



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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Dated the 1st June 2023

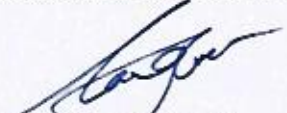
NOTIFICATION

Sub : Uploading the proposed amendment of RRs for Dietary Unit and Central Library Section in NEIGRIHMS website for comments by stakeholder within a period of 30 days:


In compliance to Ministry of Health & Family Welfare Letter F.No.U.12012/57/2022-NE-Part (10) dated 23.05.2023 and Letter No.U-12012/57/2022-NE-Part(8) dated 25.05.2023 the amended draft Recruitment Rules of posts in the following sections are uploaded in the Institute's website for inviting comments from the stakeholders:

A. Dietary Unit		
1	Existing Nomenclature	Amended Nomenclature
	Chief Dietician & Nutrition Officer	Chief Dietician
	Deputy Chief Dietician	Senior Dietician
	Dietician	-
	Assistant Dietician	-
B. Central Library Section		
2	Existing Nomenclature	Amended Nomenclature
	Librarian	Library & Information Officer
	Assistant Librarian	Assistant Library & Information Officer
	Senior Library & Information Assistant	Library & Information Assistant

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)
NEIGRIHMS

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


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

**STATEMENT OF EXISTING APPROVED RECRUITMENT RULES AND AMENDED DRAFT RECRUITMENT RULES OF
DIETARY UNIT and CENTRAL LIBRARY SECTION OF NEIGRIHMS**

SI No	Description	Existing approved RR	Amended Draft RR
1	Name of post	Chief Dietician & Nutrition Officer	Chief Dietician
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 the 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	Deputation/Promotion Officers of the Central Government/State Governments/Union Territories/ Autonomous Organizations/ Statutory bodies/Public Sector Undertaking 1. Holding analogous post on a regular basis in the parent cadre / department; or 2. 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 and possessing the following educational qualification Essential: M.Sc in Food and Nutrition Desirable: Ph.D in Human Nutrition or Therapeutic Dietetics Note 1: The Departmental Deputy Chief Dietician in Pay Band- 3, Rs. 15600-39100/- with Grade Pay of Rs. 5400/- with five years' regular service in the Grade	Deputation (Including Short Term Contract (ISTC)) / Promotion: Officers of the Central Government/State Governments/Union Territories/ Autonomous Organizations/ Statutory bodies/Public Sector Undertaking (a) 1. Holding analogous post on a regular basis in the parent cadre / department; or 2. With 5 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 (b) Possess the following educational qualification and experience Essential: 1. M.Sc in (Food and Nutrition) 2. 10 Years of practical experience as Dietician in a minimum 300 bedded hospital

		<p>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>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.</p>	<p>Desirable: Ph.D in Human Nutrition or Therapeutic Dietetics</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> <p>If the Departmental Candidate (Senior Dietician) in Level – 10 of 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.</p>
12	If a Departmental Promotion Committee exists what is its composition	<p>1. Director, NEIGRIHMS - Chairperson 2. Director/Deputy Secretary - Member Looking after the work of the Institute in the Ministry 3.Representative of North Eastern Council - Member (NEC), 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</p> <p>(*to be nominated by the Director, NEIGRIHMS)</p>	<p>1. Director, NEIGRIHMS - Chairperson 2. Director/Deputy Secretary - Member Looking after the work of the Institute in the Ministry 3.Representative of North Eastern Council - Member (NEC), 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</p> <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	

SI No	Description	Existing approved RR	Amended draft RR
1	Name of post	Deputy Chief Dietician.	Senior Dietician
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	Non-Selection in case of Promotion Not applicable in case of deputation	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	Two years for promotees	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 Promotion failing which by deputation	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>Promotion: Dietician in Pay Band-2 Rs. 9300-34800/- with Grade Pay of Rs. 4600/- with three years regular service in the Grade.</p> <p>Deputation: 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 three 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) Possess the following educational qualification</p> <p>Essential: M.Sc in (Food & Nutrition).</p> <p>Note- 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</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</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 -7 of the Pay Matrix or equivalent in the parent cadre/department; and <p>(b) Possess the following educational qualification and experience</p> <p>Essential:</p> <ol style="list-style-type: none"> M.Sc in (Food & Nutrition) 5 Years of practical experience as Dietician in a minimum 300-bedded hospital <p>Desirable: Ph.D in Human Nutrition or Therapeutic Dietetics</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>

		exceeding 56 years as on the closing date of receipt of applications	If the Departmental Candidate (Dietician) in Level – 7 of 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	<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</p> <p>(*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

Sl No	Description	Existing approved RR	Amended draft RR
1	Name of post	Dietician	Dietician
2	Number of post	01* (2012) * Subject to variation dependent on workload	01* (2023) * Subject to variation dependent on workload
3	Classification	Group 'B'	Group 'B'
4	Pay Band and Grade Pay / Level in the Pay Matrix	Pay Band – 2, Rs.9300-34800/- with Grade Pay of 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	By Promotion	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	Promotion: Assistant Dietician in Pay Band-2 Rs.9300-34800/- with Grade Pay of Rs. 4200/- with five years' regular service in the Grade.	Promotion: From Assistant Dietician of the Institute with five years' regular service in Level – 6 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 5 years' service in the grade rendered after appointment on a regular basis in Level -6 of the Pay Matrix or equivalent in the parent cadre/department; and B. Possess the following educational qualification and experience Essential: 1. M.Sc in (Food & Nutrition) 2. 3 Years of practical experience as Dietician in a hospital 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.
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 (Administration) NEIGRIHMS - Member Secretary <p>(*to be nominated by the Director, NEIGRIHMS)</p>	<ol style="list-style-type: none"> 1. Director, 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* 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

SI No	Description	Existing approved RR	Amended draft RR
1	Name of post	Assistant Dietician	Assistant Dietician
2	Number of post	02* (2012) *Subject to variation dependent on workload	02* (2023) *Subject to variation dependent on workload
3	Classification	Group 'B'	Group 'B'
4	Pay Band and Grade Pay/Level in the Pay Matrix	Pay Band – 2, Rs.9300-34800/- with Grade Pay of Rs.4200/-	Level -6 of Pay Matrix
5	Whether Selection post or non-selection post	Not applicable	Not applicable
6	Age limit for direct recruits	Not exceeding 35 years (Relaxable for Government servants up to 5 years in accordance with the instructions or orders issued by the Central Government)	Not exceeding 30 years (Relaxable for Government servants up to 5 years in accordance with the instructions or orders issued by the Central Government)
7	Educational and other qualifications required for direct recruits	M.Sc in Food & Nutrition from a recognized university.	Essential: M.Sc in Food & Nutrition from a recognized university. OR B.Sc with Home Science with PG. Diploma in dietetics 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	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. 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 (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 - 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* 6. Deputy Director (Administration) - Member Secretary NEIGRIHMS (*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

Central Library Section:

SI No	Description	Existing approved RR	Amended draft RR
1	Name of post	Librarian	Library & Information Officer
2	Number of post	01* (2012) *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	Pay Band – 3, Rs.15600-39100/- with Grade Pay of Rs.5400/-	Level – 10 of the Pay Matrix
5	Whether Selection post or non-selection post	Non-Selection in case of promotion Not applicable in case of direct recruitment	Selection in case of promotion Not Applicable in case of direct recruitment
6	Age limit for direct recruits	Not exceeding 40 years (Relaxable for Government servants upto 5 years in accordance with the instructions or orders issued by the Central Government).	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	1. M. Lib or equivalent from a recognized University 2. Three years experience in a supervisory capacity in a reputed library preferably in Medical library or other library of standing in the Pay Band-2 Rs 9300-34800 with Grade Pay of Rs 4600/- or equivalent.	Essential: (i) Master's degree in Library Science or Library and Information Science of a recognized University / Institute; (ii) Five years' professional experience in a Library under Central / State Government / Autonomous or Statutory Organization / PSU / University or Recognized Research or Educational Institution Desirable: (i) One year experience of computerizing Library activities in a Library under Central / State Government / Autonomous or Statutory organization / PSU/ University or recognized Research or educational Institution (ii) One year Professional experience in the specific areas of activities of the Department / Ministry viz technical or scientific, if any, to be specified at the time of framing RRs (iii) Diploma in Computer Application from a recognized University or Institute.
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	Two years for direct recruit and promotees	Two years for direct recruit and promotees
10	Method of recruitment whether by direct recruitment or by promotion or by deputation /	By Promotion failing which by Direct Recruitment	Promotion failing which by Deputation (ISTC) failing both by direct recruitment

	absorption and percentage of the vacancies to be filled by various methods		
11	In case of recruitment by promotion/ deputation / absorption grades from which promotion / deputation /absorption to be made	Promotion: Assistant Librarian in Pay band-2, Rs.9300-34800/- with Grade Pay of Rs. 4600/- with three years regular service in the grade.	Promotion: Assistant Library & Information Officer in Level 7 of Pay Matrix with 05 years' of regular service in the Grade. 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 regular basis in the parent cadre/department; or 2. with 05/04 years' regular service in the grade rendered after appointment in Level 7/8 respectively of Pay Matrix or equivalent in the parent cadre/department; and B. Possess educational qualification prescribed under column 7. Note: The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or other organization or department of the Central Government shall ordinarily not exceed 05 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	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 (*to be nominated by the Director, NEIGRIHMS)	1. Director, NEIGRIHMS - Chairperson 2. Director/Deputy Secretary - Member looking after the work of the Institute in the Ministry 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 (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
1	Name of post	Assistant Librarian	Assistant Library & Information Officer
2	Number of post	02* (2012) *Subject to variation dependent on workload	02* (2023) * Subject to variation dependen on workload
3	Classification	Group 'B'	Group 'B'
4	Pay Band and Grade Pay/Level in the Pay Matrix	Pay Band – 2, Rs.9300-34800/- with Grade Pay of Rs.4600/-	Level – 07 of Pay Matrix
5	Whether Selection post or non-selection post	Non Selection in case of Promotion Not applicable in case of direct recruitment	Selection in case of Promotion Not applicable in case of direct recruitment
6	Age limit for direct recruits	Not exceeding 35 years (Relaxable for Government servants up to 5 years in accordance with the instructions or orders issued by the Central Government)	Not exceeding 30 years (Relaxable for Government servants up to 5 years in accordance with the instructions or orders issued by the Central Government)
7	Educational and other qualifications required for direct recruits	1. M. Lib from a recognized University. 2. Five years' experience in acquisition of books, periodicals and documentary work in Library of a Medical Institute or Library of standing	Essential: (i) Bachelors Degree in Library Science or Library and Information Science of a recognized University / Institute (ii) Three years' professional experience in a Library under Central / State Government / Autonomous or Statutory Organization / PSU / University or Recognized Research or Educational 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	Two years for direct recruit	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	By Promotion failing which by Direct Recruitment	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: Senior Library and Information Assistant in Pay Band-2, Rs. 9300-34800/- with Grade Pay of Rs. 4200/- with five years' regular service in the Grade	Promotion: Library & Information Assistant in Level 6 of Pay Matrix with 05 years' of regular service in the Grade.
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, 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 (*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, 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 (*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
1	Name of post	Senior Library & Information Assistant	Library & Information Assistant
2	Number of post	02* (2012) *Subject to variation dependent on workload	02* (2023) *Subject to variation dependent on workload
3	Classification	Group 'B'	Group 'B'
4	Pay Band and Grade Pay/Level in the Pay Matrix	Pay Band – 2, Rs.9300-34800/- with Grade Pay of Rs.4200/-	Level – 06 of Pay Matrix
5	Whether Selection post or non-selection post	Not applicable	Not applicable
6	Age limit for direct recruits	Not exceeding 35 years (Relaxable for Government servants up to 5 years in accordance with the instructions or orders issued by the Central Government)	Not exceeding 30 years (Relaxable for Government servants up to 5 years in accordance with the instructions or orders issued by the Central Government)
7	Educational and other qualifications required for direct recruits	1. M.Lib from a recognized university / Institutions 2. Two years' experience in acquisition of books, periodicals & documentary works in a library of a Medical Institute or other Library of standing.	Essential: (i) Bachelors Degree in Library Science or Library and Information Science of a recognized University / Institute; (ii) Two years' professional experience in a Library under Central / State Government / Autonomous or Statutory Organization / PSU / University or Recognized Research or Educational 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	Two years for direct recruit	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	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. 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 (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, 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 (*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

