



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 6<sup>th</sup> July 2023

**NOTIFICATION**

Sub : Uploading the proposed amendment of RRs for CSSD 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 (3) dated 30.06.2023 the proposed / amended draft Recruitment Rules of the following posts for **CSSD Section** are uploaded in the Institute's website for inviting comments from the stakeholders:

- i. CSSD Officer
- ii. CSSD Supervisor
- iii. CSSD Assistant Grade-I
- iv. CSSD Assistant Grade-II

All the stakeholders are requested to go through the proposed / 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 [neigrhms.e3@gmail.com](mailto:neigrhms.e3@gmail.com). In case no comments is received within the stipulated period of 30 days, the proposed / 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.

(Smt.F.R.Tariang)

Deputy Director (Admn) I/c  
NEIGRIHMS

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

(Smt. F.R.Tariang)  
Deputy Director (Admn) I/c  
NEIGRIHMS

**STATEMENT OF EXISTING APPROVED RECRUITMENT RULES AND AMENDED DRAFT RECRUITMENT RULES OF  
CSSD SECTION OF NEIGRIHMS**

SI No	Description	Existing approved RR	Amended Draft RR by Ministry
1	Name of post	<b>CSSD Officer</b>	<b>CSSD Officer</b>
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 -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 Govt. servants up to 5 years in accordance with the instructions or orders issued by the Central Government)	Not exceeding 30 years (Relaxable for Govt. 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	<b>Essential:</b> 1. M.Sc Microbiology or Pharmacology or Medical Technology (Microbiology) 2. Five years' experience in Central Sterilization or Operation Theatre in a hospital above 300 beds/Research Organization or any Pharmaceutical organization.	<b>Essential:</b> 1. M.Sc Microbiology or Pharmacology or Medical Technology (Microbiology) 2. 5 years' experience in Central Sterilization (CSSD) or Operation Theatre in a hospital/Research Organization or any Pharmaceutical organization.
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	Promotion failing which by Direct Recruitment	By Promotion failing which Deputation (Including Short Term Contract (ISTC)) failing both by Direct Recruitment
11	In case of recruitment by promotion/ deputation / absorption grades from which promotion / deputation /absorption to be made	<b>Promotion:-</b> CSSD Supervisor in Pay Band – 2, Rs. 9300-34800/- with Grade Pay of Rs. 4200/- with five years' regular service in the Grade.	<b>Promotion:</b> CSSD Supervisor in Level – 6 of Pay Matrix with five years' regular service in the Grade.  <b>Deputation:</b> Officers of the Central Government/ State Governments/ Union Territories / Autonomous organizations/ Statutory Bodies/ Public Sector Undertaking / University/ Recognized Research Institution: 1. Holding analogous post on a regular basis in the parent cadre / department; or 2. CSSD Supervisor with 05 years' service rendered after appointment on a regular basis in Level 06 of the Pay Matrix or equivalent in the parent cadre/ department  <b>Note:</b> 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	<ol style="list-style-type: none"> <li>1. Director, NEIGRIHMS - Chairperson</li> <li>2. Under Secretary (NE)/Section Officer (NE) - Member</li> <li>3. Representative of North Eastern Council, Shillong - Member (not below the rank of Under Secretary)</li> <li>4. An expert in the relevant subject - Member*</li> <li>5. A co-opted member from SCs/STs - Member</li> <li>6. Deputy Director (Administration) NEIGRIHMS - Member Secy</li> </ol> <p>(*to be nominated by the Director, NEIGRIHMS)</p>	<ol style="list-style-type: none"> <li>1. Director, NEIGRIHMS - Chairman</li> <li>2. Under Secretary (NE)/Section Officer (NE) - Member</li> <li>3. Representative of North Eastern Council, Shillong (NEC) - Member Shillong (not below the rank of Under Secretary)</li> <li>4. An expert in the relevant subject - Member*</li> <li>5. A co-opted member from SCs/STs - Member</li> <li>6. Deputy Director (Administration) NEIGRIHMS - Member Secretary</li> </ol> <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	<b>CSSD Supervisor</b>	<b>CSSD Supervisor</b>
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	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 Govt. 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	<b>Essential.</b> B.Sc Microbiology or Pharmacology or Medical Technology (Microbiology) with three years' experience in CSSD of a Hospital or Pharmaceutical or Operation Theatre in a Hospital <b>OR</b> Staff Nurse (A Grade Registration) with two years' experience in Operation Theatre <b>OR</b> Theatre Assistant Course with 4 years' experience in CSSD/Operation Theatre	<b>Essential.</b> B.Sc Microbiology or Pharmacology or Medical Technology (Microbiology) with 3 years' experience in CSSD of a Hospital or Pharmaceutical or Operation Theatre in a Hospital <b>OR</b> i. Nursing Officer with 3 years' experience in Operation Theatre/CSSD in a Hospital. ii. Should be registered with the Indian Nursing Council / State Nursing Council. <b>OR</b> Theatre Assistant Course with 4 years' experience in CSSD/Operation Theatre in a Hospital.
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 promotes	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 failing which by Direct Recruitment 50% 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	<b>Promotion:-</b> CSSD Assistant Grade-I in Pay Band-1, Rs. 5200-20200/- with Grade Pay of Rs. 2400/- with ten years' regular service in the Grade	<b>Promotion:</b> CSSD Assistant Grade –I in Level 04 of the Pay Matrix with ten years' 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 - 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  (*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	CSSD Assistant Grade – I	CSSD Assistant Grade – I
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 – 04 of Pay Matrix
5	Whether Selection post or non-selection post	Non-Selection in case of Promotion Not applicable in case of direct recruitment	Non-Selection in case of Promotion Not applicable in case of direct recruitment
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 to 27 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	<b>Essential:</b> B.Sc. Microbiology or Pharmacology or Medical Technology (Microbiology) with three years’ experience in CSSD of a Hospital or Pharmaceutical or Operation Theatre in a Hospital .OR Staff Nurse (A Grade Registration) with two years’ experience in Operation Theatre OR Theatre Assistant Course with 4 years’ experience in CSSD / Operation Theatre. OR 12 <sup>th</sup> with Science from a recognized University/Board with three years’ experience in CSSD Operation Theatre and Blood Bank in any hospital.	<b>Essential:</b> B.Sc Microbiology or Pharmacology or Medical Technology (Microbiology) with 1 year’ experience in CSSD of a Hospital or Pharmaceutical or Operation Theatre in a Hospital OR i. Nursing Officer with 1 year’ experience in Operation Theatre/CSSD. ii. Should be registered with the Indian Nursing Council / State Nursing Council. OR Theatre Assistant Course with 2 years’ experience in CSSD/Operation Theatre. OR 12 <sup>th</sup> with Science from a recognized University/Board with 3 years’ experience in CSSD Operation Theatre and Blood Bank in any hospital.
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
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	1/3 <sup>rd</sup> by Promotion falling which by Direct Recruitment 2/3 <sup>rd</sup> By Direct Recruitment	By promotion falling which by direct recruitment
11	In case of recruitment by promotion/ deputation / absorption grades from which promotion / deputation / absorption to be made	<b>Promotion:</b> CSSD Assistant Grade-II in Pay Band-1, Rs.5200-20200/- with Grade Pay of Rs. 1900/- with eight years’ regular service in the Grade.	<b>Promotion:</b> CSSD Assistant Grade –II in Level 2 of the Pay Matrix with eight years’ regular service in the grade.
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 - 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. 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	<b>CSSD Assistant Grade-II</b>	<b>CSSD Assistant Grade-II</b>
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.1900/-	Level – 02 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 to 27 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	Theatre Assistant Course with 4 years' experience in CSSD/Operation Theatre OR 12 <sup>th</sup> with Science from a recognized University/Board with one years' experience in CSSD Operation Theatre and Blood Bank in any hospital	<b>Essential:</b> Theatre Assistant Course with 1 year' experience in CSSD/Operation Theatre OR 12th with Science from a recognized University/Board with 1 year' experience in CSSD Operation Theatre and Blood Bank in any hospital
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. Deputy Director (Administration), 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. 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 - 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*  (*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