute will proceed further for taking necessary action for amendment of the above draft Recruitment Rules.


(Lt. Cdr. Pawan Deep)
Deputy Director (Admn)

Memo No. NEIGR-E.III/7/2017/Pt-III

Copy to: Shri R. Lyngdoh for necessary uploading in the Institute's website immediately for information of all concerned.

Dated the 20th July 2023


(Lt. Cdr. Pawan Deep)
Deputy Director (Admn)

STATEMENT OF EXISTING APPROVED RECRUITMENT RULES AND AMENDED DRAFT RECRUITMENT RULES OF ADMINISTRATIVE & ACCOUNTS DIVISION OF NEIGRIHMS

SI No	Description	Existing approved RR	Amended Draft RR by Ministry
1	Name of post	Administrative Officer	Senior Administrative Officer
2	Number of post	*1(One) (2007) *Subject to variation dependent on workload	02* (2023) *Subject to variation dependent on workload
3	Classification	Group 'A'	Group 'A'
4	Pay Band and Grade Pay/Level in the Pay Matrix	PB – 3 Rs.15600 – 39100/- GP Rs.5400/-	Level 10 of Pay Matrix
5	Whether Selection post or non-selection post	Selection	Selection in case of promotion
6	Age limit for direct recruits	Upto 45 years (relaxable for 5 years for Government servants)	Not exceeding 35 years (Relaxable for Governemnt Servants' upto five years in accordance with the instructions or orders issued by the Central Government)
7	Educational and other qualifications required for direct recruits	A) 1. Graduate in Arts/Sc/Commerce from a recognized University 2. With three years regular service in the Pay Band PB-2 Rs.9300 – 34800/-; Grade Pay of Rs.4600/- or equivalent B) At least five years experience in establishment and administrative work preferably in a hospital/medical institution	Essential: i. Graduate from a recognized University ii. With five years regular service in Level 7 of Pay Matrix or equivalent iii. At least five years' experience in establishment and administrative work preferably in a hospital / medical Institution
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable	No
9	Period of probation, if any	2 (Two) years	2 (two) years for direct recruits and promotees
10	Method of recruitment whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods	By promotion failing which by deputation/direct recruitment	By promotion failing which Deputation (ISTC) failing both by Direct Recruitment
11	In case of recruitment by promotion/ deputation / absorption grades from which promotion / deputation /absorption to be made	<u>Promotion</u> Assistant Administrative Officer of the Institute with 3 (three) years regular service in the Grade Pay of Rs.4600/- or 8 (eight) years regular service in the Grade Pay of Rs.4200/-. <u>Deputation</u> Officers from Central/State Governments, Autonomous organizations, Research Institutions, Universities, Statutory Bodies holding (A) (a) analogous posts on regular basis, or (b) with two years regular service in the Pay Band-2 Rs.9300 – 34800/- with Grade Pay of Rs.4800/- or equivalent, or (c) with three years regular service in the Pay Band-2 with Grade Pay of Rs.4600/- or equivalent. (B) (a) Degree from a recognized University or equivalent; (b) And having at least five years experience in	Promotion: Assistant Administrative Officer of the Institute with 5 (five) years regular service in Level – 7 of Pay Matrix 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 04 years' service in the grade rendered after appointment on a regular basis in Level 08 of the Pay Matrix or equivalent in the parent cadre / department or 3. with 05 years' service in the grade rendered after appointment on a regular basis in Level 07 of the Pay Matrix or equivalent in the parent cadre / department and B. Possessing appropriate qualifications and experience prescribed for direct

		<p>establishment and administrative work preferably in a hospital/medical institution.</p> <p>The period of deputation shall ordinarily not exceed three years.</p> <p>The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of application.</p>	<p>recruits mentioned at Column 7</p> <p>Note: The period of deputation (ISTC) shall ordinarily not exceed 5 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.</p>
12	If a Departmental Promotion Committee exists what is its composition	<p>1. Director, NEIGRIHMS - Chairperson</p> <p>2. Director/Deputy Secretary looking after the work of the Institute in the Ministry - Member</p> <p>3. Representative of North Eastern Council (NEC) Shillong (not below the rank of Deputy Secretary) - Member</p> <p>4. An expert in the relevant subject - Member*</p> <p>5. A co-opted member from SCs/STs - Member</p> <p>6. Deputy Director (Administration), NEIGRIHMS - Member Secy (*to be nominated by the Director, NEIGRIHMS)</p>	<p>1. Director, NEIGRIHMS - Chairperson</p> <p>2. Director/Deputy Secretary looking after the work of the Institute in the Ministry - Member</p> <p>3. Representative of North Eastern Council (NEC) Shillong (not below the rank of Deputy Secretary) - Member</p> <p>4. An expert in the relevant subject - Member*</p> <p>5. A co-opted member from SCs/STs - Member*</p> <p>6. Deputy Director (Admn), NEIGRIHMS - Member Secretary (*to be nominated by the Director, NEIGRIHMS)</p>
13	Circumstances in which Union Public Service Commission to be consulted in making recruitment	Not applicable	Not applicable

SI No	Description	Existing approved RR	Amended Draft RR by Ministry
1	Name of post	Assistant Administrative Officer	Assistant Administrative Officer
2	Number of post	*4 (four) (2004) *Subject to variation dependent on workload	04* (2023) *Subject to variation dependent on workload
3	Classification	Group 'B'	Group 'B'
4	Pay Band and Grade Pay/Level in the Pay Matrix	PB – 2, Rs.9300-34800/- GP Rs.4600/-	Level 7 of Pay Matrix
5	Whether Selection post or non-selection post	Non-Selection	Selection in case of promotion
6	Age limit for direct recruits	Not Applicable	Not Applicable
7	Educational and other qualifications required for direct recruits	Not Applicable	Not Applicable
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable	Not applicable
9	Period of probation, if any	Not applicable	Not applicable
10	Method of recruitment whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods	100% by Promotion failing which by deputation	By promotion failing which by Deputation (ISTC)
11	In case of recruitment by promotion/ deputation / absorption grades from which promotion / deputation /absorption to be made	<p>Promotion: Office Superintendent/Office Assistant of the Institute with 5 (five) years regular Service in the Pay Band-2 Rs. 9300-34800/- with Grade Pay Rs. 4200/-</p> <p>Deputation: Officials working under Central/State Govt. autonomous /Statutory bodies and PSU in an analogous post on regular basis Or person working as Office Superintendent with 5 (five) years regular in the Pay Band-2 Rs. 9300-34800/- with Grade Pay Rs. 4200/- or equivalent with good knowledge of Central Govt. Rules related to medical Institute/college. The period of deputation shall ordinarily not exceed 3 years. The Maximum age limit for appointment by deputation shall not be exceeding 56 years as on the closing date of receipt of application</p>	<p>Promotion: Office Superintendent of the Institute with 5 (five) years' regular Service in Level-6 of Pay Matrix</p> <p>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 05 years' service in the grade rendered after appointment on a regular basis in Level 06 of the Pay Matrix or equivalent in the parent cadre / department with good knowledge of Central Govt.rules related to Medical Institute / College.</p> <p>Note: The period of deputation (ISTC) shall ordinarily not exceed 5 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.</p>
12	If a Departmental Promotion Committee exists what is its composition	<ol style="list-style-type: none"> 1. Director, NEIGRIHMS - Chairperson 2. Under Secretary (NE)/Section Officer (NE) - Member 3. Representative of North Eastern Council, Shillong - Member (not below the rank of Under Secretary) 4. An expert in the relevant subject - Member* 5. A co-opted member from SCs/STs - Member 6. Deputy Director (Admn) NEIGRIHMS - Member Secy <p>(*to be nominated by the Director, NEIGRIHMS)</p>	<ol style="list-style-type: none"> 1. Director, NEIGRIHMS - Chairman 2. Under Secretary (NE)/Section Officer (NE) - Member 3. Representative of North Eastern Council, (NEC) Shillong - Member (not below the rank of Under Secretary) 4. An expert in the relevant subject - Member* 5. A co-opted member from SCs/STs - Member* 6. Deputy Director (Administration) NEIGRIHMS - Member Secretary <p>(*to be nominated by the Director, NEIGRIHMS)</p>
13	Circumstances in which Union Public Service Commission to be consulted in making recruitment	Not applicable	Not applicable

Sl No	Description	Existing approved RR	Amended Draft RR by Ministry
1	Name of post	Office Superintendent	Office Superintendent
2	Number of post	13* (2021) * Subject to variation dependent on workload	13* (2023) * Subject to variation dependent on workload
3	Classification	General Central Services Group 'B'	Group 'B'
4	Pay Band and Grade Pay / Level in the Pay Matrix	Level 6 of Pay Matrix	Level – 6 of Pay Matrix
5	Whether Selection post or non-selection post	Selection	Selection in case of promotion
6	Age limit for direct recruits	Not applicable	Not exceeding 30 years'(Relaxable for Government servants upto 5 years in accordance with the instructions or orders issued by the Central Government)
7	Educational and other qualifications required for direct recruits	Not applicable	Essential: Graduate from a recognized University / Institute Desirable: Having proficiency in computer application
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable	No
9	Period of probation, if any	2 (two) years	2 (two) years for direct recruits and promotees
10	Method of recruitment whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods	100% by promotion failing which by deputation	By promotion failing which Deputation (ISTC) failing both by Direct Recruitment
11	In case of recruitment by promotion/ deputation / absorption grades from which promotion / deputation /absorption to be made	Promotion: UDC of the Institute with 10 (ten) years regular service in Level – 4 of Pay Matrix Rs.25500/- . Deputation: Officials working under Central/State Govt. Autonomous/Statutory Bodies and PSU in an analogous post on regular basis or working as UDC with 10 (ten) years regular service in Level – 4 in Pay Matrix Rs.25,500/- or equivalent and possessing Graduate degree in Arts/Science/Commerce from a recognized University The period of deputation shall ordinarily not exceed 3 years The maximum age limit for appointment on deputation shall not be exceeding 56 years as on the closing date of receipt of applications.	Promotion: From UDC of the Institute with 10 years' regular service in Level – 4 of Pay Matrix. 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 10 years' service in the grade rendered after appointment on a regular basis in Level-4 of the Pay Matrix or equivalent in the parent cadre / department and B. Possessing appropriate qualifications and experience prescribed for direct recruits mentioned at column 7 Note: The period of deputation (ISTC) shall ordinarily not exceed 5 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.

12	If a Departmental Promotion Committee exists what is its composition	<ol style="list-style-type: none"> 1. Director, NEIGRIHMS - Chairman 2. Under Secretary (NE)/Section Officer (NE) - Member 3. Representative of North Eastern Council - Member 4. An expert in the relevant subject - Member* 5. A co-opted member from SCs/STs - Member 6. Deputy Director (Admn), NEIGRIHMS - Member <p>*To be nominated by the Director, NEIGRIHMS</p>	<ol style="list-style-type: none"> 1. Director, NEIGRIHMS - Chairman 2. Under Secretary (NE)/Section Officer (NE) - Member 3. Representative of North Eastern Council, (NEC) - Member Shillong (not below the rank of Under Secretary) 4. An expert in the relevant subject - Member* 5. A co-opted member from SCs/STs - Member* 6. Deputy Director (Administration), NEIGRIHMS - Member Secretary <p>(*to be nominated by the Director, NEIGRIHMS)</p>
13	Circumstances in which Union Public Service Commission to be consulted in making recruitment	Not applicable	Not applicable

Sl No	Description	Existing approved RR	Amended Draft RR by Ministry
1	Name of post	Upper Division Clerk	Upper Division Clerk (UDC)
2	Number of post	*19 (Nineteen) *Subject to variation dependent on workload	19* (2023) *Subject to variation dependent on workload
3	Classification	Group 'C'	Group 'C'
4	Pay Band and Grade Pay / Level in the Pay Matrix	Pay Band -1, Rs.5200-20200/- with Grade Pay of Rs.2400/-	Level – 4 of Pay Matrix
5	Whether Selection post or non-selection post	Non selection	Non Selection in case of promotion
6	Age limit for direct recruits	Not applicable	Between 18 years and 27 years (relaxable for Government Servants upto 5 years in accordance with the instructions or orders issued by the Central Government)
7	Educational and other qualifications required for direct recruits	Not applicable	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).
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable	No
9	Period of probation, if any	Not applicable	2 (two) years for direct recruits
10	Method of recruitment whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods	100% by promotion failing which by deputation	By promotion failing which by Direct Recruitment
11	In case of recruitment by promotion/ deputation / absorption grades from which promotion / deputation /absorption to be made	Promotion: LDC/Diet Clerk of the Institute with 8 (eight) years regular service in Pay Band-1 Rs. 5200-20200/- with Grade Pay of Rs.1900/- Deputation: Officials working under Central/State Govt. autonomous /Statutory bodies and PSU in an analogous post on regular basis or with 8 (eight) years regular service as Lower Division Clerk in the Pay Band – 1 Rs. 5200 – 20200/- with Grade Pay of Rs. 1900/- or equivalent The period of deputation shall ordinarily not exceed 3 years. The maximum age limit for appointment by deputation shall not be exceeding 56 years on the closing date of receipt of application	Promotion: From LDC of the Institute with 8 years' regular service in Level – 2 of Pay Matrix
12	If a Departmental Promotion Committee exists what is its composition	1. Deputy Director(Administration), NEIGRIHMS - Chairperson 2. Under Secretary(NE)/Section Officer(NE) - Member 3. Representative of North Eastern Council, - Member Shillong (not below the rank of Under Secretary) 4. An expert in the relevant subject - Member* 5. A co-opted member from SCs/STs - Member 6. Administrative Officer, NEIGRIHMS - Member Secretary (* to be nominated by the Director, NEIGRIHMS)	1. Deputy Director(Admn), NEIGRIHMS - Chairperson 2. Under Secretary(NE)/Section Officer(NE) - Member 3. Representative of North Eastern Council, (NEC) - Member Shillong (not below the rank of Under Secretary) 4. An expert in the relevant subject - Member* 5. A co-opted member from SCs/STs - Member* (* to be nominated by the Director, NEIGRIHMS)
13	Circumstances in which Union Public Service Commission to be consulted in making recruitment	Not applicable	Not applicable

SI No	Description	Existing approved RR	Amended Draft RR by Ministry												
1	Name of post	Lower Division Clerk	Lower Division Clerk (LDC)												
2	Number of post	22* Subject to variation dependent on workload	23* (2023) *Subject to variation dependent on workload												
3	Classification	Group 'C'	Group 'C'												
4	Pay Band and Grade Pay/Level in the Pay Matrix	Pay Band -1, Rs.5200-20200/- with Grade Pay of Rs.1900/-	Level – 2 of Pay Matrix												
5	Whether Selection post or non-selection post	Not applicable	Non-Selection in case of promotion												
6	Age limit for direct recruits	Not exceeding 30 years (Relaxable by 5 years for Government servants)	Between 18 years and 27 years (relaxable for Government Servants upto 5 years in accordance with the instructions or orders issued by the Central Government)												
7	Educational and other qualifications required for direct recruits	<p>1. 12th Class or equivalent qualification from a recognized Board or University</p> <p>2. A typing speed of 35 words per minute in English on computer.</p> <p>(NB: 35 wpm correspond to 10,500 KDPH in an average of 5 key depressions for each word).</p>	<p>Essential:</p> <p>i. 12th Class or equivalent qualification from a recognized Board or University</p> <p>ii. A typing speed of 35 words per minute in English on computer.</p> <p>(NB: 35 wpm correspond to 10,500 KDPH in an average of 5 key depressions for each word).</p>												
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable	As stated at Column 10												
9	Period of probation, if any	Two years in case of Direct Recruitment	2 (two) years for Direct Recruits												
10	Method of recruitment whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods	<p>75% by Direct recruitment</p> <p>25% of the vacancy shall be filled from amongst the Group 'C' staff in the Grade Pay of Rs. 1800/- and who possess 12th Class pass or equivalent qualification and have rendered 3 years regular service in the grade, on the basis of departmental qualifying examination. <u>The maximum age limit for eligibility for examination is 45 years (50 years of age for SC/ST).</u></p>	<p>(i) 85% by Direct recruitment</p> <p>(ii) 10% of the vacancy shall be filled from amongst the Group 'C' staff in Level – 1 of Pay Matrix and who possess 12th Class pass or equivalent qualification and have rendered 3 years regular service in the grade, on the basis of departmental qualifying examination. The maximum age limit for eligibility for examination is 45 years (50 years of age for SC/ST).</p> <p>Details of Qualifying exam:</p> <table border="1"> <tbody> <tr> <td>General Intelligence</td> <td>15 marks</td> </tr> <tr> <td>Numerical Aptitude</td> <td>15 marks</td> </tr> <tr> <td>English Language (Basic Knowledge)</td> <td>35 marks</td> </tr> <tr> <td>General Awareness</td> <td>15 marks</td> </tr> <tr> <td>Computer Application</td> <td>20 marks</td> </tr> <tr> <td>Total</td> <td>100 marks</td> </tr> </tbody> </table>	General Intelligence	15 marks	Numerical Aptitude	15 marks	English Language (Basic Knowledge)	35 marks	General Awareness	15 marks	Computer Application	20 marks	Total	100 marks
General Intelligence	15 marks														
Numerical Aptitude	15 marks														
English Language (Basic Knowledge)	35 marks														
General Awareness	15 marks														
Computer Application	20 marks														
Total	100 marks														

			<p>Out of 100 marks, the cut off marks for consideration is 35% and should pass Typing Skill Test of 35 wpm, which is of qualifying nature only.</p> <p>(iii) 5 % of the vacancies shall be filled on seniority-cum-fitness basis from Group C employees in Level – 1 of Pay Matrix who have 3 years regular service.</p>
11	In case of recruitment by promotion/ deputation / absorption grades from which promotion / deputation /absorption to be made	Not applicable	As stated at Column 10
12	If a Departmental Promotion Committee exists what is its composition	<ol style="list-style-type: none"> 1. Deputy Director (Administration), NEIGRIHMS - Chairperson 2. Under Secretary (NE)/Section Officer (NE) - Member 3. Representative of North Eastern Council/State - Member /Central Govt.Offices, Shillong (not below the rank of Under Secretary) 4. An expert in the relevant subject - Member* 5. A co-opted member from SCs/STs - Member <p>(*to be nominated by the Director, NEIGRIHMS)</p>	<ol style="list-style-type: none"> 1. Deputy Director (Admin), NEIGRIHMS - Chairperson 2. Under Secretary (NE)/Section Officer (NE) - Member 3. Representative of North Eastern Council - Member (NEC) Shillong, (not below the rank of Under Secretary) 4. An expert in the relevant subject - Member* 5. A Co-opted member from SCs/STs - Member* <p>(*to be nominated by the Director, NEIGRIHMS)</p>
13	Circumstances in which Union Public Service Commission to be consulted in making recruitment	Not applicable	Not applicable

ACCOUNTS SECTION

SI No	Description	Existing approved RR	Amended Draft RR by Ministry
1	Name of post	Deputy Financial Adviser	Deputy Financial Adviser
2	Number of post	01	01* (2023) *Subject to variation dependent on workload
3	Classification	Group 'A'	Group 'A'
4	Pay Band and Grade Pay/Level in the Pay Matrix	Pay Band – 3 Rs.15600-39100/- with Grade Pay of Rs.7600/-	Level – 12 of Pay Matrix (The original pay scale is Level – 13 of Pay Matrix and the pay scale has been downgraded to Level – 12 till July, 2024)
5	Whether Selection post or non-selection post	Not Applicable	Not Applicable
6	Age limit for direct recruits	Not Applicable	Not Applicable
7	Educational and other qualifications required for direct recruits	Not Applicable	Not Applicable
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable	Not Applicable
9	Period of probation, if any	Not Applicable	Not Applicable
10	Method of recruitment whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods	Deputation	By Deputation
11	In case of recruitment by promotion/ deputation / absorption grades from which promotion / deputation /absorption to be made	<p>Deputation: “Officers from any of the Central Government organized Accounts Services or Officers in the Finance or Accounts Departments of Central Statutory / Autonomous Bodies or Public Sector holding analogous posts or in the Pay Band – 3 Rs.15600-39100 with Grade Pay of Rs.6600/- with five years regular service in the Grade or in the Pay Band – 3 Rs.15600-39100 with Grade Pay of Rs.5400/- with ten years regular service in the Grade, out of which five years experience in Accounts”.</p> <p>Note 1. – The maximum age for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of applications. Note 2. – The period of deputation will be initially for one year, which is extendable not exceeding five years based on the review of the performance. Note 3. The qualifications regarding experience are relaxable at the discretion of the Competent Authority.</p>	<p>Deputation: Officers from any of the Central / State Government organized Finance / Accounts Services or subordinate Finance / Accounts Services or Officers in the Finance / Account Departments of Central Statutory / Autonomous Bodies / Public Sector Undertaking:</p> <p>A.</p> <ol style="list-style-type: none"> Holding analogous post on a regular basis in the parent cadre / department: or with 5 years’ service in the grade rendered after appointment on a regular basis in Level 11 of the Pay Matrix or equivalent in the parent cadre / department out of which at least 3 years’ experience in Accounts or with 10 years’ service in the grade rendered after appointment on a regular basis in Level 10 of the Pay Matrix or equivalent in the parent cadre / department out of which at least 5 years’ experience in Accounts. <p>Note: Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some</p>

			other organization / Department of the Central Government shall ordinarily not exceed 5 years. The period of deputation will be initially for one year, which is extendable not exceeding five years based on the review of the performance. The maximum age limit for appointment on deputation (ISTC) shall not be exceeding 56 years as on the closing date of receipt of application.
12	If a Departmental Promotion Committee exists what is its composition	Composition of Department Screening Committee: 1. AS & FA - Chairperson 2. Joint Secretary concerned, Ministry of H&FW - Member 3. Director, NEIGRIHMS - Member	1. AS & FA – Chairman 2. Joint Secretary concerned, MoHFW – Member 3. Director, NEIGRIHMS - Member
13	Circumstances in which Union Public Service Commission to be consulted in making recruitment	Not applicable	Not applicable

SI No	Description	Existing approved RR	Amended Draft RR by Ministry
1	Name of post	Senior Accounts Officer	Senior Accounts Officer
2	Number of post	01*(2012) *subject to variation dependent on workload	01*(2023) *Subject to variation dependent on workload
3	Classification	Group 'A'	Group 'A'
4	Pay Band and Grade Pay/Level in the Pay Matrix	Pay Band-3, Rs.15600-39100/- with Grade pay of Rs. 6600/-	Level – 11 of Pay Matrix
5	Whether Selection post or non-selection post	Not Applicable	Not Applicable
6	Age limit for direct recruits	Not Applicable	Not Applicable
7	Educational and other qualifications required for direct recruits	Not Applicable	Not Applicable
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable	Not Applicable
9	Period of probation, if any	Not Applicable	Not Applicable
10	Method of recruitment whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods	By Composite Method (Deputation/Promotion)	By Composite Method: Deputation (including short term contract) / Promotion
11	In case of recruitment by promotion/ deputation / absorption grades from which promotion / deputation / absorption to be made	<p>Deputation/Promotion Officers of the central Government/State Governments/ Union Territories/ Autonomous Organizations/Statutory Bodies/Public Sector Undertaking</p> <p>(a)</p> <ol style="list-style-type: none"> Holding Analogous post on a regular basis in the parent cadre/department or With five years' service in the grade rendered after appointment on a regular basis in the pay band-3, Rs. 15600-39100/- with Grade Pay of Rs. 5400/- or equivalent in the parent cadre/department or With seven years' service in the grade rendered after appointment on a regular basis in the Pay Band-2, Rs. 9300-34800/- with Grade Pay of Rs. 4600/- or equivalent in the parent cadre/department and <p>(b) Should have passed Subordinate Accounts Service examination with five years' experience in supervisory capacity in the field of Management Accountancy including Financial Management, Budgetary Control of project Financial Accounts and Balance Sheet.</p> <p>Note 1: The Departmental Accounts officer in pay Band-3, Rs. 15600-39100/- with Grade Pay of Rs. 5400/- with five years' regular service in the Grade shall also be considered along with deputationist and in case he or she is selected the post shall be deemed to have been filled by promotion</p>	<p>Deputation (Including Short Term Contract (ISTC) / Promotion: Officers of the Central Government/State Governments/ Union Territories/ Autonomous Organizations/Statutory Bodies/Public Sector Undertaking / University / Recognized Research Institution:</p> <p>A.</p> <ol style="list-style-type: none"> Holding Analogous post on a regular basis in the parent cadre/department or With 05 years' service in the grade rendered after appointment on a regular basis in Level 10 of the Pay Matrix or equivalent in the parent cadre/department and <p>B. Should have passed Subordinate Accounts Service examination with five years' experience in supervisory capacity in the field of Management Accountancy including Financial Management, Budgetary Control of project Financial Accounts and Balance Sheet.</p> <p>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.</p>

		Note 2: The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not exceed three years. The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of applications	If the Departmental Candidate (Accounts Officer) in Level – 10 of the Pay Matrix with 05 years’ of regular service is selected for appointment to the post; it shall be treated as having been filled by promotion.
12	If a Departmental Promotion Committee exists what is its composition	<ol style="list-style-type: none"> 1. Director, NEIGRIHMS. - Chairperson 2. Director/Deputy Secretary looking after the work of the Institute in the Ministry - Member 3. Representative of North Eastern Council (NEC) - Member Shillong (Not below the rank of Deputy Secretary) 4. An expert in the relevant subject - Member* 5. A Co-opted member from SCs/STs - Member 6. Deputy Director (Admn), NEIGRIHMS - Member Secretary (*to be nominated by the Director, NEIGRIHMS) 	<ol style="list-style-type: none"> 1. Director, NEIGRIHMS. - Chairperson 2. Director/Deputy Secretary looking after the work of the Institute in the Ministry - Member 3. Representative of North Eastern Council (NEC) - Member Shillong (Not below the rank of Deputy Secretary) 4. An expert in the relevant subject - Member* 5. A Co-opted member from SCs/STs - Member* 6. Deputy Director (Admn), NEIGRIHMS - Member Secretary (*to be nominated by the Director, NEIGRIHMS)
13	Circumstances in which Union Public Service Commission to be consulted in making recruitment	Not Applicable	Not Applicable

SI No	Description	Existing approved RR	Amended Draft RR by Ministry
1	Name of post	Accounts Officer	Accounts Officer
2	Number of post	01* (2012) *subject to variation dependent on workload	01* (2023) *Subject to variation dependent on workload
3	Classification	Group 'A'	Group 'A'
4	Pay Band and Grade Pay/Level in the Pay Matrix	Pay Band – 3 Rs.15600-39100/- with Grade Pay of Rs.5400/-	Level – 10 of Pay Matrix
5	Whether Selection post or non-selection post	Selection	Selection in case of promotion
6	Age limit for direct recruits	Not applicable	Not exceeding 35 years'(Relaxable for Government servants upto 5 years in accordance with the instructions or orders issued by the Central Government)
7	Educational and other qualifications required for direct recruits	Not applicable	Essential: 1. Degree from a recognized University 2. 4 years' experience in the Accounting works as Assistant Accounts Officer or equivalent in an Officer under Central Government / State Governments/ Union Territories/ Autonomous Organizations/Statutory bodies /Public Sector undertaking/ University /Recognized Research Institution on regular basis in Level-8 of Pay Matrix or 3. 5years' experience in the Accounting works as Assistant Accounts Officer or equivalent in an Officer under Central Government/ State Governments/ Union Territories/ Autonomous Organizations/Statutory bodies /Public Sector undertaking/ University /Recognized Research Institution on regular basis in Level-7 of Pay Matrix 4. Should have passed Subordinate Accounts Service examination.
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable	Not Applicable
9	Period of probation, if any	Two years for promotees	2 (two)years for direct recruits and promotees
10	Method of recruitment whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods	By promotion	By Promotion failing which Deputation (ISTC) failing both by Direct Recruitment.
11	In case of recruitment by promotion/ deputation / absorption grades from which promotion / deputation /absorption to be made	Promotion: Assistant Accounts Officer in the Pay Band – 2 , Rs. 9300-34800/- with grade pay of Rs. 4600/- with three years' regular service in the Grade and undergone successful training in cash and accounts work in ISTM or have passed Subordinate Accounts Service examination.	Promotion: From Assistant Accounts officer of the Institute with 5 Years ' regular service in Level -7 of Pay Matrix and undergone successful training in cash and accounts work in ISTM or have passed Subordinate Accounts Service examination. Deputation: Officers of the Central Government/ State

			<p>Governments/ Union Territories/ Autonomous Organizations/Statutory bodies /Public Sector undertaking/ University /Recognized Research Institution:</p> <p>A.</p> <ol style="list-style-type: none"> 1. Holding analogous post on a regular basis in the parent cadre/ department; or 2. With 4 years' service in the grade rendered after appointment on a regular basis in Level- 8 of the Pay Matrix or equivalent in the parent cadre/ department or 3. With 5 years' service in the grade rendered after appointment on a regular basis in Level-7 of the Pay Matrix or equivalent in the parent cadre/ department and should have passed Subordinate Accounts Service examination. <p>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.</p>
12	If a Departmental Promotion Committee exists what is its composition	<ol style="list-style-type: none"> 1. Director, NEIGRIHMS. - Chairperson 2. Director/Deputy Secretary looking after the work of the Institute in the Ministry - Member 3. Representative of North Eastern Council (NEC) Shillong (Not below the rank of Deputy Secretary) - Member 4. An expert in the relevant subject - Member* 5. A Co-opted member from SCs/STs - Member 6. Deputy Director (Administration), NEIGRIHMS - Member Secy <p>(*to be nominated by the Director, NEIGRIHMS)</p>	<ol style="list-style-type: none"> 1. Director, NEIGRIHMS. - Chairperson 2. Director/Deputy Secretary looking after the work of the Institute in the Ministry - Member 3. Representative of North Eastern Council (NEC) Shillong (Not below the rank of Deputy Secy) - Member 4. An expert in the relevant subject - Member* 5. A Co-opted member from SCs/STs - Member* 6. Deputy Director (Admn), NEIGRIHMS - Member Secy <p>(*to be nominated by the Director, NEIGRIHMS)</p>
13	Circumstances in which Union Public Service Commission to be consulted in making recruitment	Not applicable	Not applicable

SI No	Description	Existing approved RR	Amended Draft RR by Ministry
1	Name of post	Assistant Accounts Officer	Assistant Accounts Officer
2	Number of post	*03 (2022) *Subject to variation dependent on workload	03* (2023) *Subject to variation dependent on workload
3	Classification	General Central Service Group 'B'	Group 'B'
4	Pay Band and Grade Pay/Level in the Pay Matrix	Level – 7 of Pay Matrix	Level – 7 of Pay Matrix
5	Whether Selection post or non-selection post	Selection in case of Promotion Not applicable in case of direct recruitment	Selection in case of promotion
6	Age limit for direct recruits	Not exceeding 35 years (Relaxable for Government servants' upto 5 years in accordance with the instructions or orders issued by the Central Government).	Not exceeding 30 years (Relaxable for Government Servants' upto five years in accordance with the instructions or orders issued by the Central Government)
7	Educational and other qualifications required for direct recruits	Essential: 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	Essential: 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
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable	Not applicable
9	Period of probation, if any	Two years for direct recruit	2(two) years for direct recruit
10	Method of recruitment whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods	2/3 rd By Promotion 1/3 rd By Direct Recruitment	2/3 rd By Promotion 1/3 rd By Direct Recruitment
11	In case of recruitment by promotion/ deputation / absorption grades from which promotion / deputation /absorption to be made	Promotion: Junior Accounts Officer in Level 6 of Pay Matrix with five years regular service in the Grade and undergone successful training in cash and accounts work in ISTM or have passed Subordinate Accounts Service examination	Promotion: From Junior Accounts Officer of the institute with 5 years' regular service in Level-6 of Pay Matrix and undergone successful training in cash and accounts work in ISTM or have passed Subordinate Accounts Service examination
12	If a Departmental Promotion Committee exists what is its composition	1. Director, NEIGRIHMS - Chairperson 2. Under Secretary(NE)/Section Officer(NE) - Member 3. Representative of North Eastern Council, (NEC) Shillong (not below the rank of Under Secretary) - Member 4. An expert in the relevant subject - Member* 5. A co-opted member from SCs/STs - Member 6. Deputy Director (Administration), NEIGRIHMS - Member Secretary (* to be nominated by the Director, NEIGRIHMS)	1. Director, NEIGRIHMS - Chairman 2. Under Secretary(NE)/Section Officer(NE) - Member 3. Representative of North Eastern Council, (NEC) Shillong (not below the rank of Under Secretary) - Member 4. An expert in the relevant subject - Member* 5. A co-opted member from SCs/STs - Member* 6. Deputy Director (Administration), NEIGRIHMS - Member Secretary (* to be nominated by the Director, NEIGRIHMS)
13	Circumstances in which Union Public Service Commission to be consulted in making recruitment	Not applicable	Not applicable

SI No	Description	Existing approved RR	Amended Draft RR by Ministry
1	Name of post	Junior Accounts Officer	Junior Accounts Officer
2	Number of post	04* (2022) * Subject to variation dependent on workload	04* (2023) * Subject to variation dependent on workload
3	Classification	General Central Service Group 'B'	Group 'B'
4	Pay Band and Grade Pay/Level in the Pay Matrix	Level – 6 of Pay Matrix	Level – 6 of Pay Matrix
5	Whether Selection post or non-selection post	Selection in case of Promotion Not applicable in case of direct recruitment	Selection in case of Promotion
6	Age limit for direct recruits	Not exceeding 35 years (Relaxable for Government servants' upto 5 years in accordance with the instructions or orders issued by the Central Government).	Not exceeding 30 years (Relaxable for Government servants' upto five years in accordance with the instructions or orders issued by the Central Government).
7	Educational and other qualifications required for direct recruits	Essential: 1. Degree from a recognized University/ Institute 2. 2 (two) years' experience in Cash, Accounts and Budget work in a Government office /PSU /Autonomous body / Statutory body	Essential: 1. Degree from a recognized University/ Institute 2. 2 (two) years' experience in Cash, Accounts and Budget work in a Government office /PSU /Autonomous body / Statutory body
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable	Not applicable
9	Period of probation, if any	Two years for direct recruit and promotees	2(two)years for direct recruit and promotees
10	Method of recruitment whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods	50% by promotion 50% by direct recruitment	50% by promotion 50% by direct recruitment
11	In case of recruitment by promotion/ deputation / absorption grades from which promotion / deputation /absorption to be made	Promotion: Cashier in Level – 4 of Pay Matrix with ten years regular service in the Grade and undergone successful training in cash and accounts work in ISTM or have passed Subordinate Accounts Service examination.	Promotion: From Accounting Assistant of the institute with 10 years' regular service in Level-4 of Pay Matrix and undergone successful training in cash and accounts work in ISTM or have passed Subordinate Accounts Service examination.
12	If a Departmental Promotion Committee exists what is its composition	1. Director, NEIGRIHMS - Chairperson 2. Under Secretary(NE)/Section Officer(NE) - Member 3. Representative of North Eastern Council, (NEC) Shillong (not below the rank of Under Secretary) - Member 4. An expert in the relevant subject - Member* 5. A co-opted member from SCs/STs - Member 6. Deputy Director (Administration), NEIGRIHMS - Member Secretary (* to be nominated by the Director, NEIGRIHMS)	1. Director, NEIGRIHMS - Chairperson 2. Under Secretary(NE)/Section Officer(NE) - Member 3. Representative of North Eastern Council, (NEC) Shillong (not below the rank of Under Secretary) - Member 4. An expert in the relevant subject - Member* 5. A co-opted member from SCs/STs - Member* 6. Deputy Director (Administration), NEIGRIHMS - Member Secretary (* to be nominated by the Director, NEIGRIHMS)
13	Circumstances in which Union Public Service Commission to be consulted in making recruitment	Not applicable	Not applicable

Sl No	Description	Existing approved RR	Amended Draft RR by Ministry
1	Name of post	Cashier	Accounting Assistant
2	Number of post	03* (2012) *subject to variation dependent on workload	03* (2023) *Subject to variation dependent on workload
3	Classification	Group 'C'	Group 'C'
4	Pay Band and Grade Pay/Level in the Pay Matrix	Pay Band -1, Rs.5200-20200/- with Grade Pay of Rs.2400/-	Level-4 of Pay Matrix
5	Whether Selection post or non-selection post	Not applicable	Not applicable
6	Age limit for direct recruits	Not exceeding 30 years (Relaxable for Government servants up to 5 years in accordance with the instructions or orders issued by the Central Government)	Between 18 years and 27 years (Relaxable for Government servants upto 5 years in accordance with the instructions or orders issued by the Central Government)
7	Educational and other qualifications required for direct recruits	Essential: Graduate preferably in Commerce from a recognized University Desirable: One year's experience in handling cash & maintenance of accounts	Essential Graduate from a recognized University
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable	Not applicable
9	Period of probation, if any	Two years for direct recruit	Two years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods	By Direct recruitment	By Direct Recruitment
11	In case of recruitment by promotion/ deputation / absorption grades from which promotion / deputation /absorption to be made	Not applicable	Not applicable
12	If a Departmental Promotion Committee exists what is its composition	1. Deputy Director(Administration), NEIGRIHMS - Chairperson 2. Under Secretary(NE)/Section Officer(NE) - Member 3. Representative of North Eastern Council, Shillong (not below the rank of Under Secretary) - Member 4. An expert in the relevant subject - Member* 5. A co-opted member from SCs/STs - Member 6. Administrative Officer, NEIGRIHMS - Member Secretary (* to be nominated by the Director, NEIGRIHMS)	1. Deputy Director(Admin), NEIGRIHMS - Chairperson 2. Under Secretary(NE)/Section Officer(NE) - Member 3. Representative of North Eastern Council, (NEC) Shillong (not below the rank of Under Secretary) - Member 4. An expert in the relevant subject - Member* 5. A co-opted member from SCs/STs - Member* (* to be nominated by the Director, NEIGRIHMS)
13	Circumstances in which Union Public Service Commission to be consulted in making recruitment	Not applicable	Not applicable