

**NORTH EASTERN INDIRA GANDHI REGIONAL INSTITUTE OF HEALTH &
MEDICAL SCIENCES, MAWDIANGDIANG, SHILLONG -793018**

Advertisement No.NEIGR-E.II/4/2012/Pt.II dated 24.06.2024

VACANCY CIRCULAR

Subject: Recruitment to the post of **Financial Adviser** in the Pay Level- 13 in the pay Matrix in North Eastern Indira Gandhi Regional Institute of Health & Medical Sciences (NEIGRIHMS), Shillong on deputation.

Ministry of Health and Family Welfare invite applications for filling up 1 (one) post of Financial Adviser; **in the Pay Level -13 of the pay Matrix** for North Eastern Indira Gandhi Regional Institute of Health & Medical Sciences (NEIGRIHMS), Shillong on **deputation basis**.

North Eastern Indira Gandhi Regional Institute of Health & Medical Sciences (NEIGRIHMS) is a premier medical Institution set up by the Government of India on lines of AIIMS, Delhi and PGIMER, Chandigarh. It is a super-specialty teaching Institute and provides advanced and specialized health care to people of north eastern India. The Institute is a 594 bedded hospital offering Out Patient and In Patient Services in various Super Specialty & Specialty Departments. The Institute is running various medical courses i.e. Post Doctoral (DM), Post Graduate (MD/MS), Under Graduate (MBBS) courses as well as M.Sc (Nursing) and B.Sc (Nursing) courses.

The following are the eligibility criteria for the post:

Name of the post, Pay Level and Essential eligibility Criteria	Upper Age Limit	Number of Post
Financial Adviser: (Pay Level -13 (Rs.37,400-67000/-) Deputation: - Officers from any of the Central/State Government organized Finance/Accounts Services or subordinate Finance /Accounts Services or officer in the Finance /Account Departments of Central Statutory / Autonomous Bodies /Public Sector Undertaking: 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 12 of the Pay Matrix or equivalent in the parent cadre/department; or 3. with 10 years' service in the grade rendered after appointment on a regular basis in Level 11 of the Pay Matrix or equivalent in the parent cadre /department.	56 years	01 (one) on deputation basis.

Note:

The period of deputation will be initially for one year, which is extendable not exceeding five years based on the review of the performance. The maximum age limit for appointment on deputation (ISTC) shall not be exceeding 56 years as on the closing date of receipt of application.

The pay and other term and conditions of the official selected will be governed by the provisions laid down in the Government of India, DOPT's O.M. No.6/8/2009-Estt. (Pay.II) dated 17th June 2010 as amended from time to time.

It is also mentioned that exemption to Rule of immediate absorption has been obtained from Department of Pension & Pensioners Welfare.

The applications from eligible officers in the enclosed proforma (in duplicate) may be forwarded through proper channel to the Director, NEIGRIHMS, Mawdiangdiang Shillong-793018 within 45 days from the date of publication of this advertisement in the Employment News alongwith up to date APARs/ACRs for the last 5 years in original or photocopies duly attested by an officer of the level of Under Secretary or above, Vigilance Clearance and Integrity Certificate. Cadre Controlling Authority may also kindly ensure that while forwarding the applications, they should verify and certify that the particulars furnished by the officers are correct. It may also be certified that no major or minor penalty was imposed on the officer during the last 10 years of his service.

Applications received after the due date or without CRs or otherwise found incomplete will not be considered.

All the Ministries/Departments are requested to give wide publicity to these vacancies.

Sd/-
Director,
NEIGRIHMS, Shillong.

NB: The application format can be downloaded from NEIGRIHMS website www.neigrihms.nic.in.

BIO DATA PROFORMA

Affix recent
passport
size
photograph

1. Name & Address (in Block Letters)
With e-mail address and contact number :
2. Date of Birth (in Christian era) :
3. Date of entry into Govt. Service :
4. Educational Qualifications:-
Whether educational and other qualification required for the post is satisfied?
(if any qualification has been treated as equivalent to the one prescribed in the rules, state the authority for the same).

Qualifications/Experience
Required

Qualifications/experience
possessed by the officer

Essential:

- (1)
- (2)
- (3)

Desired:

- (1)
- (2)

5. Please state clearly whether in the light of entries made by you above, you meet the requirements of the post:

6. Details of employment, in chronological order. Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient.

Office/Instt/ Orgn.	Post Held	From	To	Scale of pay	Nature of Appointment i.e. whether regular/adhoc/ deputation	Nature of duties
1	2	3	4	5	6	7

7. Name of the post held substantively, if any, and scale of pay thereof:

Contd.....

8. Present pay and date from which it is drawn (scale in which drawn also to be indicated):
9. Additional details about present employment. Please state whether working under:-
 - (a) Central Government
 - (b) State Government
 - (c) Autonomous Organizations
 - (d) Government Undertaking
 - (e) Universities
10. Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if the space is insufficient.
11. Whether the officer satisfies all the conditions prescribed for the post viz. qualification, experience and service in analogous posts.
12. Remarks if any.

Dated

Signature of the candidate

Countersigned

Address

(Employer)

CERTIFICATE TO BE RECORDED BY THE EMPLOYER
WHILE FORWARDING THE APPLICATION

Certified that the particulars filled by Shri..... Designation..... have been verified and found correct. It is also certified that no vigilance case is pending or contemplated against Shri.....and his integrity is beyond doubt. Character Roll for the last five years is enclosed.

SIGNATURE OF THE EMPLOYING AUTHORITY
WITH STAMP AND DATE