



NORTH EASTERN INDIRA GANDHI REGIONAL INSTITUTE OF HEALTH & MEDICAL SCIENCES

(An Autonomous Institute, Ministry of Health & Family Welfare, Government of India) Mawdiangdiang, Shillong – 793018

Dated: Shillong the 12th December, 2025

ADVERTISEMENT NOTICE

ICMR-Funded Project: “Hospital Based Stroke Registries in India (HBSR-India)” Department of Neurology, NEIGRIHMS, Shillong

Applications are invited for the post of **Project Technical Support – I (PTS-I)** on a contractual basis under the ICMR-funded project “Hospital Based Stroke Registries in India (HBSR-India)”. The position is purely temporary and exclusively for project-related activities.

Name of Post	Project Technical Support – I
Number of Posts	01
Age Limit	30 years on the date of advertisement (Relaxation of 5 years for SC/ST)
Duration	3 Months, extendable subject to project extension
Salary	18,000/- + HRA (as admissible under ICMR norms)
Essential Educational Qualification	<ul style="list-style-type: none">10th + Diploma (MLT/DMLT /ITI or equivalent) + Two years' experience in relevant subject / fieldOrThree years Graduate degree in relevant subject/field + one year experience in relevant subjectDiploma in Computer Application and must have a typing speed test of not less than 30wpm
Desirable Criteria	<ul style="list-style-type: none">Candidate with Clinical research, public health, Non-Communicable Diseases (NCDs) programs, or registriesCommunication skills in English and local language

Job Responsibilities:

- Data entry and data abstraction of stroke cases from within the hospital
- Data quality checks and ensuring completeness.
- Telephonic/in-person patient follow-up.
- Assisting with other project related tasks.

Important Information

1. Applications are to be filled online by **18th December 2025 (4:00pm)** in the mentioned Google form <https://forms.gle/5Hzf6PgajBQV5A5x8>. Relevant scanned documents are to be uploaded.
2. Shortlisted candidates will be intimated only through the official NEIGRIHMS website.
3. Candidates must be able to produce all relevant documents related to their qualifications & experience in original and submit one set of photocopied and attested copies of the same and two passport size recent photograph, whenever required prior to final selection. The Candidates not producing the Original Certificates will not be considered.
4. The decision of the Selection Panel will be final.

5. The terms and conditions of contract appointment shall be governed by the contractual bond of Agreement agreed upon by the Institute and the employee concerned.
6. If the appointee wishes to resign his/her job, he/she must serve one month's notice or remit one month's salary or pay thereof, as the case may be proportionate to the shortfall in the notice period.

Last date for submission of application will be on the **18th of December 2025** and the tentative date for the offline interview for the shortlisted candidates will be on the **22nd of December 2025** from 10 am onwards on further informed venue.

Sd/-

Principal Investigator