



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

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EPABX : (0364) 2538025

No. ESTIII-RRR0GRNF/2/2024/Estt-III

Dated the 1st August 2025

NOTIFICATION

Sub : Uploading the proposed amendment of RR for Stores Officer and Store Keeper in the Institute's website for comments by stakeholder within a period of 30 days from the date of notification:

In reference to Letter No.Nil dated 15.05.2025 received from Assistant Stores Officer of the Institute, the proposed draft amended RR of the following posts in the Store & Procurement section are uploaded in the Institute's website for comments by Stakeholders:

1. Stores Officer
2. Store Keeper

All the stakeholders are requested to go through the proposed amended draft Recruitment Rules of the above posts and to furnish their comments, if any, to the undersigned within a period of 30 days from the date of publication of the notification with a request to furnish 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 for taking further necessary action.

(Lt. Cdr. Pawan Deep)

Deputy Director (Admn)

NEIGRIHMS

Memo No. ESTIII-RRR0GRNF/2/2024/Estt-III

Dated the 1st August 2025

Copy to: Shri S.N.Lal, Programmer, IT Cell for uploading the notification in the Institute's website immediately for information of all concerned.

(Lt. Cdr. Pawan Deep)

Deputy Director (Admn)

NEIGRIHMS

**STATEMENT OF EXISTING APPROVED AND PROPOSED AMENDED DRAFT RECRUITMENT RULES OF STORES OFFICER
AND STORE KEEPER IN NEIGRIHMS, SHILLONG:**

SI No	Description	Existing approved RR	Amended draft RR
1	Name of post	Stores Officer	Stores Officer
2	Number of post	01* (2023) *Subject to variation dependent on workload	01* (2025) *Subject to variation dependent on workload
3	Classification	Group 'A'	Group 'A'
4	Level in the Pay Matrix	Level – 10 of Pay Matrix	Level – 10 of Pay Matrix
5	Whether Selection post or non-selection post	Selection	Selection for promotion Not applicable for deputation
6	Age limit for direct recruits	Not applicable	Not applicable
7	Educational and other qualifications required for direct recruits	Not applicable	Not applicable
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable	Not applicable
9	Period of probation, if any	Two years for promotees	Two years for 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 Deputation (Including Short Term Contract (ISTC))	By Promotion failing which Deputation (Including Short Term Contract (ISTC))
11	In case of recruitment by promotion/ deputation / absorption grades from which promotion / deputation /absorption to be made	<p><u>Promotion:</u> Assistant Stores Officer in Level-7 of Pay Matrix with 05 years' of regular service and possess Post Graduate Degree/Diploma in Materials Management of a recognized University/Institution or equivalent.</p> <p><u>Deputation:</u> Officers of the Central Government/ State Governments/ Union Territories/ Autonomous Organizations/ Statutory bodies/ Public Sector Undertaking/ University/Recognized Research Institution:</p> <p>A.</p> <ol style="list-style-type: none"> 1. Holding analogous post on a regular basis in the parent cadre/department; or 2. With 04/05 years' service in the grade rendered after appointment on a regular basis in Level 08/07 respectively of the Pay Matrix or equivalent in the parent cadre/department and 	<p><u>Promotion:</u> Assistant Stores Officer in Level-7 of Pay Matrix with 05 years' of regular service.</p> <p><u>Deputation:</u> Officers of the Central Government/ State Governments/ Union Territories/ Autonomous Organizations/ Statutory bodies/ Public Sector Undertaking/ University/Recognized Research Institution:</p> <ol style="list-style-type: none"> 1. Holding analogous post on a regular basis in the parent cadre/department; OR 2. With 04 years' service in the grade rendered after appointment on a regular basis in Level 08 of the Pay Matrix or equivalent in the parent cadre/department OR 3. With 05 years' service in the grade rendered after appointment on a regular basis in Level 07 of the Pay Matrix or equivalent in the parent cadre/department

		B. Possessing the following educational qualification: 1. Degree of a recognized University or equivalent; 2. Post Graduate Degree/Diploma in Materials Management of a recognized University/institution or equivalent; and Note: The Period of deputation (ISTC) shall ordinarily not exceed 5 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.	Note: The Period of deputation (ISTC) shall ordinarily not exceed 5 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 / Selection Committee exists what is its composition	1. Director, NEIGRIHMS - Chairperson 2. Director/Deputy Secretary looking after the work of the Institute in the Ministry - Member 3. Representative of North Eastern Council (NEC) Shillong (not below the rank of Deputy Secretary) - Member 4. An expert in the relevant subject- Member* 5. A co-opted member from SCs/STs - Member* 6. Deputy Director (Admn) NEIGRIHMS - Member Secretary (*to be nominated by the Director, NEIGRIHMS)	1. Director, NEIGRIHMS - Chairperson 2. Director/Deputy Secretary looking after the work of the Institute in the Ministry - Member 3. Representative of North Eastern Council (NEC) Shillong (not below the rank of Deputy Secretary) - Member 4. An expert in the relevant subject- Member* 5. A co-opted member from SCs/STs - Member* 6. Deputy Director (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	Existing approved RR	Amended draft RR
1	Name of post	Store Keeper	Store Keeper
2	Number of post	33* (2023) *Subject to variation dependent on workload	33* (2025) *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 – 6 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)	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	<u>Essential:</u> 1. Bachelor's Degree from a recognized University or equivalent 2. Diploma / Degree in Materials Management / Warehousing Management / Purchasing / Logistics / Public Procurement from recognized University / Institute	<u>Essential:</u> (i) Bachelor's Degree from a recognized University or equivalent (ii) Two years' experience in handling stores and keeping accounts in a store or a concern of repute in public or private sector. OR Post-graduate Degree in Material Management from a recognized University/Institution or equivalent.
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	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 / Selection 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) - Member Shillong (not below the rank of Under Secretary) 4. An expert in the relevant subject - Member*	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 (Admn) NEIGRIHMS - Member Secretary (*to be nominated by the Director, NEIGRIHMS)	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