

Sl.No	Description	“As is” Recruitment Rules	“To be” proposed Draft Recruitment Rules as per recommendation of the Committee for review of RR	Recommendation of the Committee
1	Name of post	Nil	TB and Chest Diseases Health Visitor	No change
2	Number of post		*2 (two)	
3	Classification		General Central Service, Group ‘B’	
4	Pay Band & Grade Pay/Pay Scale		PB - 2 Rs.9300 - 34800/- GP Rs.4200/- (Pre - revised) Pay Matrix Level - 6 of Rs 35400/- (Revised)	
5	Whether Selection post or non-selection post.		Not applicable	
6	Age limit for direct recruits		Not exceeding 30 years (Relaxable for Govt. servants up to 5 years in accordance with instructions or orders issued by the Central Government)	
7	Educational and other qualifications required for direct recruits		Essential: B. Sc Nursing from a recognized Institute/ University or Diploma in Nursing with 2 years of relevant experience. Desirable: Ability to use computers – Hands on experience in office applications, spread sheets and presentations.	
8	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees.		Not applicable	
9	Period of probation, if any		2 (Two) Years for Direct Recruitment	
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of vacancies to be filled by various methods		By Direct Recruitment	
11	In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made		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 (NEC), Shillong (Not below the rank of Dy. 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 Director, NEIGRIHMS)	
13	Circumstances in which Union Public Service Commission to be consulted in making recruitment		Not Applicable	

Sl.No	Description	“As is” Recruitment Rules	“To be” proposed Draft Recruitment Rules as per recommendation of the Committee for review of RR	Recommendation of the Committee
1	Name of post	Nil	Senior Psychiatric Social Worker	No change
2	Number of post		*1 (One)	
3	Classification		General Central Service, Group ‘A’	
4	Pay Band & Grade Pay/Pay Scale		Pay Matrix Level - 10 of Rs 56100/- (Revised) PB - 3 Rs.15600 - 39100/- GP Rs.5400/-(Pre -revised)	
5	Whether Selection post or non-selection post.		Selection	
6	Age limit for direct recruits		Not exceeding 35 years (Relaxable for Government servants/Department candidates by 5 years)	
7	Educational and other qualifications required for direct recruits		Essential: M.A. / M.Sc. in Psychology from recognized Institution / University. Desirable: Experience in clinical psychology or M. Phil. in Clinical Psychology.	
8	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees.		Not applicable	
9	Period of probation, if any		2 (Two) Years for Promotion and Direct Recruitment	
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of vacancies to be filled by various methods		By Promotion failing which by Direct Recruitment/Deputation/Absorption	
11	In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made		Promotion: Psychiatric Social Worker/Clinical Psychologist of the Institute with 3 (three) years regular service in Level 7 of Rs.44900/- OR in the Grade Pay of Rs.4600/- (pre-revised). Deputation/Absorption: Officers from Central/State Governments, Autonomous Organizations, Research Institutions, Universities, Statutory Bodies holding (A) (i) analogous posts on regular basis, or (ii) with 3(Three) years regular service in Level 7 of Rs.44900/- OR in Pay Band-2 Rs. 9300-34800/- with Grade Pay of Rs. 4600/- (pre-revised) or equivalent and (B) Possessing the following qualification and experience (i) M.A. / M.Sc. in Psychology from recognized Institution / University (ii) Three years experience in clinical psychology or M. Phil. in Clinical Psychology or any topic thereof. The period of deputation shall ordinarily not exceed three years. The maximum age limit for appointment by deputation shall be not exceeding 56 years on the closing date of receipt of application.	

12	If a Selection Committee/ 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 - Member (Not below the rank of Dy. 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>(* to be nominated by Director, NEIGRIHMS)</p>	
13	Circumstances in which Union Public Service Commission to be consulted in making recruitment		Not Applicable	

Sl.No	Description	“As is” Recruitment Rules	“To be” proposed Draft Recruitment Rules as per recommendation of the Committee for review of RR	Recommendation of the Committee
1	Name of post	Nil	Medical Social Service Officer Grade - I	No change
2	Number of post		*4 (four)	
3	Classification		General Central Service, Group ‘B’	
4	Pay Band & Grade Pay/Pay Scale		Pay Matrix Level - 7 of Rs 44900/- (Revised) PB - 2 Rs.9300 - 34800/- GP Rs.4600/-(Pre - revised)	
5	Whether Selection post or non-selection post.		Non Selection	
6	Age limit for direct recruits		Not Applicable	
7	Educational and other qualifications required for direct recruits		1. Master degree in social Work/Applied Sociology from a recognized University/Institute. 2. One year practical experience as social worker with a Government organization in a health related field or a reputed Welfare or Health Agency recognized by Government dealing with Medical/ Public Health Service.	
8	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees.		Not applicable	
9	Period of probation, if any		Not Applicable	
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of vacancies to be filled by various methods		By Promotion failing which by Direct Recruitment/Deputation/Absorption	
11	In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made.		Promotion: (i) Medical Social Worker of the Institute in the Grade Pay of Rs.4200/- with 5 (five) years regular service in the grade. (ii) Must have (in the feeder post) undergone once in every two years a short term training course/orientation programme, for upgrading their skills for the post to which they are being considered for promotion. Deputation/Absorption: Officers from Central/State Governments, Autonomous Organizations, Research Institutions, Universities, Statutory Bodies holding (A) (i) analogous posts on regular basis, or (ii) with 5 (five) years regular service in Pay Band-2 Rs. 9300-34800/- with Grade Pay of Rs. 4200/- or equivalent and (B) Possessing the following qualification and experience (i) Master degree in social Work/Applied Sociology from a recognized University/Institute (ii) 5(five) years experience in as social worker with a Government	

			<p>organization in a health related field or a reputed Welfare or Health Agency recognized by Government dealing with Medical/ Public Health Service.</p> <p>The period of deputation shall ordinarily not exceed three years. The maximum age limit for appointment by deputation shall be not exceeding 56 years on the closing date of receipt of application.</p>	
12	If a Selection Committee/ 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 (NEC), Shillong (Not below the rank of Dy. 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 <p>(* to be nominated by Director,NEIGRIHMS)</p>	
13	Circumstances in which Union Public Service Commission to be consulted in making recruitment		Not Applicable	

Sl.No	Description	“As is” Recruitment Rules	“To be” proposed Draft Recruitment Rules as per recommendation of the Committee for review of RR	Recommendation of the Committee
1.	Name of post	Nil	Child Psychologist	The essential qualification should also include “Must be Registered with Rehabilitation Council of India”. The same has been incorporated in the “To be” draft Recruitment Rules
2.	Number of post		*1 (One)	
3.	Classification		General Central Service, Group ‘A’	
4.	Pay Band & Grade Pay/Pay Scale		Pay Matrix Level - 10 of Rs 56100/- (Revised) PB - 3 Rs.15600 - 39100/- GP Rs.5400/-(Pre - revised)	
5.	Whether Selection post or non-selection post.		Not Applicable	
6.	Age limit for direct recruits		Not exceeding 35 years (Relaxable for Government servants/Department candidates by 5 years)	
7.	Educational and other qualifications required for direct recruits		Essential: i) M.A. / M.Sc. in Psychology with M Phil. in Clinical Psychology Registered with Rehabilitation Council of India [or] ii) M.A / M.Sc. in Psychology with a Clinical Psychologist Certification Registered with Rehabilitation Council of India [And] iii) At least 2 years’ experience in Child & Adolescence mental health Desirable: iv) Ph.D in Clinical Psychology from recognized University / Institution Registered with Rehabilitation Council of India	
8.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees.		Not applicable	
9.	Period of probation, if any		2 (Two) Years for Direct Recruitment	
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of vacancies to be filled by various methods		By Direct Recruitment	

11.	In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made		Not Applicable	
12.	If a Selection Committee/ 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 Dy. 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 <p>(* to be nominated by Director, NEIGRIHMS)</p>	
13.	Circumstances in which Union Public Service Commission to be consulted in making recruitment		Not Applicable	

Sl.No	Description	“As is” Recruitment Rules	“To be” proposed Draft Recruitment Rules as per recommendation of the Committee for review of RR	Recommendation of the Committee
1.	Name of post		Senior Speech Therapist	The Grade Pay of the post may be upgraded to Rs.4600/- and to add 100% by promotion to the method of recruitment The same has been incorporated in the “To be” draft Recruitment Rules
2.	Number of post		*1 (one)	
3.	Classification		General Central Service, Group ‘B’	
4.	Pay Band & Grade Pay/Pay Scale		Pay Matrix Level – 7 of Rs 44900/- (Revised) PB - 2 Rs.9300 - 34800/- GP Rs.4600/- (Pre-revised)	
5.	Whether Selection post or non-selection post.		Non Selection	
6.	Age limit for direct recruits		Not exceeding 35 years (Relaxable for Government servants/Department candidates by 5 years.	
7.	Educational and other qualifications required for direct recruits		Not applicable	
8.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees.		Not applicable	
9.	Period of probation, if any		2 (Two) Years for direct recruit	
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of vacancies to be filled by various methods		100% by Promotion	
11.	In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made		Promotion: Speech Therapist of the Institute in Level – 6 in the Pay Matrix Rs.35400/- OR in the Grade Pay of Rs.4200/- (pre-revised) with 6 (six) years regular service in the grade.	
12.	If a Selection Committee/ 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 Dy. 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 Director, NEIGRIHMS)	
13.	Circumstances in which Union Public Service Commission to be consulted in making recruitment		Not Applicable	

Sl.No	Description	“As is” Recruitment Rules	“To be” proposed Draft Recruitment Rules as per recommendation of the Committee for review of RR	Recommendation of the Committee
1	Name of post	Nil	Senior Physiotherapist	No change
2	Number of post		*2 (two)	
3	Classification		General Central Service, Group ‘A’	
4	Pay Band & Grade Pay/Pay Scale		Pay Matrix Level - 10 of Rs 56100/- (Revised) PB - 3 Rs.15600 - 39100/- GP Rs.5400/-(Pre - revised)	
5	Whether Selection post or non-selection post.		Selection	
6	Age limit for direct recruits		Not applicable	
7	Educational and other qualifications required for direct recruits		Not applicable	
8	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees.		Not applicable	
9	Period of probation, if any		2 (Two) Years for promotees	
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of vacancies to be filled by various methods		By Promotion	
11	In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made		Promotion: (i) Physiotherapist of the Institute in Level – 6 in the Pay Matrix Rs.35400/- OR in the Grade Pay of Rs.4200/- (pre-revised) with 8 (eight) years regular service in the grade (ii) Must have , in the feeder post, undergone once in every two years a short term training course/orientation programme, for upgrading their skills for the post to which they are being considered for promotion.	
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 Dy. Secretary) - Member 4. An expert in the relevant subject - Member* 5. A Co –opted member from SCs/STs - Member 6. Deputy Director (Admn), NEIGRIHMS Secretary - Member (* to be nominated by Director, NEIGRIHMS)	
13	Circumstances in which Union Public Service Commission to be consulted in making recruitment		Not Applicable	

Sl.No	Description	“As is” Recruitment Rules	“To be” proposed Draft Recruitment Rules as per recommendation of the Committee for review of RR	Recommendation of the Committee
1.	Name of post		Senior Occupational Therapist	No change
2.	Number of post		*2 (two)	
3.	Classification		General Central Service, Group ‘A’	
4.	Pay Band & Grade Pay/Pay Scale		Pay Matrix Level - 10 of Rs 56100/- (Revised) PB - 3 Rs.15600 - 39100/- GP Rs.5400/-(Pre - revised)	
5.	Whether Selection post or non-selection post.		Selection	
6.	Age limit for direct recruits		Not Applicable	
7.	Educational and other qualifications required for direct recruits		Not applicable	
8.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees.		Not applicable	
9.	Period of probation, if any		2 (Two) Years for promotees	
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of vacancies to be filled by various methods		By Promotion	
11.	In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made		Promotion: (i) Occupational Therapist of the Institute in Level – 6 in the Pay Matrix Rs.35400/- OR in the Grade Pay of Rs.4200/- (pre-revised) with 8 (eight) years regular service in the grade (ii) Must have , in the feeder post, undergone once in every two years a short term training course/orientation programme, for upgrading their skills for the post to which they are being considered for promotion	
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 Dy. 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 Secy (* to be nominated by Director, NEIGRIHMS)	
13.	Circumstances in which Union Public Service Commission to be consulted in making recruitment		Not Applicable	

Sl.No	Description	“As is” Recruitment Rules	“To be” proposed Draft Recruitment Rules as per recommendation of the Committee for review of RR	Recommendation of the Committee
1.	Name of post		Senior Prosthetic & Orthotic Technician	No change
2.	Number of post		*2 (two)	
3.	Classification		General Central Service, Group ‘A’	
4.	Pay Band & Grade Pay/Pay Scale		Pay Matrix Level - 10 of Rs 56100/- (Revised) PB - 3 Rs.15600 - 39100/- GP Rs. 5400/- (pre-revised)	
5.	Whether Selection post or non-selection post.		Selection	
6.	Age limit for direct recruits		Not Applicable	
7.	Educational and other qualifications required for direct recruits		Not applicable	
8.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees.		Not applicable	
9.	Period of probation, if any		2 (Two) years for promotees	
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of vacancies to be filled by various methods		By Promotion	
11.	In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made		Promotion: (i) Prosthetic & Orthotic Technician of the Institute in Level – 6 in the Pay Matrix Rs.35400/- OR in the Grade Pay of Rs.4200/ (pre-revised) with 8 (eight) years regular service in the grade. (ii) Must have , in the feeder post, undergone once in every two years a short term training course/orientation programme, for upgrading their skills for the post to which they are being considered for promotion	
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 Dy. 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 Secy (* to be nominated by Director, NEIGRIHMS)	
13.	Circumstances in which Union Public Service Commission to be consulted in making recruitment		Not Applicable	

Sl.No	Description	“As is” Recruitment Rules	“To be” proposed Draft Recruitment Rules as per recommendation of the Committee for review of RR	Recommendation of the Committee
1.	Name of post	Nil	Workshop Technician	No change
2.	Number of post		*6 (six)	
3.	Classification		General Central Service, Group ‘C’	
4.	Pay Band & Grade Pay/Pay Scale		Pay Matrix Level - 4 of Rs 25500/- (Revised) PB - 1 Rs.5200 – 20200/- GP Rs.2400/-(Pre- revised)	
5.	Whether Selection post or non-selection post.		Not Applicable	
6.	Age limit for direct recruits		Not exceeding 30 years (Relaxable for Government servants/Department candidates by 5 years)	
7.	Educational and other qualifications required for direct recruits		<p>Essential:</p> <p>a) (i) 10 + 2 from a recognized Board + ITI or equivalent certificate (of minimum 1 year duration) in Industrial Shoe making, Leather Work and Moulding preferably with specialization in Surgical Shoes and leather Moulding from a recognized institute</p> <p>(ii) 2 years’ experience in the trade, preferably in Prosthetic and Orthotic Workshop</p> <p style="text-align: center;">[OR]</p> <p>b) (i) 10 + 2 from a recognized Board + ITI or equivalent certificate (of minimum 1 year duration) in Tailoring or Sewing from a recognized institute</p> <p>(ii) 2 years’ experience in the trade, preferably in Prosthetic and Orthotic Workshop</p> <p>Note: At the time of recruitment to the post, the Appointing Authority / HoD shall specify the qualifications at (a) or (b) that should be prescribed, depending on the requirement.</p>	
8.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees.		Not applicable	
9.	Period of probation, if any		2 (Two) Years for Direct Recruitment	
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of vacancies to be filled by various methods		By Direct Recruitment	
11.	In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made		Not Applicable	

12.	If a Departmental Promotion Committee exists what is its composition		<ol style="list-style-type: none"> 1. Deputy Director (Admn) , 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. Administrative Officer NEIGRIHMS - Member Secretary <p>(* to be nominated by Director,NEIGRIHMS)</p>	
13.	Circumstances in which Union Public Service Commission to be consulted in making recruitment		Not Applicable	

Sl.No	Description	“As is” Recruitment Rules	“To be” proposed Draft Recruitment Rules as per recommendation of the Committee for review of RR	Recommendation of the Committee
1.	Name of post	Nil	Vocational Counselor	No change
2.	Number of post		*1 (One)	
3.	Classification		General Central Service, Group ‘B’	
4.	Pay Band & Grade Pay/Pay Scale		Pay Matrix Level - 7 of Rs 44900/- (Revised) PB - 2 Rs.9300 - 34800/- GP Rs.4600/-(Pre - revised)	
5.	Whether Selection post or non-selection post.		Not Applicable	
6.	Age limit for direct recruits		Not exceeding 35 years (Relaxable for Government servants/Department candidates by 5 years)	
7.	Educational and other qualifications required for direct recruits		(i) Post Graduate degree in Psychology from a recognized Institution/University. (ii) Post Graduate Diploma in Rehabilitation Psychology/Vocational Counseling/ Vocational Guidance and training/ Vocational Rehabilitation from a recognized Institution/University. (iii) 3 years experience in the Rehabilitation of the orthopedically handicapped in a recognized Institution/hospital.	
8.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees.		Not applicable	
9.	Period of probation, if any		2 (Two) Years for Direct Recruitment	
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of vacancies to be filled by various methods		By Direct Recruitment	
11.	In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made		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 (NEC), Shillong (Not below the rank of Dy. 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 Director, NEIGRIHMS)	
13.	Circumstances in which Union Public Service Commission to be consulted in making recruitment		Not Applicable	

Sl.No	Description	“As is” Recruitment Rules	“To be” proposed Draft Recruitment Rules as per recommendation of the Committee for review of RR	Recommendation of the Committee
1.	Name of post	Nil	Multi - Rehabilitation Worker/Technician/Therapist	No change
2.	Number of post		*4 (One)	
3.	Classification		General Central Service, Group ‘B’	
4.	Pay Band & Grade Pay/Pay Scale		Pay Matrix Level - 6 of Rs 35400/- (Revised) PB - 2 Rs.9300 - 34800/- GP Rs.4200/-(Pre - revised)	
5.	Whether Selection post or non-selection post.		Not applicable	
6.	Age limit for direct recruits		Not exceeding 35 years (Relaxable for Govt. servants up to 5 years in accordance with instructions or orders issued by the Central Government)	
7.	Educational and other qualifications required for direct recruits		Bachelor’s Degree in Physiotherapy from a recognized Institute/University with 2 years experience OR Diploma in Rehabilitation with 5 years experience. Registered with the Physiotherapy council	
8.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees.		Not applicable	
9.	Period of probation, if any		2 (Two) years for Direct Recruitment	
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of vacancies to be filled by various methods		By Direct Recruitment	
11.	In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made		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 (NEC), Shillong (Not below the rank of Dy. 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 Director,NEIGRIHMS)	
13.	Circumstances in which Union Public Service Commission to be consulted in making recruitment		Not Applicable	

Sl.No	Description	“As is” Recruitment Rules	“To be” proposed Draft Recruitment Rules as per recommendation of the Committee for review of RR	Recommendation of the Committee
1.	Name of post	Nil	Senior Dental Technician	No change
2.	Number of post		*4 (four)	
3.	Classification		General Central Service, Group ‘B’	
4.	Pay Band & Grade Pay/Pay Scale		Pay Matrix Level – 6 of Rs 35400/- (Revised) PB - 2 Rs.9300 - 34800/- GP Rs.4200/-(Pre-revised)	
5.	Whether Selection post or non-selection post.		Selection	
6.	Age limit for direct recruits		Not exceeding 35 years (Relaxable for Government servants/Department candidates by 5 years.	
7.	Educational and other qualifications required for direct recruits		Not applicable	
8.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees.		Not applicable	
9.	Period of probation, if any		2 (Two) Years for Promotion and Direct Recruitment	
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of vacancies to be filled by various methods		By Promotion	
11.	In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made		Promotion: Dental Hygienist & Dental Mechanic of the Institute in Level – 4 in the Pay Matrix Rs.25500/- OR in the Grade Pay of Rs.2400/- (pre-revised) with 10 (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 (NEC), Shillong (Not below the rank of Dy. 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 Director,NEIGRIHMS)	
13.	Circumstances in which Union Public Service Commission to be consulted in making recruitment		Not Applicable	

Sl.No	Description	“As is” Recruitment Rules	“To be” proposed Draft Recruitment Rules as per recommendation of the Committee for review of RR	Recommendation of the Committee
1.	Name of post	Nil	Coding Clerk	No change
2.	Number of post		*4 (four)	
3.	Classification		General Central Service, Group ‘C’	
4.	Pay Band & Grade Pay/Pay Scale		Pay Matrix Level - 4 of Rs 25500/- (Revised) PB - 1 Rs.5200 – 20200/- GP Rs.2400/-(Pre - revised)	
5.	Whether Selection post or non-selection post.		Not Applicable	
6.	Age limit for direct recruits		Not exceeding 30 years (Relaxable for Government servants/Department candidates by 5 years)	
7.	Educational and other qualifications required for direct recruits		Essential: B.Sc. (Medical Records) Or 10+2 (Science) from a recognized board with at least 6 month Diploma/Certificate course in Medical Record Keeping from a recognized Institute/University and 2 years' experience in Medical Record Keeping in a Hospital Setup And Ability to use computers - Hands on experience in office applications, spread sheets and presentations. Typing speed of 35 words per minute in English or 30 words per minute in Hindi	
8.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees.		Not applicable	
9.	Period of probation, if any		2 (Two) Years for Direct Recruitment	
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of vacancies to be filled by various methods		By Direct Recruitment	
11.	In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made		Not Applicable	
12.	If a Departmental Promotion Committee exists what is its composition		1. Deputy Director (Admn) , 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 (Admn), NEIGRIHMS - Member Secretary (* to be nominated by Director,NEIGRIHMS)	
13.	Circumstances in which Union Public Service Commission to be consulted in making recruitment		Not Applicable	

Sl.No	Description	“As is” Recruitment Rules	“To be” proposed Draft Recruitment Rules as per recommendation of the Committee for review of RR	Recommendation of the Committee
1.	Name of post	Nil	Technician for animal operation room	No change
2.	Number of post		*1 (One)	
3.	Classification		General Central Service, Group ‘C’	
4.	Pay Band & Grade Pay/Pay Scale		Pay Matrix Level - 4 of Rs 25500/- (Revised) PB - 1 Rs.5200 – 20200/- GP Rs.2400/-(Pre- revised)	
5.	Whether Selection post or non-selection post.		Not Applicable	
6.	Age limit for direct recruits		Not exceeding 30 years (Relaxable for Government servants/Department candidates by 5 years)	
7.	Educational and other qualifications required for direct recruits		Essential: (a) Degree of a recognized University with Zoology as a subject (b) 2 years experience as OT Technician/ OT Assistant in an Operation Theatre of a recognized Hospital/ Veterinary Hospital Or (a) 10+2 with Science from a recognized Board or Institute. (b) 5 years of Experience as OT Technician /OT Assistant in an Operation Theatre of a recognized Hospital / Veterinary Hospital Desirable: One year Diploma/Certificate course in Operation Theatre Technology from as recognized Institute.	
8.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees.		Not applicable	
9.	Period of probation, if any		2 (Two) Years for Direct Recruitment	
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of vacancies to be filled by various methods		By Direct Recruitment	
11.	In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made		Not Applicable	
12.	If a Departmental Promotion Committee exists what is its composition		1. Deputy Director (Admn) , 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. Administrative Officer, NEIGRIHMS - Member Secretary (* to be nominated by Director,NEIGRIHMS)	
13.	Circumstances in which Union Public Service Commission to be consulted in making recruitment		Not Applicable	

Sl.No	Description	“As is” Recruitment Rules	“To be” proposed Draft Recruitment Rules as per recommendation of the Committee for review of RR	Recommendation of the Committee
1.	Name of post	Nil	Documentalist	No change
2.	Number of post		*1 (One)	
3.	Classification		General Central Service, Group ‘B’	
4.	Pay Band & Grade Pay/Pay Scale		Pay Matrix Level - 7 of Rs 44900/- (Revised) PB - 2 Rs.9300 - 34800/- GP Rs.4600/- (Pre - revised)	
5.	Whether Selection post or non-selection post.		Not Applicable	
6.	Age limit for direct recruits		Not exceeding 35 years (Relaxable for Government servants/Department candidates by 5 years)	
7.	Educational and other qualifications required for direct recruits		Essential: 1. M. Lib from a recognized University/Institutions 2. Five years experience in acquisition of books, periodicals and documentary works in a library of repute in a Medical Institute or other Library of standing Desirable: Diploma in Computer Application from a recognized University or Institute.	
8.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees.		Not applicable	
9.	Period of probation, if any		2 (Two) Years for Direct Recruitment	
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of vacancies to be filled by various methods		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 of the Institute in Level 6 in the Pay Matrix Rs.35400/- OR in the Grade Pay of Rs.4200/- (pre-revised) with 5 (five) 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 (NEC), Shillong (Not below the rank of Dy. 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 Director, NEIGRIHMS)	
13.	Circumstances in which Union Public Service Commission to be consulted in making recruitment		Not Applicable	

Sl.No	Description	“As is” Recruitment Rules	“To be” proposed Draft Recruitment Rules as per recommendation of the Committee for review of RR	Recommendation of the Committee
1.	Name of post	Nil	Cataloguer	No change
2.	Number of post		*1 (One)	
3.	Classification		General Central Service, Group ‘B’	
4.	Pay Band & Grade Pay/Pay Scale		Pay Matrix Level – 6 of Rs 35400/-(Revised) PB - 1 Rs.9300 – 34800/- GP Rs.4200/-(Pre-revised)	
5.	Whether Selection post or non-selection post.		Not Applicable	
6.	Age limit for direct recruits		Not exceeding 35 years (Relaxable for Government servants/Department candidates by 5 years)	
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 and documentary works in a library of a Medical Institute or other Library of standing	
8.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees.		Not applicable	
9.	Period of probation, if any		2 (Two) Years for Direct Recruitment	
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of vacancies to be filled by various methods		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: Library Assistant of the Institute in the Level -2 in the Pay Matrix Rs.19900/- OR in the Grade Pay of Rs. 1900/- with 15 (fifteen) 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 (NEC), Shillong (Not below the rank of Dy. 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 Director,NEIGRIHMS)	
13.	Circumstances in which Union Public Service Commission to be consulted in making recruitment		Not Applicable	

Sl.No	Description	“As is” Recruitment Rules	“To be” proposed Draft Recruitment Rules as per recommendation of the Committee for review of RR	Recommendation of the Committee
1.	Name of post	Nil	Matron/DNS	No change
2.	Number of post		*1 (One)	
3.	Classification		General Central Service, Group ‘A’	
4.	Pay Band & Grade Pay/Pay Scale		Pay Matrix Level – 10 of Rs 56100/- (Revised) PB - 3 Rs.15600 - 39100/- GP Rs.5400/-(Pre - revised)	
5.	Whether Selection post or non-selection post.		Selection	
6.	Age limit for direct recruits		Not Applicable	
7.	Educational and other qualifications required for direct recruits		Not Applicable	
8.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees.		Not applicable	
9.	Period of probation, if any		2 (Two) Years for promotees	
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of vacancies to be filled by various methods		By promotion	
11.	In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made		Promotion: Senior Nursing Officer in Level – 8 in the Pay Matrix Rs.47600/- OR in the Pay Band – 2, Rs 9300 – 34800/- with 2 (two) years regular service in the Grade Pay of Rs.4800/-.	
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 Dy. 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 Director, NEIGRIHMS)	
13.	Circumstances in which Union Public Service Commission to be consulted in making recruitment		Not Applicable	

Sl.No	Description	“As is” Recruitment Rules	“To be” proposed Draft Recruitment Rules as per recommendation of the Committee for review of RR	Recommendation of the Committee
1.	Name of post	Nil	Laundry Supervisor	The Educational Qualification should include Diploma in Dry Cleaning/Laundry from a recognized Institute as essential qualification. The same has been incorporated in the “To be” draft Recruitment Rules
2.	Number of post		*2 (One)	
3.	Classification		General Central Service, Group ‘C’	
4.	Pay Band & Grade Pay/Pay Scale		Pay Matrix Level - 4 of Rs 25500/- (Revised) PB - 1 Rs.5200 – 20200/- GP Rs.2400/-(Pre- revised)	
5.	Whether Selection post or non-selection post.		Non Selection	
6.	Age limit for direct recruits		Not exceeding 30 years (Relaxable for Government servants/Department candidates by 5 years)	
7.	Educational and other qualifications required for direct recruits		1. 10 + 2 from a recognized board/University 2. Diploma in Dry Cleaning/Laundry from a recognized Institute	
8.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees.		Not applicable	
9.	Period of probation, if any		2 (Two) Years for Direct Recruitment	
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of vacancies to be filled by various methods		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: Assistant Laundry Supervisor & Laundry Mechanic in Level – 2 in the Pay Matrix Rs.19900/- OR in the Grade Pay of Rs 1900/- (pre-revised) with 8 (eight) of regular service in the grade.	
12.	If a Departmental Promotion Committee exists what is its composition		1. Deputy Director (Admn) , 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 (Admn), NEIGRIHMS - Member Secretary (* to be nominated by Director,NEIGRIHMS)	
13.	Circumstances in which Union Public Service Commission to be consulted in making recruitment		Not Applicable	

Sl.No	Description	“As is” Recruitment Rules	“To be” proposed Draft Recruitment Rules as per recommendation of the Committee for review of RR	Recommendation of the Committee
1.	Name of post	Nil	Superintendent (Central Workshop)	No change
2.	Number of post		*1 (One)	
3.	Classification		General Central Service, Group ‘B’	
4.	Pay Band & Grade Pay/Pay Scale		Pay Matrix Level - 7 of Rs 44900/- (Revised) PB - 2 Rs.9300 - 34800/- GP Rs.4600/-(Pre - revised)	
5.	Whether Selection post or non-selection post.		Not Applicable	
6.	Age limit for direct recruits		Not exceeding 35 years (Relaxable for Government servants upto 5 years in accordance with instructions or orders issued by the Central Government)	
7.	Educational and other qualifications required for direct recruits		1. Graduate in Mechanical Engineering from recognized University. 2. 5 (five) years experience in repair and maintenance of large scale Air conditioning and Refrigeration systems.	
8.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees.		Not applicable	
9.	Period of probation, if any		2 (Two) Years for direct recruit	
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of vacancies to be filled by various methods		By Direct recruitment.	
11.	In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made		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 (NEC), Shillong (Not below the rank of Dy. 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 Director,NEIGRIHMS)	
13.	Circumstances in which Union Public Service Commission to be consulted in making recruitment		Not Applicable	

Sl.No	Description	“As is” Recruitment Rules	“To be” proposed Draft Recruitment Rules as per recommendation of the Committee for review of RR	Recommendation of the Committee
1.	Name of post		Senior Technician (Central workshop)	No change
2.	Number of post		*4 (four)	
3.	Classification		General Central Service, Group ‘C’	
4.	Pay Band & Grade Pay/Pay Scale		Pay Matrix Level – 5 of Rs 29200/- (Revised) PB - 1 Rs.5200 – 20200/- GP Rs.2800/-(Pre-revised)	
5.	Whether Selection post or non-selection post.		Not Applicable	
6.	Age limit for direct recruits		Not exceeding 30 years (Relaxable for Government servants/Department candidates by 5 years)	
7.	Educational and other qualifications required for direct recruits		<p>Essential</p> <p>1. Matriculation or equivalent from a recognized Board/University. 2. Certificate/Diploma from a recognized Institution in the trade of: (i) Refrigeration and Air-conditioning mechanism; or (ii) Electrical / Mechanical engineering; or (iii) Electroplating and spray painting; or (iv) Carpenter; or (v) Plumber; or (vi) Welding and sheet metal worker; or (vii) Fitter / Turner; or (viii) Electrical/ Electronics; or (ix) Instrument Mechanic; or (x) Any other Trade considered relevant to the work done in the Central Work shop.</p> <p>NOTE: The Appointing Authority shall decide the particular trade or trades. in which a Certificate is required on each occasion a vacancy is to be filled.</p> <p>Desirable: Three years practical experience in the line, preferably in regard to repair and maintenance of laboratory/ medical equipment, apparatus or instruments.</p>	
8.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees.		Not applicable	
9.	Period of probation, if any		2 (Two) Years for Direct Recruitment	
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of vacancies to be filled by various methods		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: Junior Technician of the Institute in Level – 4 in the Pay Matrix Rs.25500/- OR in the Grade Pay of Rs.2400/- (pre-revised) with 5 (five) years regular service in the grade	

12.	If a Departmental Promotion Committee exists what is its composition		<ol style="list-style-type: none"> 1. Deputy Director (Admn) , 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 (Admn), NEIGRIHMS - Member Secretary <p>(* to be nominated by Director,NEIGRIHMS)</p>	
13.	Circumstances in which Union Public Service Commission to be consulted in making recruitment		Not Applicable	

Sl.No	Description	“As is” Recruitment Rules	“To be” proposed Draft Recruitment Rules as per recommendation of the Committee for review of RR	Recommendation of the Committee
1.	Name of post	Nil	Junior Technician (Central Workshop)	No change
2.	Number of post		*2 (two)	
3.	Classification		General Central Service, Group ‘C’	
4.	Pay Band & Grade Pay/Pay Scale		Pay Matrix Level - 4 of Rs 25500/- (Revised) PB - 1 Rs.5200 – 20200/- GP Rs.2400/-(Pre- revised)	
5.	Whether Selection post or non-selection post.		Not Applicable	
6.	Age limit for direct recruits		Not exceeding 30 years (Relaxable for Government servants/Department candidates by 5 years)	
7.	Educational and other qualifications required for direct recruits		<p>Essential</p> <p>1. Matriculation or equivalent from a recognized Board/University. 2. Certificate/Diploma from a recognized Institution in the trade of: (i) Refrigeration and Air-conditioning mechanism; or (ii) Electrical / Mechanical engineering; or (iii) Electroplating and spray painting; or (iv) Carpenter; or (v) Plumber; or (vi) Welding and sheet metal worker; or (vii) Fitter / Turner; or (viii) Electrical/ Electronics; or (ix) Instrument Mechanic; or (x) Any other Trade considered relevant to the work done in the Central Work shop.</p> <p>NOTE: The Appointing Authority shall decide the particular trade or trades in which a Certificate is required on each occasion a vacancy is to be filled.</p> <p>Desirable: Three years practical experience in the line, preferably in regard to repair and maintenance of laboratory/ medical equipment, apparatus or instruments.</p>	
8.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees.		Not applicable	
9.	Period of probation, if any		2 (Two) Years for Direct Recruitment	
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of vacancies to be filled by various methods		By Direct Recruitment	
11.	In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made		Not Applicable	

12.	If a Departmental Promotion Committee exists what is its composition		<ol style="list-style-type: none"> 1. Deputy Director (Admn) , 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 (Admn), NEIGRIHMS - Member Secretary <p>(* to be nominated by Director,NEIGRIHMS)</p>	
13.	Circumstances in which Union Public Service Commission to be consulted in making recruitment		Not Applicable	

Sl.No	Description	“As is” Recruitment Rules	“To be” proposed Draft Recruitment Rules as per recommendation of the Committee for review of RR	Recommendation of the Committee
1.	Name of post	Nil	Blacksmith	No change
2.	Number of post		*1 (One) *Subject to variation dependent on workload	
3.	Classification		General Central Service, Group ‘C’	
4.	Pay Band & Grade Pay/Pay Scale		Pay Matrix Level - 1 of Rs 18000/- (Revised) PB - 1 Rs.5200 – 20200/- GP Rs.1800/- (Pre - revised)	
5.	Whether Selection post or non-selection post.		Not Applicable	
6.	Age limit for direct recruits		Not exceeding 30 years (Relaxable for Government servants/Department candidates by 5 years)	
7.	Educational and other qualifications required for direct recruits		(a) Matriculation (b) Certificate from a recognized Technical/Industrial Training Institute in the trade OR apprenticeship at a reputed establishment firm (c) Three years experience in Smithy, Soldering and Brazing	
8.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees.		Not applicable	
9.	Period of probation, if any		2 (Two) Years for Direct Recruitment	
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of vacancies to be filled by various methods		By Direct Recruitment	
11.	In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made		Not Applicable	
12.	If a Departmental Promotion Committee exists what is its composition		1. Deputy Director (Admn) , 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 (Admn), NEIGRIHMS - Member Secretary (* to be nominated by Director,NEIGRIHMS)	
13.	Circumstances in which Union Public Service Commission to be consulted in making recruitment		Not Applicable	

Sl.No	Description	“As is” Recruitment Rules	“To be” proposed Draft Recruitment Rules as per recommendation of the Committee for review of RR	Recommendation of the Committee
1.	Name of post	Nil	Controller of Examination	100% by deputation The same has been incorporated in the “To be” Recruitment Rules
2.	Number of post		*1 (One)	
3.	Classification		General Central Service, Group ‘A’	
4.	Pay Band & Grade Pay/Pay Scale		Pay Matrix Level - 12 of Rs 78800/-(Revised) PB - 3 Rs.15600 - 39100/- GP Rs.7600/- (Pre-revised)	
5.	Whether Selection post or non-selection post.		Not Applicable	
6.	Age limit for direct recruits		Not Applicable	
7.	Educational and other qualifications required for direct recruits		Not applicable	
8.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees.		Not applicable	
9.	Period of probation, if any		Not applicable	
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of vacancies to be filled by various methods		100% by deputation	
11.	In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made		<u>Deputation (including short-term contract):</u> Employees of the Central / State / Union Territory Governments / Universities / Central Statutory / Autonomous Bodies / Public Sector Undertakings / Research & Development organizations: (a) (i) Holding analogous posts on regular basis; or (ii) 5 years regular service in the post in Level – 11 in the Pay Matrix Rs.67700/- OR in the Pay Band 3 (Rs. 15600 – 39100), Grade Pay Rs. 6600/- (pre-revised) and possessing (b) i) Master’s degree from recognized University or equivalent; and (ii) 8 years experience in academic/conduct of examinations in University/Institutions. The period of deputation shall ordinarily not exceed three years. The maximum age limit for appointment by deputation shall be not exceeding 56 years 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. 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 Dy. Secretary) - Member 4. An expert in the relevant subject - Member* 5. A Co-opted member from SCs/STs - Member 6. Deputy Director (Admn), NEIGRIHMS Secretary - Member <p>(* to be nominated by Director, NEIGRIHMS)</p>	
13.	Circumstances in which Union Public Service Commission to be consulted in making recruitment		Not Applicable	

Sl.No	Description	“As is” Recruitment Rules	“To be” proposed Draft Recruitment Rules as per recommendation of the Committee for review of RR	Recommendation of the Committee
1.	Name of post	Nil	Chief Administrative Officer	No change
2.	Number of post		*1 (One)	
3.	Classification		General Central Service, Group ‘A’	
4.	Pay Band & Grade Pay/Pay Scale		Pay Matrix Level - 12 of Rs 78800/- (Revised) PB - 3 Rs.15600 - 39100/- GP Rs.7600/- (Pre-revised)	
5.	Whether Selection post or non-selection post.		Selection in case of promotion Not Applicable in case of deputation	
6.	Age limit for direct recruits		Not Applicable	
7.	Educational and other qualifications required for direct recruits		Not applicable	
8.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees.		Not applicable	
9.	Period of probation, if any		Not Applicable	
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of vacancies to be filled by various methods		By promotion failing which by deputation	
11.	In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made		<p>Promotion: Senior Administrative Officer of the Institute with 5 (five) years regular service in the grade</p> <p>Deputation (including short-term contract): Employees of the Central / State / Union Territory Governments / Universities / Central Statutory / Autonomous Bodies / Public Sector Undertakings / Research & Development organizations:</p> <p>7. (i) Holding analogous posts on regular basis; or (ii) With 5 years regular service in a posts in Level – 11 in the Pay Matrix Rs.67700/- OR in PB 3 (Rs. 15600 – 39100), Grade Pay Rs. 6600/- (pre-revised) or above and</p> <p>(b) Possessing the following qualifications and experience: (i) MBA (HR) or PG Diploma in Personnel Management or Labour Laws or Degree in Law (ii) Experience in administration establishment and preferably in accounts matters.</p> <p>The period of deputation shall ordinarily not exceed three years. The maximum age limit for appointment by deputation shall be not exceeding 56 years 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 Dy. Secretary) - Member 4. An expert in the relevant subject - Member* 5. A Co-opted member from SCs/STs - Member 6. Deputy Director (Admn), NEIGRIHMS Secretary - Member <p>(* to be nominated by Director, NEIGRIHMS)</p>	
13.	Circumstances in which Union Public Service Commission to be consulted in making recruitment		Not Applicable	

Sl.No	Description	“As is” Recruitment Rules	“To be” proposed Draft Recruitment Rules as per recommendation of the Committee for review of RR	Recommendation of the Committee
1.	Name of post	Nil	Senior Administrative Officer	100% by promotion failing which by deputation The same has been incorporated in the “To be” Recruitment Rules
2.	Number of post		*2 (two)	
3.	Classification		General Central Service, Group ‘A’	
4.	Pay Band & Grade Pay/Pay Scale		Pay Matrix Level - 11 of Rs 67700/-(Revised) PB - 3 Rs.15600 - 39100/- GP Rs. 6600/- (Pre-revised)	
5.	Whether Selection post or non-selection post.		Selection	
6.	Age limit for direct recruits		Not Applicable	
7.	Educational and other qualifications required for direct recruits		Not applicable	
8.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees.		Not applicable	
9.	Period of probation, if any		Not applicable	
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of vacancies to be filled by various methods		<u>100% by promotion failing which by deputation</u>	
11.	In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made		<u>Promotion:</u> Administrative Officer of the Institute in PB - 3 Rs.15600 - 39100/- with GP of Rs.5400/- with 5 (five) years regular service in the grade. <u>Deputation (including short-term contract):</u> Employees of the Central / State / Union Territory Governments / Universities / Central Statutory / Autonomous Bodies / Public Sector Undertakings / Research & Development organizations: 8. (i) Holding analogous posts on regular basis; or (ii) With 5 years regular service in a posts in Level – 10 in the Pay Matrix Rs.56100/- OR in the PB 3 (Rs. 15600 – 39100), Grade Pay Rs. 5400/- (pre-revised) or above and (b) Possessing the following qualifications and experience: (i) MBA (HR) or PG Diploma in Personnel Management or Labour Laws or Degree in Law (ii) Experience in administration establishment and preferably in	

			<p>accounts matters.</p> <p>The period of deputation shall ordinarily not exceed three years. The maximum age limit for appointment by deputation shall be not exceeding 56 years 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 Dy. 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 <p>(* to be nominated by Director, NEIGRIHMS)</p>	
13.	Circumstances in which Union Public Service Commission to be consulted in making recruitment		Not Applicable	

Sl.No	Description	“As is” Recruitment Rules	“To be” proposed Draft Recruitment Rules as per recommendation of the Committee for review of RR	Recommendation of the Committee
1.	Name of post	Nil	Office Superintendent	No change
2.	Number of post		*6 (six) * Subject to variation dependent on workload	
3.	Classification		General Central Service, Group ‘B’,	
4.	Pay Band & Grade Pay/Pay Scale		Pay Matrix Level – 6 of Rs 35400/- (Revised) Pay Band – 2 Rs.9300 – 34800/- Grade Pay Rs.4200/- (Pre-revised)	
5.	Whether Selection post or non-selection post.		Selection in case of promotion Not applicable in case of deputation	
6.	Age limit for direct recruits		Not applicable	
7.	Educational and other qualifications required for direct recruits		Not applicable	
8.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees.		Not Applicable	
9.	Period of probation, if any		Two years for promotees	
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of vacancies to be filled by various methods		100% by promotion failing which by deputation	
11.	In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made		<p>Promotion: UDC of the Institute with 10* (ten) years regular service in Level 4 in the Pay Matrix Rs.25500/- OR in the Pay Band-1, Rs.5200-20200/- with Grade Pay of Rs.2400/-(pre-revised).</p> <p>*In compliance to DOPT O.M.No.AB-14017/12/88-Estt.(RR) dated 25.3.1996 on Retention of Existing Eligibility Service, the eligibility service of 8 years as per existing recruitment rule shall continue to be the same for <u>persons holding the feeder posts on regular basis on the date of notification of the revised rules</u></p> <p>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 the Pay Matrix Rs.25500/- OR in Pay Band-1, Rs.5200-20200/- with Grade Pay of Rs.2400/-(pre-revised) or equivalent and possessing Graduate degree in Arts/Science/Commerce from a recognized University</p> <p>The period of deputation shall ordinarily not exceed 3 years</p> <p>The maximum age limit for appointment on deputation 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		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 (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	

Sl.No	Description	“As is” Recruitment Rules	“To be” proposed Draft Recruitment Rules as per recommendation of the Committee for review of RR	Recommendation of the Committee
1.	Name of post	Nil	Senior Store and Procurement Officer	No change
2.	Number of post		*1 (One)	
3.	Classification		General Central Service, Group ‘A’	
4.	Pay Band & Grade Pay/Pay Scale		Pay Matrix Level - 11 of Rs 67700/-(Revised) PB - 3 Rs.15600 - 39100/- GP Rs. 6600/- (Pre-revised)	
5.	Whether Selection post or non-selection post.		Selection in case of promotion Not Applicable in case of deputation	
6.	Age limit for direct recruits		Not Applicable	
7.	Educational and other qualifications required for direct recruits		Not Applicable	
8.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees.		Not applicable	
9.	Period of probation, if any		Not applicable	
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of vacancies to be filled by various methods		By promotion failing which by deputation	
11.	In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made		<p>Promotion: Store and Procurement Officer of the Institute in Level 10 in the Pay Matrix Rs.56100/- OR in PB - 3 Rs.15600 - 39100/- with Grade Pay of Rs.5400/- (pre-revised) with five years regular service in the grade.</p> <p>Deputation: Officers of the Central Govt. / State Government / Union Territories/ Autonomous Organizations/ Statutory Bodies/Public Sector Undertaking:</p> <ol style="list-style-type: none"> Holding analogous posts on regular basis in the parent cadre/department; or With five years’ service in the grade rendered after appointment on regular basis in Level 10 in the Pay Matrix Rs.56100/- OR in the Pay Band - 3 Rs. 15600 – 39100 with Grade Pay of Rs. 5400/- (pre-revised) or equivalent in the parent cadre/department <p>(b) Possess the following educational qualification and experience:-</p> <ol style="list-style-type: none"> Degree of a recognized University MBA with specialization in Material Management or Post Graduate Diploma in Material Management from Institute recognized by UGC/AICTE 	

			<p>3. At least 2 (two) years experience in the relevant field in a Hospital/Medical Institution.</p> <p>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 three years. The maximum age limit for appointment by deputation shall be not exceeding 56 years 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 Dy. 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</p> <p>(* to be nominated by Director, NEIGRIHMS)</p>	
13.	Circumstances in which Union Public Service Commission to be consulted in making recruitment		Not Applicable	

Sl.No	Description	“As is” Recruitment Rules	“To be” proposed Draft Recruitment Rules as per recommendation of the Committee for review of RR	Recommendation of the Committee
1.	Name of post	Nil	Executive Engineer (Ref. & Air Conditioning)	Method of recruitment – Composite method i.e. Deputation/promotion. Direct Recruitment may be deleted The same has been incorporated in the “To be” Recruitment Rules
2.	Number of post		*1 (One)	
3.	Classification		General Central Service, Group ‘A’	
4.	Pay Band & Grade Pay/Pay Scale		Pay Matrix Level - 11 of Rs 67700/-(Revised) PB - 3 Rs.15600 - 39100/- GP Rs. 6600/- (Pre-revised)	
5.	Whether Selection post or non-selection post.		Not Applicable	
6.	Age limit for direct recruits		Not exceeding 45 years (Relaxable for Government servants upto 5 years in accordance with instructions or orders issued by the Central Government)	
7.	Educational and other qualifications required for direct recruits		1. Graduate in Mechanical Engineering from recognized University. 2. 7 (Seven) years experience in repair and maintenance of large scale Air conditioning and Refrigeration systems.	
8.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees.		Not applicable	
9.	Period of probation, if any		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 vacancies to be filled by various methods		<u>By Composite Method (Deputation/Promotion)</u>	
11.	In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made		<u>Deputation/Promotion</u> Officers of the Central / State / Union Territory Governments / Universities / Central Statutory / Autonomous Bodies / Public Sector Undertakings: 1. (i) holding analogous post on regular basis in the parent cadre/department; or (ii) with 5(five) years regular service in the grade rendered after appointment on a regular basis in Level – 10 in the Pay Matrix Rs.56100/- OR in the Pay Band - 3 (Rs. 15600 – 39100) with Grade Pay Rs. 5400/- (pre-revised) or equivalent in the parent cadre/department or (iii) with 7 (seven) years regular service in the grade rendered after appointment on a regular basis in Level – 7 in the Pay Matrix Rs.44900/- OR in the Pay Band - 2 (Rs. 9300 – 34800) with Grade Pay Rs. 4600 (pre-revised) or equivalent in the parent cadre/department and 2. Possessing educational qualifications and experience prescribed under column – 7	

			<p>Note 1: The Departmental Assistant Engineer (Ref. & Air Conditioning) in Level – 7 in the Pay Matrix Rs.44900/- OR in Pay Band - 2 (Rs. 9300 – 34800) with Grade Pay of Rs. 4600/- (pre-revised) with 7 (seven) years regular service in the grade shall also be considered along with deputationist and in case he or she is selected to 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 on the closing date of receipt of applications.</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 Dy. 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 <p>(* to be nominated by Director, NEIGRIHMS)</p>	
13.	Circumstances in which Union Public Service Commission to be consulted in making recruitment		Not Applicable	

Sl.No	Description	“As is” Recruitment Rules	“To be” proposed Draft Recruitment Rules as per recommendation of the Committee for review of RR	Recommendation of the Committee
1.	Name of post	Nil	Assistant Engineer (Ref. & Air Conditioning)	Method of recruitment – By promotion failing which by deputation
2.	Number of post		*1 (One)	
3.	Classification		General Central Service, Group ‘B’	
4.	Pay Band & Grade Pay/Pay Scale		Pay Matrix Level - 7 of Rs 44900/- (Revised) PB - 2 Rs.9300 - 34800/- GP Rs.4600/-(Pre - revised)	
5.	Whether Selection post or non-selection post.		Non 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 upto 5 years in accordance with instructions or orders issued by the Central Government)	
7.	Educational and other qualifications required for direct recruits	1.	1. Graduate in Mechanical Engineering from recognized University. 2. 5 (five) years experience in repair and maintenance of large scale Air conditioning and Refrigeration systems.	
8.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees.		Not applicable	
9.	Period of probation, if any		2 (Two) Years for direct recruit	
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of vacancies to be filled by various methods		By promotion failing which by deputation	
11.	In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made		Promotion Junior Engineer (Ref. & Air Conditioning) in Level 6 in the Pay Matrix Rs.35400/- OR in Pay Band - 2 (Rs. 9300 - 34800) with Grade Pay of Rs.4200/- (pre-revised) with 5 (five) 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 (NEC), Shillong (Not below the rank of Dy. 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 Director,NEIGRIHMS)	
13.	Circumstances in which Union Public Service Commission to be consulted in making recruitment		Not Applicable	

Sl.No	Description	“As is” Recruitment Rules	“To be” proposed Draft Recruitment Rules as per recommendation of the Committee for review of RR	Recommendation of the Committee
1.	Name of post	Nil	Junior Engineer (Ref. & Air Conditioning)	Since the post is identical to that of the post of Junior Engineer (Electrical), the educational qualification for the post of Junior Engineer (Ref.& Air Conditioning) may be proposed on similar lines to that of the post of Junior Engineer (Electrical) but in the relevant field of Ref.& Air Conditioning as follows: Bachelor Degree in Mechanical Engineering from recognized University or Institute. OR Three years Diploma in Mechanical Engineering from a recognized Institute with three years experience in repair and maintenance of large scale Air conditioning and Refrigeration systems The same has been incorporated in the “To be” Recruitment Rules
2.	Number of post		*2 (two)	
3.	Classification		General Central Service, Group ‘B’	
4.	Pay Band & Grade Pay/Pay Scale		Pay Matrix Level – 6 of Rs 35400/-(Revised) PB - 1 Rs.9300 – 34800/- GP Rs.4200/-(Pre-revised)	
5.	Whether Selection post or non-selection post.		Not Applicable	
6.	Age limit for direct recruits		Not exceeding 35 years (Relaxable for Government servants upto 5 years in accordance with instructions or orders issued by the Central Government)	
7.	Educational and other qualifications required for direct recruits		Bachelor Degree in Mechanical Engineering from recognized University or Institute. OR Three years Diploma in Mechanical Engineering from a recognized Institute with three years experience in repair and maintenance of large scale Air conditioning and Refrigeration systems	
8.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees.		Not applicable	
9.	Period of probation, if any		2 (Two) Years for direct recruit	
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of vacancies to be filled by various methods		By Direct Recruitment.	
11.	In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made		Not Applicable	

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 (NEC), Shillong (Not below the rank of Dy. 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 Secy <p>(* to be nominated by Director,NEIGRIHMS)</p>	
13.	Circumstances in which Union Public Service Commission to be consulted in making recruitment		Not Applicable	

Sl.No	Description	“As is” Recruitment Rules	“To be” proposed Draft Recruitment Rules as per recommendation of the Committee for review of RR	Recommendation of the Committee
1.	Name of post	Junior Accounts Officer	Junior Accounts Officer/Internal Auditor	The Committee observed that in NEIGRIHMS the feeder grade for the post of Junior Accounts Officer is only for Cashier. To provide promotional avenues to UDCs, the Committee suggested to include Cashier/UDC as feeder grade for promotion to Junior Accounts Officer. All feeder grades should undergo ISTM training in Cash & Management. A common seniority list may be made in this regard. The method of recruitment shall be changed to 100% by promotion. The same has been incorporated in the “To be” Recruitment Rules
2.	Number of post	04 *(four)	*8 (eight)	
3.	Classification	Group ‘B’,	General Central Service, Group ‘B’,	
4.	Pay Band & Grade Pay/Pay Scale	Pay Band – 2 Rs.9300 – 34800/- with Grade Pay of Rs.4200/-	Pay Matrix Level – 6 of Rs 35400/- (Revised) Pay Band – 2 Rs.9300 – 34800/- Grade Pay Rs.4200/- (Pre-revised)	
5.	Whether Selection post or non-selection post.	Non-Selection in case of promotion Not applicable in case of direct recruitment	Selection	
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 applicable	
7.	Educational and other qualifications required for direct recruits	1. Post Graduate preferably in Commerce from a recognized University. 2. 2 years’ experience in handling cash and maintenance of accounts. OR 3. 6 years’ regular service in the Pay Band-1 of Rs.5200 – 20200/- with Grade Pay of Rs 2800/- or 10 years regular service in the Pay Band-1 of Rs.5200 – 20200/- with Grade Pay of Rs 2400/- 4. Pass in the Subordinate Accounts Service examination; or successful completion of training in Cash and Accounts work in ISTM and three years’ experience in cash, accounts and budget works.	Not applicable	
8.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees.	Not Applicable	Not Applicable	

9.	Period of probation, if any	Two years for direct recruit and promotees	Two years for promotees	
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of vacancies to be filled by various methods	50% by promotion 50% by direct recruitment	100% by promotion	
11.	In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made	Promotion: Cashier in Pay Band-1, Rs.5200-20200/- with Grade Pay of Rs.2400/- 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: Cashier/UDC of the Institute with 10* (ten) years regular service in Level 4 in the Pay Matrix Rs.25500/- OR in the Pay Band-1, Rs.5200-20200/- with Grade Pay of Rs.2400/- (pre-revised) 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 - 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 (Admn), 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 (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	

Sl.No	Description	“As is” Recruitment Rules	“To be” proposed Draft Recruitment Rules as per recommendation of the Committee for review of RR	Recommendation of the Committee
1.	Name of post	Cashier	Cashier	The name of the post proposed is Accounts Assistant but the Committee has changed it to Cashier. The same has been incorporated in the “To be” Recruitment Rules
2.	Number of post	03* (2012) *subject to variation dependent on workload	10 (ten)	
3.	Classification	Group ‘C’	General Central Service, Group ‘C’	
4.	Pay Band & Grade Pay/Pay Scale	Pay Band -1, Rs.5200-20200/- with Grade Pay of Rs.2400/-	Pay Matrix Level - 4 of Rs 25500/- (Revised) PB - 1 Rs.5200 – 20200/- GP Rs.2400/-(Pre- revised)	
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)	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	Essential: Graduate preferably in Commerce from a recognized University Desirable: One year’s experience in a handling cash & maintenance of accounts	Essential: Graduate preferably in Commerce from a recognized University. Desirable: One year’s experience in a handling cash & maintenance of accounts	
8.	Whether age and educational qualifications prescribed for direct recruits will apply in 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 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 (Admn) , 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. Administrative Officer, NEIGRIHMS - Member Secretary (* to be nominated by Director,NEIGRIHMS)	
13.	Circumstances in which Union Public Service Commission to be consulted in making recruitment	Not applicable	Not Applicable	

Sl.No	Description	“As is” Recruitment Rules	“To be” proposed Draft Recruitment Rules as per recommendation of the Committee for review of RR	Recommendation of the Committee
1.	Name of post	Nil	Assistant Security Officer	No change.
2.	Number of post		*3 (three)	
3.	Classification		General Central Service, Group ‘B’	
4.	Pay Band & Grade Pay/Pay Scale		Pay Matrix Level – 6 of Rs 35400/-(Revised) PB - 2 Rs.9300 – 34800/- GP Rs.4200/-(Pre-revised)	
5.	Whether Selection post or non-selection post.		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)	
7.	Educational and other qualifications required for direct recruits		<p>Essential:</p> <p>(i) Degree from a recognized University / Institution and</p> <p>(ii) Should atleast be a graduate and</p> <p>(iii) Following Physical Standards:</p> <p>(a) Height: 170 cms. Minimum (Relaxable by 5 cms only for residents of hill areas)</p> <p>(b) Chest: 81 cms (85 cms. After expansion) (Relaxable by 5 cms. only for residents of hill areas).</p> <p>(c) Should possess sound health free from defect/deformity/disease. Vision in both eyes should be 6/12 (without glasses). There should be no colour blindness. (Candidates claiming relaxation in height and chest will have to produce the certificate to this effect from the competent authority viz., Deputy commissioner / District Magistrate / Tehsildar of their places of residence).</p> <p>(iv) Experience of at least 5 years in handling security preferably in a hospital/medical - institution of repute.</p> <p>Desirable: Armed Forces personnel of the rank of Subadar or Inspectors of Police Civil/Para Military Forces.</p>	
8.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees.		Not applicable	
9.	Period of probation, if any		2 (Two) Years for Direct Recruitment	
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of vacancies to be filled by various methods		By Direct Recruitment	
11.	In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made		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 (NEC), Shillong (Not below the rank of Dy. 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 Director,NEIGRIHMS)	
13.	Circumstances in which Union Public Service Commission to be consulted in making recruitment		Not Applicable	

Sl.No	Description	“As is” Recruitment Rules	“To be” proposed Draft Recruitment Rules as per recommendation of the Committee for review of RR	Recommendation of the Committee
1.	Name of post	Nil	Fire Officer	The Institute has 1 (one) sanctioned post of Chief Fire Guard in the Grade Pay of Rs.4200/-, therefore the Grade Pay of the post of Fire Officer may be proposed at a lower grade than that of Chief Fire Guard i.e. Rs.2800/- instead of Rs.4200/-.
2.	Number of post		01	
3.	Classification		General Central Service, Group ‘B’	
4.	Pay Band & Grade Pay/Pay Scale		Level - 5 in the Pay Matrix Rs.29200/- OR Pay Band – 2 Rs.9300-34800/- with Grade Pay of Rs.2800/- (Pre-revised)	
5.	Whether Selection post or non-selection post.		Non Selection for promotion Not applicable for deputation/direct recruitment	
6.	Age limit for direct recruits		Not exceeding 30 years (relaxable for Govt. servants upto 5 years in accordance with the instructions or orders issued by the Central.Govt. from time to time)	
7.	Educational and other qualifications required for direct recruits		<p>Essential:</p> <p>1. Degree from National Fire Service College OR Graduate with Certificate of Station Officer Course of the National Fire College or from CISF Fire Training Centre and</p> <p>2. Possess vehicle driving license</p> <p>3. Experience for at least 5 years in deepening security preferably in a hospital/medical Institution of repute</p> <p>4. Physical Standards:</p> <p>(A) For Male minimum Height: 165 cms. (Relaxable by 5cms in the case of Garhwalls, Assamese Gorkha and member of the Scheduled tribes). Chest: 81 cms. Unexpanded and 86 cms. Expanded (Fully expanded with minimum of 5 cms. Expansion) Weight: Min. 50 kgs</p> <p>(B) For Female Minimum: Height: 157 cms. (Relaxable by 2.5 cms in the case of Garhwalls, Assamese Gorkha and member of the Scheduled tribes). Chest: There shall be no minimum requirement of chest Weight: 46 kgs</p> <p>(Candidates claiming relaxation in height and chest will have to produce the certificate to this effect from the competent authority</p>	

			viz, Deputy Commissioner/Distt.Magistrates/Tehsildars of their places of residence). Medical Standard a) Visual: Better eye – 6/6 (Eligible vision – 6/6 only) Worse eye – 6/12 b) Colour vision: - No colour blindness. c) The candidate must not have knock-nee, flat feet, squint eyes and stammering. They must be in good mental and bodily health and free from any physical defect.	
8.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees.		Not applicable	
9.	Period of probation, if any		Not applicable	
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of vacancies to be filled by various methods		By promotion failing which by deputation failing which by direct recruitment	
11.	In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made		Promotion: Fire Guard of the Institute in Level -4 in the Pay Matrix Rs.25500/- OR in Pay Band – 1 Rs.5200-20200/- with Grade Pay of Rs.2400/- (Pre-revised) with 5 (five) years of regular service in the grade. Deputation: Officials working under Central/State Govt.Autonomous/ Statutory bodies and PSU in an analogous post or with 5 (five) years regular basis in Level -4 in the Pay Matrix Rs.25500/- OR in Pay Band – 1 Rs.5200-20200/- with Grade Pay of Rs.2400/- (Pre-revised) and possessing educational & other qualifications as at column 7 above. 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 application.	
12.	If a Departmental Promotion Committee exists what is its composition		1. Deputy Director (Admn), 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) 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)	
13.	Circumstances in which Union Public Service Commission to be consulted in making recruitment		Not Applicable	

Sl.No	Description	“As is” Recruitment Rules	“To be” proposed Draft Recruitment Rules as per recommendation of the Committee for review of RR	Recommendation of the Committee
1.	Name of post	Nil	Security Jamadar (Supervisor)	To change the method of recruitment to 100% by promotion. Promotion is to be made from the feeder grade of Security Guard. The same has been incorporated in the “To be” Recruitment Rules
2.	Number of post		*8 (eight) *Subject to variation dependent on workload	
3.	Classification		General Central Service, Group ‘C’	
4.	Pay Band & Grade Pay/Pay Scale		Pay Matrix Level - 4 of Rs 25500/- (Revised) PB - 1 Rs.5200 – 20200/- GP Rs.2400/-(Pre - revised)	
5.	Whether Selection post or non-selection post.		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)	
7.	Educational and other qualifications required for direct recruits		Essential: (i) 10 + 2 from a recognized Board / University; (Relaxable upto Class 10 In the case of Ex-Servicemen who have excellent record and have passed third class examination of the Services) (ii) Following Physical Standards: a. Height: 167 cm and Chest: 80 cm with an expansion of 5 cm (For residents of hill areas height may be 162 cm, chest - 76 cm variation with an expansion of 5 cm) b. Should possess sound health free from defect / deformity/disease. c. Vision in both eyes should be 6/12 (without glasses). d. There should be no colour blindness. (Candidates claiming relaxation in height and chest will have to produce the certificate to this effect from the competent authority viz., Deputy Commissioner/ Distt. Magistrates/ Tehsildars of their places of residence). Note: The standards of Physical Efficiency test may be relaxed by the Director (NEIGRIHMS) in the case of Ex-Servicemen only. Desirable: (I) Service In the Armed Forces/ Para- Military Forces/ Police. (ii) Experience of performing security duties, preferably in a hospital of repute	
8.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees.		Not applicable	
9.	Period of probation, if any		2 (Two) Years for Direct Recruitment	

10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of vacancies to be filled by various methods		100% by promotion	
11.	In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made		Promotion: Security Guard of the Institute in Level – 2 in the Pay Matrix Rs.19900/- OR in the Pay Band – 1 Rs.5200-20200/- with Grade Pay of Rs.1900/- Pre-revised) with 8 (eight) years regular service in the Grade	
12.	If a Departmental Promotion Committee exists what is its composition		1. Deputy Director (Admn) , 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. Administrative Officer, NEIGRIHMS - Member Secretary (* to be nominated by Director,NEIGRIHMS)	
13.	Circumstances in which Union Public Service Commission to be consulted in making recruitment		Not Applicable	