

**NORTH EASTERN INDIRA GANDHI REGIONAL
INSTITUTE OF HEALTH AND MEDICAL SCIENCES
MAWDIANGDIANG, SHILLONG**



*MANAGEMENT MANUAL OF
WRITTEN TEST FOR RECRUITMENT TO THE POSTS OF*

RECEPTIONIST

Examination Cell, NEIGRIHMS, Shillong

1. PREAMBLE

NEIGRIHMS will conduct “written Tests” for eligible applicants for recruitment to fill up – **Receptionist** against the Advt. NEIGR-E-III/15/2014/Pt dated 19th January 2015.

The **examination** henceforth shall mean the “written test” as defined above. The **Examination Cell, NEIGRIHMS** will conduct the written Test on behalf of the Institute under the direct supervision and Control of **Dean, NEIGRIHMS** and **Controller of Examinations, NEIGRIHMS**, Shillong. The operational procedure and Rules & Regulation to be followed for this examination will be as per the existing procedure followed in competitive entrance examinations of NEIGRIHMS.

2. BACKGROUND

2.1. Advertisement References:

- Receptionist: NEIGR-E-III/15/2014/Pt dated 19th January 2015.

2.2. Number of Posts to be filled up as advertised:

- Receptionist : 04 (2 UR, 2 ST)

2.3. Minimum Qualification required as advertised:

Receptionist:

i. **Essential:**

- Graduate from a Recognised University.

ii. **Desirable:**

- Good personality.
- Fluency in English and Hindi.

2.4. **Number of Provisional Eligible Applicants:** After screening of applications by respective screening committees.

- **Receptionist : 2512**

Note: Allowing a candidate to sit in the examination does not mean that he/she is eligible for final recruitment in the concerned post he/she applied. A candidate must meet and proof the eligibility criteria already laid down for the concerned post and medically fit.

3. PERSONNEL INVOLVED IN EXAMINATION CONDUCT

a. The Hierarchy for conduct of Examination:

The Examination Cell will conduct the said examination within the framework of the examination body as structured below:

- (i) Chief Examination Controller: Dean, NEIGRIHMS
- (ii) Examination Controller: Controller, Examinations, NEIGRIHMS
- (iii) Centre Superintendents: Principal or his authorized Representative of the College/Institute of the centre concerned
- (iv) Deputy Superintendents: To be nominated/appointed by the competent authority as estimated and proposed by the Controller of Examinations.
- (v) Invigilators: To be nominated/appointed by the competent authority as estimated and proposed by the Controller of Examinations.

b. Duties and Responsibilities:

- (a) Chief Controller: Chief Controller will be the Primary owner and overall In-charge and the responsible person of the entire process of examination
- (b) Controller: Controller will be the overall In-charge of the pre-exam, exam and post exam activity and responsible person for smooth conduct of the entire process of examination.
- (c) Centre Superintendent: He/She will be the Primary owner of all the activities that needed to be carried out at his/her centre for the overall smooth conduct of the Entire Process of the said Entrance Examination. He/she will function as Centre Superintendent at the centre of appointment as per the existing Rules and Regulations of Competitive Examinations of NEIGRIHMS.
- (d) Invigilators: He/she will perform the duties of Invigilator as per the existing Rules and Regulations for Competitive Examinations of NEIGRIHMS.

c. Other Personnel:

All the Officers and Staff of the Examination Cell will be actively involved to facilitate the entire process of examination other related activities.

d. External Observer:

An External Observer from outside NEIGRIHMS, not below the Rank of Professor of a University/reputed College will be invited by the Chief Examination Controller to observe and witness the overall conduct of the Examination, till declaration of Results.

e. Remuneration:

Remuneration to the personnel involved in the examination as above will be paid by the Institute in the line of the payment made in the Entrance Examinations of the Institute as per the existing approved rates of Examinations.

4. THE EXAMINATION:

4.1. The schedule:

- (i) **Date of Examination:** 19th March 2017 (Sunday) for the above Post
- (ii) **Duration of Examination:** 1.00 Hour 30 Minutes (Total: 90 minutes) between 11.00 AM to 12.30 Noon.
- (iii) **Venue:** Different Centres in Shillong
- (iv) NEIGRIHMS. Candidates will be intimated regarding the venue of the examination through their individual admit cards.
- (v) **Issue of Hall Tickets:** Hall Tickets of the candidates will be sent to the candidates individually by Speed Post by the GAD Section of the Institute at the address provided in their Application Form. No intimation via Phone or email will be entertained.
- (vi) **Issue of Duplicate Hall Ticket:** 16th and 17th March 2017. Candidates not receiving their Hall Tickets by Post will be issued Duplicate Hall tickets with production of their authentic Identity proof.
- (vii) **Identity Proof:** Authentic Identity proof includes Identity card from current employing authority, Passport / Driving License / Bank Passbook with Photograph / Photo Identify proof issued by a Gazetted Officer / School Principal (on official Letter head), Aadhar Card with Photograph and Domicile Certificate with Photo.

4.2. Mode of examination

- (i) OMR based Multiple Choice Questions (MCQs).
- (ii) The questions will be single best response objective type. Each answer with correct response shall be awarded **1 (one) mark. 0 (Zero) mark will be awarded for the questions not answered or wrongly answered.** More than one answer indicated against a question will be deemed as incorrect response and will not be marked.
- (iii) The examination will be conducted in English medium only.

4.3. Distribution of Marks and Syllabus:

Receptionist: 100 MCQs for 90 minutes duration.

- a) **General English:** 20 marks (Basics of English language, word meanings, vocabulary, grammar, sentence structure, synonyms & antonyms and their correct use and fill in the blanks etc.)
- b) **Basic Computer Knowledge taught in School level:** 20 marks
- c) **General Intelligence and Logical Reasoning:** 30 marks (Similarities and differences, space visualization, analysis and judgement, decision making, problem solving, discriminating observation, relationship concept, figure classification etc.).
- d) **General Knowledge/awareness:** 30 Marks (Current events, Indian History, Culture, Geography, Economic scene, General Polity, Scientific Research,

Health and Medical Sciences and Sports etc.). **The questions will be such that they do not require a special study of any discipline.**

4.4. **The Results:**

- (a) **Declaration of Results:** Merit lists for the above post will be based strictly on the candidate`s performance in the OMR based written Test.
- (b) **Inter se merit:** In the case of two or more candidates secure equal marks in the Examination their inter-se merit shall be determined by the Date of Birth - Candidate older in age will rank higher to a candidate who is junior in age.
- (c) Results including the marks obtained by the candidates will be provided by the Examination Cell to the concerned Departments as mentioned above.
- (d) Based on this merit list so prepared, the concerned Department i.e. Establishment – III and GAD will start the Recruitment Process.
- (e) Results of all the candidates appeared in examination will be made available by the Institute at the Institute`s website once the entire recruitment process is over.

5. **THE SELECTION PROCESS**

The final selection of the candidates for appointment will be strictly on the basis of merit in the written Test. Candidates securing below 35% marks will not be considered in the merit list. The offer of appointment when made will be provisional and subject to verification of credentials (Educational & Personal) by competent authority. The vacancies are provisional and subject to variation. The Director, NEIGRIHMS reserves the right to vary the vacancies including reserved vacancies. However, the decision of Director, NEIGRIHMS in this regard shall be final and binding.

6. **MISCELLANEOUS**

- 6.1. No TA or DA will be paid to the candidates by the Institute for coming to appear in the examination.
- 6.2. Since OMR sheets will be used in the examination there shall be no provision for manual re-checking and re-evaluation.
- 6.3. Candidates who are unable to appear on the scheduled date of examination for any reason, the examination shall not be held again for them by NEIGRIHMS under any circumstances.
- 6.4. Decision of the **Director, NEIGRIHMS** will be final in case of any dispute.

7. LEGAL JURISDICTION

- 7.1.** All disputes pertaining to the conduct of the Examination and impersonation if any detected shall fall within the jurisdiction of Shillong only. The Director, NEIGRIHMS shall be the person in whose name all the legal proceedings may be addressed.
- 7.2.** If any person(s) or Invigilator(s) engaged in the conduct of Examination is found acting in a manner that would result in the leakage in the Question Paper(s) or attempt to use or help in the use of unfair means in this Examination, he/she shall be liable to prosecution under Indian Penal Code.
- 7.3.** The disputes, if any with regard to the Examination will subject to the legal Jurisdiction at Meghalaya High Court, Shillong

IMPORTANT

1. This manual is being issued/published with due approval of Competent authority of the Institute. NEIGRIHMS reserves the right to make changes in the information provided in this Manual based on directives from competent authority. This book cannot be quoted for any sanction.
2. Notwithstanding the information given in this manual, NEIGRIHMS has the ultimate right to decide on any issue as per its Rules and Regulations.
3. Up-to-date information including changes in the datelines will be updated in the Institute website www.neigrihms.gov.in time to time.