



NEIGRIHMS

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

(भारत सरकार स्वास्थ्य एवं परिवार कल्याण मंत्रालय स्वायत्त संस्थान)

(An Autonomous Institute, Ministry of Health and Family Welfare, Government of India)

निदेशक ब्लॉक मावडीयांगडीयांग, शिलांग - 793018 मेघालय

Director's Block, Mawdiangdiang, Shillong - 793018 Meghalaya

www.neigrihms.gov.in

EPABX : (0364) 2538025

Dated the 15th May 2024

No. NEIGR-E.III/7/2014/Pt-IV

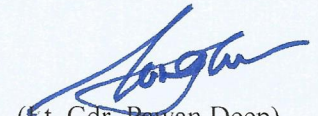
NOTIFICATION

Sub : Uploading the proposed amendment of RR for deemed abolished posts in NEIGRIHMS website for comments by stakeholder within a period of 30 days from the date of notification:

As instructed by Ministry vide letter F.No.U-12012/17/2024-NE dated 12.04.2023, in response to the Institute's proposal vide Letter No.NEIGR-E.III/7/2017/Pt-IV dated 20.03.2024, the proposed draft amended RR of the following posts where the no.of posts has been reduced due to non-revival by the Ministry are uploaded in the Institute's website for comments by Stakeholders:

1. Assistant Accounts Officer
2. Junior Accounts Officer
3. CSSD Supervisor
4. Warden / Lady Warden
5. Lower Division Clerk
6. Housekeeper


Before placing the proposed draft amended RR in the Executive Committee for consideration/approval, all stakeholders are requested to go through the proposed amended Recruitment Rules of the above posts and furnish their comments, if any, to the undersigned within a period of 30 days from the date of publication of the notification and also send the soft copy via email at neigrihms.e3@gmail.com. In case no comments is received within the stipulated period of 30 days, the proposed amended draft Recruitment Rules will be treated as final and the Institute will proceed further for placing in the next Executive Committee for approval.


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

Memo No. NEIGR-E.III/7/2014/Pt-IV

Dated the 15th May 2024

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


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

**STATEMENT OF EXISTING APPROVED RECRUITMENT RULES AND PROPOSED AMENDED DRAFT
RECRUITMENT RULES OF DEEMED ABOLISHED POSTS IN NEIGRIHMS**

Sl No	Description	Existing approved RR	Proposed amended Draft RR
1	Name of post	Assistant Accounts Officer	Assistant Accounts Officer
2	Number of post	04* (2023) *Subject to variation dependent on workload	03* (2024) * Subject to variation dependent on workload
3	Classification	Group 'B'	Group 'B'
4	Pay Band and Grade Pay/Level in the Pay Matrix	Level – 7 of Pay Matrix	Level – 07 of Pay Matrix
5	Whether Selection post or non-selection post	Selection in case of Promotion	Selection in case of Promotion Not applicable in case of deputation/direct recruitment
6	Age limit for direct recruits	Not exceeding 30 years (Relaxable for Government servants' upto 5 years in accordance with the instructions or orders issued by the Central Government).	Not exceeding 30 years (Relaxable for Government servants' upto 5 years in accordance with the instructions or orders issued by the Central Government).
7	Educational and other qualifications required for direct recruits	Essential: 1. Degree from a recognized University / Institute 2. 3 (three) years' experience in Cash, Accounts and Budget work in a Government Office / PSU / Autonomous Body / Statutory Body	Essential: 1. Degree from a recognized University / Institute. 2. 3 (three) years' experience in Cash, Accounts and Budget work in a Government Office / PSU / Autonomous Body / Statutory Body.
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable	Not applicable
9	Period of probation, if any	2 (two) years for direct recruit	2 (two) years for direct recruit
10	Method of recruitment whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods	50% by promotion failing which by deputation (ISTC) 50% by direct recruitment	2/3 rd by promotion failing which by deputation (ISTC) 1/3 rd by direct recruitment
11	In case of recruitment by promotion/ deputation / absorption grades from which promotion / deputation /absorption to be made	Promotion: From Junior Accounts Officer of the Institute with 5 years' regular service in Level-6 of Pay Matrix and undergone successful training in cash and accounts work in ISTM or have passed Subordinate Accounts Service examination. Deputation (Including Short Term Contract (ISTC)): Officers of the Central Government / State Government/ Union Territories /Autonomous Organizations /Statutory Bodies / Public Sector Undertaking / University /Recognized Research Institution:	Promotion: Junior Accounts Officer of the Institute with 5 years' regular service in Level-6 of Pay Matrix and undergone successful training in cash and accounts work in ISTM or have passed Subordinate Accounts Service examination. Deputation (Including Short Term Contract (ISTC)): Officers of the Central Government / State Government/ Union Territories /Autonomous Organizations /Statutory Bodies / Public Sector Undertaking / University /Recognized Research Institution:

		<p>A. 1. Holding analogous post on a regular basis in the parent cadre / department; or 2. With 5 years' service in the grade rendered after appointment on a regular basis in Level-6 of the Pay Matrix or equivalent in the parent cadre / department and</p> <p>B. Possessing appropriate qualifications and experience prescribed for direct recruits mentioned at Column 7.</p> <p>Note: Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization /Department of the Central Government shall ordinarily not exceed five years. The maximum age limit for appointment on deputation (ISTC) shall not be exceeding 56 years as on the closing date of receipt of application.</p>	<p>A. 1. Holding analogous post on a regular basis in the parent cadre / department; or 2. With 5 years' service in the grade rendered after appointment on a regular basis in Level-6 of the Pay Matrix or equivalent in the parent cadre / department and</p> <p>B. Possessing appropriate qualifications and experience prescribed for direct recruits mentioned at Column 7.</p> <p>Note: Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization /Department of the Central Government shall ordinarily not exceed five years. The maximum age limit for appointment on deputation (ISTC) shall not be exceeding 56 years as on the closing date of receipt of application.</p>
12	If a Departmental Promotion Committee exists what is its composition	<p>1. Director, NEIGRIHMS - Chairperson 2. Under Secretary(NE)/Section Officer(NE) - Member 3. Representative of North Eastern Council, (NEC) - Member Shillong (not below the rank of Under Secretary) 4. An expert in the relevant subject - Member* 5. A Co-opted member from SCs/STs - Member* 6. Deputy Director (Administration), NEIGRIHMS - Member Secretary</p> <p>(* to be nominated by the Director, NEIGRIHMS)</p>	<p>1. Director, NEIGRIHMS - Chairman 2. Under Secretary (NE)/Section Officer (NE) - Member 3. Representative of North Eastern Council (NEC), - Member Shillong (Not below the rank of Under Secretary) 4. An expert in the relevant subject - Member* 5. A Co-opted member from SCs/STs - Member 6. Deputy Director(Administration), NEIGRIHMS-Member Secretary (*to be nominated by the Director, NEIGRIHMS)</p>
13	Circumstances in which Union Public Service Commission to be consulted in making recruitment	Not applicable	Not applicable

SI No	Description	Existing approved RR	Proposed amended Draft RR
1	Name of post	Junior Accounts Officer	Junior Accounts Officer
2	Number of post	05* (2023) * Subject to variation dependent on workload	03* (2024) * Subject to variation dependent on workload
3	Classification	Group 'B'	Group 'B'
4	Pay Band and Grade Pay/Level in the Pay Matrix	Level – 6 of Pay Matrix	Level – 06 of Pay Matrix
5	Whether Selection post or non-selection post	Selection in case of Promotion	Selection in case of Promotion Not applicable in case of direct recruitment
6	Age limit for direct recruits	Not exceeding 30 years (Relaxable for Government servants' upto 5 years in accordance with the instructions or orders issued by the Central Government).	Not exceeding 30 years (Relaxable for Government servants' upto 5 years in accordance with the instructions or orders issued by the Central Government).
7	Educational and other qualifications required for direct recruits	Essential: 1. Degree from a recognized University/ Institute 2. 2 (two) years' experience in Cash, Accounts and Budget work in a Government office /PSU /Autonomous body / Statutory body	Essential: 1. Degree from a recognized University / Institute. 2. 2 (two) years' experience in Cash, Accounts and Budget work in a Government Office / PSU / Autonomous body / Statutory body.
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable	Not applicable
9	Period of probation, if any	2 (two) years for direct recruit and promotees	2 (two) years for direct recruit and promotees
10	Method of recruitment whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods	2/5 by promotion failing which by deputation (ISTC) 3/5 by direct recruitment	2/3 rd by promotion failing which by deputation (ISTC) 1/3 rd by direct recruitment
11	In case of recruitment by promotion/ deputation / absorption grades from which promotion / deputation /absorption to be made	Promotion: Accounting Assistant of the Institute with 10 years' regular service in Level-04 of Pay Matrix and undergone successful training in cash and accounts work in ISTM or have passed Subordinate Accounts Service examination. Deputation (Including Short Term Contract (ISTC)): Officers of the Central Government / State Government/ Union Territories /Autonomous Organizations /Statutory Bodies / Public Sector Undertaking / University /Recognized Research Institution: A. 1. Holding analogous post on a regular basis in the parent cadre / department; or 2. With 10 years' service in the grade rendered after appointment on a regular basis in Level-04 of the Pay Matrix or equivalent in the parent cadre / department and B. Possessing appropriate qualifications and experience prescribed for direct recruits mentioned at Column 7. Note: Period of deputation including period of deputation in another ex-cadre	Promotion: Accounting Assistant of the Institute with 10 years' regular service in Level-04 of Pay Matrix and undergone successful training in cash and accounts work in ISTM or have passed Subordinate Accounts Service examination. Deputation (Including Short Term Contract (ISTC)): Officers of the Central Government / State Government/ Union Territories /Autonomous Organizations /Statutory Bodies / Public Sector Undertaking / University /Recognized Research Institution: A. 1. Holding analogous post on a regular basis in the parent cadre / department; or 2. With 10 years' service in the grade rendered after appointment on a regular basis in Level-04 of the Pay Matrix or equivalent in the parent cadre / department and B. Possessing appropriate qualifications and experience prescribed for direct recruits mentioned at Column 7. Note: Period of deputation including period of deputation in another ex-

		post held immediately preceding this appointment in the same or some other organization /Department of the Central Government shall ordinarily not exceed five years. The maximum age limit for appointment on deputation (ISTC) shall not be exceeding 56 years as on the closing date of receipt of application.	cadre post held immediately preceding this appointment in the same or some other organization /Department of the Central Government shall ordinarily not exceed five years. The maximum age limit for appointment on deputation (ISTC) shall not be exceeding 56 years as on the closing date of receipt of application.
12	If a Departmental Promotion Committee exists what is its composition	<p>1. Director, NEIGRIHMS - Chairman</p> <p>2. Under Secretary(NE)/Section Officer(NE) - Member</p> <p>3. Representative of North Eastern Council, (NEC) - Member Shillong (not below the rank of Under Secretary)</p> <p>4. An expert in the relevant subject - Member*</p> <p>5. A Co-opted member from SCs/STs - Member*</p> <p>6. Deputy Director (Administration), NEIGRIHMS - Member Secretary</p> <p>(* to be nominated by the Director, NEIGRIHMS)</p>	<p>1. Director, NEIGRIHMS - Chairman</p> <p>2. Under Secretary (NE)/Section Officer (NE) - Member</p> <p>3. Representative of North Eastern Council (NEC), - Member Shillong (Not below the rank of Under Secretary)</p> <p>4. An expert in the relevant subject - Member*</p> <p>5. A Co-opted member from SCs/STs - Member*</p> <p>6. Deputy Director (Administration), NEIGRIHMS - Member Secretary</p> <p>(*to be nominated by the Director, NEIGRIHMS)</p>
13	Circumstances in which Union Public Service Commission to be consulted in making recruitment	Not applicable	Not applicable

SI No	Description	Existing approved RR	Proposed amended Draft RR
1	Name of post	CSSD Supervisor	CSSD Supervisor
2	Number of post	02* (2023) *subject to variation dependent on workload	01* (2024) * Subject to variation dependent on workload
3	Classification	Group 'B'	Group 'B'
4	Pay Band and Grade Pay/Level in the Pay Matrix	Level – 06 of Pay Matrix	Level – 06 of Pay Matrix
5	Whether Selection post or non-selection post	Selection in case of promotion Not Applicable in case of direct recruitment	Selection in case of Promotion Not applicable in case of direct recruitment
6	Age limit for direct recruits	Not exceeding 30 years (Relaxable for Government servants up to 5 years in accordance with the instructions or orders issued by the Central Government)	Not exceeding 30 years (Relaxable for Government servants' upto 5 years in accordance with the instructions or orders issued by the Central Government).
7	Educational and other qualifications required for direct recruits	Essential: B.Sc Microbiology or Pharmacology or Medical Technology (Microbiology) with 3 years' experience in CSSD of a Hospital or Pharmaceutical or Operation Theatre in a Hospital. OR i. Nursing Officer with 3 years' experience in Operation Theatre / CSSD in a Hospital. ii. Should be registered with the Indian Nursing Council / State Nursing Council. OR Theatre Assistant Course / CSSD Diploma Course with 4 years' experience in CSSD/Operation Theatre in a Hospital.	Essential: B.Sc Microbiology or Pharmacology or Medical Technology (Microbiology) with 3 years' experience in CSSD of a Hospital or Pharmaceutical or Operation Theatre in a Hospital. OR i. Nursing Officer with 3 years' experience in Operation Theatre / CSSD in a Hospital. ii. Should be registered with the Indian Nursing Council / State Nursing Council. OR Theatre Assistant Course / CSSD Diploma Course with 4 years' experience in CSSD/Operation Theatre in a Hospital.
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	No	No
9	Period of probation, if any	Two Years for direct recruit and promotes	Two years for direct recruit and promotees
10	Method of recruitment whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods	By promotion failing which by direct recruitment	By promotion failing which by direct recruitment
11	In case of recruitment by promotion/ deputation / absorption grades from which promotion / deputation /absorption to be made	Promotion: CSSD Assistant Grade-I in Level 04 of the Pay Matrix with ten years' regular service in the grade.	Promotion: CSSD Assistant Grade-I in Level 04 of the Pay Matrix with ten years' regular service in the grade.
12	If a Departmental Promotion Committee exists what is its composition	1. Director, NEIGRIHMS - Chairman 2. Under Secretary (NE)/Section Officer (NE) - Member 3. Representative of North Eastern Council, Shillong - Member (not below the rank of Under Secretary) 4. An expert in the relevant subject - Member* 5. A Co-opted member from SCs/STs - Member* 6. Deputy Director (Administration) NEIGRIHMS - Member Secretary (*to be nominated by the Director, NEIGRIHMS)	1. Director, NEIGRIHMS - Chairman 2. Under Secretary (NE)/Section Officer (NE) - Member 3. Representative of North Eastern Council (NEC), - Member Shillong (Not below the rank of Under Secretary) 4. An expert in the relevant subject - Member* 5. A Co-opted member from SCs/STs - Member* 6. Deputy Director (Administration), NEIGRIHMS - Member Secretary (*to be nominated by the Director, NEIGRIHMS)
13	Circumstances in which Union Public Service Commission to be consulted in making recruitment	Not applicable	Not applicable

SI No	Description	Existing approved RR	Proposed amended draft RR
1	Name of post	Warden/Lady Warden	Warden/ Lady Warden
2	Number of post	07* (2023) *Subject to variation dependent on workload	05* (2024) * Subject to variation dependent on workload
3	Classification	Group 'B'	Group 'B'
4	Pay Band and Grade Pay/Level in the Pay Matrix	Level – 06 of Pay Matrix	Level – 06 of Pay Matrix
5	Whether Selection post or non-selection post	Selection in case of Promotion Not applicable in case of direct recruitment	Selection in case of Promotion Not applicable in case of deputation / direct recruitment
6	Age limit for direct recruits	Not exceeding 30 years (Relaxable for Government servants up to 5 years in accordance with the instructions or orders issued by the Central Government)	Not exceeding 30 years (Relaxable for Government servants' upto 5 years in accordance with the instructions or orders issued by the Central Government).
7	Educational and other qualifications required for direct recruits	Essential: 1. Bachelor's Degree from a recognized University. 2. Certificate/Diploma in Hotel Management/ Housekeeping/ Material Management/Public Relation/Estate Management from a government recognized Institute / University.	Essential: 1. Bachelor's Degree from a recognized University. 2. Certificate/Diploma in Hotel Management/ Housekeeping/ Material Management/Public Relation/Estate Management from a government recognized Institute / University.
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable	Not applicable
9	Period of probation, if any	Two years for direct recruit and promotees	Two years for direct recruit and promotees
10	Method of recruitment whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods	50% By promotion failing which by direct recruitment 50% By direct recruitment	3/5 by promotion failing which by deputation (ISTC) failing both by direct recruitment 2/5 by direct recruitment.
11	In case of recruitment by promotion/ deputation / absorption grades from which promotion / deputation /absorption to be made	Promotion: House Keeper in Level – 5 of Pay Matrix with six years' of regular service in the Grade.	Promotion: Housekeeper in Level – 5 of Pay Matrix with six years' of regular service in the grade. Deputation (Including Short Term Contract (ISTC)): Officers of the Central Government / State Government/ Union Territories /Autonomous Organizations /Statutory Bodies / Public Sector Undertaking / University /Recognized Research Institution: A. 1. Holding analogous post on a regular basis in the parent cadre / department; or 2. With 6 years' service in the grade rendered after appointment on a regular basis in Level-05 of Pay Matrix or equivalent in the parent cadre / department and B. Possessing appropriate qualifications and experience prescribed for

			direct recruits mentioned at Column 7. Note: Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization /Department of the Central Government shall ordinarily not exceed five years. The maximum age limit for appointment on deputation (ISTC) shall not be exceeding 56 years as on the closing date of receipt of application.
12	If Departmental Promotion Committee exists, what is its composition	<ol style="list-style-type: none"> 1. Director, NEIGRIHMS - Chairman 2. Under Secretary(NE)/Section Officer (NE) - Member 3. Representative of North Eastern Council, Shillong - Member (not below the rank of Under Secretary) 4. An expert in the relevant subject - Member* 5. A Co-opted member from SCs/STs - Member* 6. Deputy Director (Admn) NEIGRIHMS - Member Secretary (*to be nominated by the Director, NEIGRIHMS)	<ol style="list-style-type: none"> 1. Director, NEIGRIHMS - Chairman 2. Under Secretary (NE)/Section Officer (NE) - Member 3. Representative of North Eastern Council (NEC), - Member Shillong (Not below the rank of Under Secretary) 4. An expert in the relevant subject - Member* 5. A Co-opted member from SCs/STs - Member* 6. Deputy Director (Administration), NEIGRIHMS - Member Secretary (*to be nominated by the Director, NEIGRIHMS)
13	Circumstances in which Union Public Service Commission to be consulted in making recruitment	Not applicable	Not applicable

SI No	Description	Existing approved RR	Proposed amended draft RR
1	Name of post	Housekeeper	Housekeeper
2	Number of post	08* (2012) *Subject to variation dependent on workload	07* (2024) * Subject to variation dependent on workload
3	Classification	Group 'C'	Group 'C'
4	Pay Band and Grade Pay/Level in the Pay Matrix	Pay Band – 1, Rs.5200-20200/- with Grade Pay of Rs.2800/-	Level – 05 of Pay Matrix
5	Whether Selection post or non-selection post	Not applicable	Not applicable
6	Age limit for direct recruits	Not exceeding 30 years (Relaxable for Government servants up to 5 years in accordance with the instructions or orders issued by the Central Government)	Between 18 to 27 years (Relaxable in accordance with the instructions of Central Government)
7	Educational and other qualifications required for direct recruits	1. Bachelor's Degree from a recognized University. 2. Certificate/Diploma in Hotel Management/ Housekeeping/ Material Management/Public Relation/Estate Management. 3. Four years' experience in Housekeeping or in a similar capacity in a hostel of reputed Institution / Nursing College	Essential: 1. Bachelor's Degree from a recognized University. 2. Certificate/Diploma in Hotel Management/ Housekeeping/ Material Management/Public Relation/Estate Management from a government recognized Institute / University.
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable	Not applicable
9	Period of probation, if any	Two years for direct recruits	Two years for direct recruits
10	Method of recruitment whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods	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 Departmental Promotion Committee exists, what is its composition	1. Deputy Director (Administration), NEIGRIHMS - Chairperson 2. Under Secretary(NE)/Section Officer (NE) - Member 3. Representative of North Eastern Council, Shillong - Member (not below the rank of Under Secretary) 4. An expert in the relevant subject - Member* 5. A Co-opted member from SCs/STs - Member 6. Administrative Officer, NEIGRIHMS - Member Secretary (*to be nominated by the Director, NEIGRIHMS)	1. Director, NEIGRIHMS - Chairman 2. Under Secretary (NE)/Section Officer (NE) - Member 3. Representative of North Eastern Council (NEC), - Member Shillong (Not below the rank of Under Secretary) 4. An expert in the relevant subject - Member* 5. A Co-opted member from SCs/STs - Member* 6. Deputy Director (Administration), NEIGRIHMS - Member Secretary (*to be nominated by the Director, NEIGRIHMS)
13	Circumstances in which Union Public Service Commission to be consulted in making recruitment	Not applicable	Not applicable

SI No	Description	Existing approved RR	Proposed amended draft RR																								
1	Name of post	Lower Division Clerk	Lower Division Clerk (LDC)																								
2	Number of post	23* (2023) * Subject to variation dependent on workload	22* (2024) * Subject to variation dependent on workload																								
3	Classification	Group 'C'	Group 'C'																								
4	Pay Band and Grade Pay/Level in the Pay Matrix	Level – 2 of Pay Matrix	Level – 2 of Pay Matrix																								
5	Whether Selection post or non-selection post	Non-Selection in case of promotion	Non-Selection in case of promotion Not applicable for direct recruitment																								
6	Age limit for direct recruits	Between 18 to 27 years (Relaxable for Government servants up to 5 years in accordance with the instructions or orders issued by the Central Government)	Between 18 to 27 years (Relaxable for Government servants up to 5 years in accordance with the instructions or orders issued by the Central Government)																								
7	Educational and other qualifications required for direct recruits	Essential: i) 12 th Class or equivalent qualification from a recognized Board or University ii) A typing speed of 35 words per minute in English on computer. NB: 35 wpm correspond to 10,500 KDPH in an average of 5 key depressions for each word).	Essential: i) 12 th Class or equivalent qualification from a recognized Board or University ii) A typing speed of 35 words per minute in English on computer. NB: 35 wpm correspond to 10,500 KDPH in an average of 5 key depressions for each word).																								
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	As stated at Col 10	As stated at Col 10																								
9	Period of probation, if any	2 (two) years for direct recruits	2 (two) years for direct recruits																								
10	Method of recruitment whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods	<p>(i) 85% by Direct recruitment (ii) 10% of the vacancy shall be filled from amongst the Group 'C' staff in Level – 1 of Pay Matrix and who possess 12th Class pass or equivalent qualification and have rendered 3 years regular service in the grade, on the basis of departmental qualifying examination. The maximum age limit for eligibility for examination is 45 years (50 years of age for SC/ST).</p> <p>Details of Qualifying exam:</p> <table border="1"> <tr> <td>General Intelligence</td> <td>15 marks</td> </tr> <tr> <td>Numerical Aptitude</td> <td>15 marks</td> </tr> <tr> <td>English Language (Basic Knowledge)</td> <td>35 marks</td> </tr> <tr> <td>General Awareness</td> <td>15 marks</td> </tr> <tr> <td>Computer Application</td> <td>20 marks</td> </tr> <tr> <td>Total</td> <td>100 marks</td> </tr> </table> <p>Out of 100 marks, the cut off marks for consideration is 35% and should pass Typing Skill Test of 35 wpm, which is of qualifying nature only. (iii) 5 % of the vacancies shall be filled on seniority-cum-fitness basis from</p>	General Intelligence	15 marks	Numerical Aptitude	15 marks	English Language (Basic Knowledge)	35 marks	General Awareness	15 marks	Computer Application	20 marks	Total	100 marks	<p>(i) 85% by Direct recruitment (ii) 10% of the vacancy shall be filled from amongst the Group 'C' staff in Level – 1 of Pay Matrix and who possess 12th Class pass or equivalent qualification and have rendered 3 years regular service in the grade, on the basis of departmental qualifying examination. The maximum age limit for eligibility for examination is 45 years (50 years of age for SC/ST).</p> <p>Details of Qualifying exam:</p> <table border="1"> <tr> <td>General Intelligence</td> <td>15 marks</td> </tr> <tr> <td>Numerical Aptitude</td> <td>15 marks</td> </tr> <tr> <td>English Language (Basic Knowledge)</td> <td>35 marks</td> </tr> <tr> <td>General Awareness</td> <td>15 marks</td> </tr> <tr> <td>Computer Application</td> <td>20 marks</td> </tr> <tr> <td>Total</td> <td>100 marks</td> </tr> </table> <p>Out of 100 marks, the cut off marks for consideration is 35% and should pass Typing Skill Test of 35 wpm, which is of qualifying nature only. (iii) 5 % of the vacancies shall be filled on seniority-cum-fitness basis from</p>	General Intelligence	15 marks	Numerical Aptitude	15 marks	English Language (Basic Knowledge)	35 marks	General Awareness	15 marks	Computer Application	20 marks	Total	100 marks
General Intelligence	15 marks																										
Numerical Aptitude	15 marks																										
English Language (Basic Knowledge)	35 marks																										
General Awareness	15 marks																										
Computer Application	20 marks																										
Total	100 marks																										
General Intelligence	15 marks																										
Numerical Aptitude	15 marks																										
English Language (Basic Knowledge)	35 marks																										
General Awareness	15 marks																										
Computer Application	20 marks																										
Total	100 marks																										

		Group C employees in Level – 1 of Pay Matrix who have 3 years regular service.	Group C employees in Level – 1 of Pay Matrix who have 3 years regular service.
11	In case of recruitment by promotion/ deputation / absorption grades from which promotion / deputation /absorption to be made	As stated at Column 10	As stated at Column 10
12	If 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), - Member Shillong (Not below the rank of Under Secretary) 4. An expert in the relevant subject - Member* 5. A Co-opted member from SCs/STs - Member* <p>(*to be nominated by the Director, NEIGRIHMS)</p>	<ol style="list-style-type: none"> 1. Deputy Director, (Admn), NEIGRIHMS - Chairman 2. Under Secretary (NE)/Section Officer (NE) - Member 3. Representative of North Eastern Council (NEC), - Member Shillong (Not below the rank of Under Secretary) 4. An expert in the relevant subject - Member* 5. A Co-opted member from SCs/STs - Member* <p>(*to be nominated by the Director, NEIGRIHMS)</p>
13	Circumstances in which Union Public Service Commission to be consulted in making recruitment	Not applicable	Not applicable