

North Eastern Indira Gandhi Regional Institute of Health & Medical Sciences, Shillong

ADVERTISEMENT No.NEIGR-E.II/34/2006/Pt

Dated 12th August 2009

Applications are invited in the prescribed proforma for the following posts in North Eastern Indira Gandhi Regional Institute of Health & Medical Sciences, Shillong to be filled up by **deputation**.

Sl.No. 1 : Senior Account Officer
No. of posrs : 1(One)
Scale of pay : Rs. 10,000-15200/-(Pre Revised)

Eligibility Criteria

Officer of any of the organized Group 'A' Accounts Service holding analogous post on regular basis.

Or

Officer from Central/State Government, Autonomous Organizations, Research Institutions, Universities, Statutory Bodies holding

- A**
- i) analogous post on regular basis, or
 - ii) with 5 (Five) years regular service in the scale of Rs. 8000-13500/- or equivalent or
 - iii) with 6(Six) years regular service in the scale of Rs. 7500- 12000/- or
 - iv) with 7(Seven) years regular service in the scale of Rs. 7450-11500/- or
 - v) with 8 (Eight) years regular service in the scale of Rs. 6500-10500/-

- B.** And should be SAS with at least 5(Five) years of experience in supervisory capacity in the field of Management Accountancy including Financial Management, Budgetary Control, Evaluation of project Financial Accounts and Balance Sheet of Statutory/Autonomous Bodies/Public Undertakings.

Sl.No. 2 : Account Officer (Grade- I)
No of posts : 1 (One)
Scale of pay : Rs. 8000-13500/- (Pre-Revised)

Eligibility Criteria

Officer from Central/State Government, Autonomous Organizations, Research Institutions, Universities, Statutory Bodies holding

- A**
- i) analogous post on regular basis, or
 - ii) with 2(Two) years regular service in the scale of Rs.7500- 12000/-or equivalent or
 - iii) with 3(Three) years regular service in the scale of Rs. 7450-11,500/- or
 - iii) with 5 (Five) years regular service in the scale of Rs. 6500-10500/-

AND

- B.** i) A pass in SAS or equivalent examination.

OR

Successful training in Cash & Account in the ISTM or equivalent and experience in Cash Accounts and Budget work

Sl. No.3 : Accounts Officer (Grade-II)
No of Posts : 1(One)
Scale of Pay : Rs.7450-11500/- (Pre- Revised)

Eligibility Criteria

Officer from Central/State Government, Autonomous Organizations, Research Institutions, Universities, Statutory Bodies holding

- A. i) analogous post on regular basis, or
ii) With 2(two) years regular service in the scale of Rs. 6500-10,500/- or equivalent or
iii) With 5(five) years regular service in the scale of Rs. 5500- 9000/-
- B. A pass in the SAS or equivalent examination or successful training in Cash and Accounts in the ISTM or equivalent departmental training and experience in Cash, Account and Budget work

Sl. No.4 : Assistant Accounts Officer
No of Posts : 1(One)
Scale of Pay : Rs.6, 500-10500/- (Pre- Revised)

Eligibility Criteria

Officer from Central/State Government, Autonomous Organizations, Research Institutions, Universities, Statutory Bodies holding

- A i) analogous post on regular basis, or
ii) with 3 (Three) years regular service in the scale of Rs.5500- 9000/-or equivalent or
iii) with 6 (Six) years regular service in the scale of Rs. 5000-8000/-

AND

- i) A pass in SAS or equivalent examination.

OR

Who have undergone successful training in Cash & Account in the ISTM or equivalent

Sl No. 5 : Assistant Librarian
No of posts : 2 (Two)
Scale of pay : Rs.6500-10500/- (Pre-Revised)

Eligibility Criteria

Officer from Central/State Governments, Autonomous Organizations, Research Institutions, Universities, Statutory Bodies holding

1. Person working in an analogous post or as Senior Library & information Assistant with 5 years experience on regular basis in the pay scale of Rs 5500-9000/-
2. Possessing the following qualification & experience:-
 - i. Master degree in any discipline
 - ii. Bachelor of Library Science from a recognized University
 - iii. At least 3 years experience in a reputed library of a medical Institute/College.

Sl.No. 6 : Hindi Officer
No of Posts : 1 (One)
Scale of Pay : 6500-10500/-(Pre revised)

Eligibility Criteria

Officer from Central/State Government, Autonomous Organization, Research Institutions, Universities, Statutory Bodies holding

- A.** i) analogous post on regular basis, or
ii) With three years regular service in the scale of Rs.5500- 9000/- or
iii) With 6 (Six) years regular service in the scale of Rs.5000- 8000/-and
- B.** Possessing the following qualification and experience.
- i)** Master's Degree from a recognized University or equivalent in Hindi with English as a subject at the degree level, or
Master's Degree from a recognized University or equivalent in English with Hindi as a subject at the degree level or
Master's Degree from a recognized University or equivalent in any subject with Hindi and English as a subject at the degree level or
Master's Degree from a recognized University or equivalent in any subject with Hindi medium and English as a subject at the degree level or
Master's Degree from a recognized University or equivalent in any subject with English Medium and Hindi as a subject at the degree level
- ii)** Five years experience of teaching of terminological work in Hindi and or Translation work from English to Hindi or vice versa preferably of technical or scientific literature **or**
Five years experience of teaching, research, writing or journalism in Hindi

Desirable: Knowledge of Official language Act of Government of India Administrative experience, Experience of organizing, Hindi classes or workshop for noting and drafting

Sl No. 7 : Sr. Library & information Assistant
No of posts : 2 (Two)
Scale of pay : Rs.5500-9000/- (Pre-Revised)

Eligibility Criteria

Officer from Central/State Governments, Autonomous Organizations, Research Institutions, Universities, Statutory Bodies holding

1. Person working in an analogous post or as Library & information Assistant with 3 years experience on regular basis in the pay scale of Rs 5000-8000/-
2. Possessing the following qualification & experience:-
 - i. Master degree in any discipline
 - ii. Bachelor of Library & Information Science from a recognized University
 - iii. At least 2 years experience in a reputed library of an Institute/College

Sl.No 8. : Senior Hindi Translator
No. of Post : 1(One)
Scale of Pay : 5500-9000/-(Pre Revised)

Eligibility Criteria

Officer from Central/State Governments, Autonomous Organizations, Research Institutions, Universities, Statutory Bodies holding

- (A) i) analogous posts on regular basis, or
ii) with three years regular service in the scale of Rs.5000-8000/- or
iii) with six years regular service in the scale of Rs. 4500-7000/- and
- (B) Possessing the following qualification & experience :-
- (C) (i) Master's degree of a recognized University in Hindi/English, with English/Hindi as a compulsory/ elective subject or as medium of examination at degree level **or**
Master's degree of a recognized University in any subject other than Hindi/English, with Hindi/ English medium, and English/Hindi as a compulsory/ elective subject or as medium of examination at degree **or**
Master's degree of a recognized University in any subject other than Hindi/English, with Hindi and English as a compulsory/ elective subject or either of the two as medium of examination and the other as a compulsory/elective subject at degree level.
And
- (ii) Recognized Diploma/Certificate course in translation from Hindi to English and viceversa or two years experience of translation work from Hindi to English and vice versa in Central/State Governments, Autonomous Organizations, Research Institutions, Universities, Statutory Bodies.

Desirable: Knowledge of Official Language Act of Government of India.

Sl.No.9 : Office Assistant
No. of Posts : 3(Three)
Scale of Pay : 5000-125-8000/-

Eligibility Criteria

Persons from Central/State Governments, Autonomous Organizations, Research Institutions, Universities, Statutory Bodies holding:

- (A) i) analogous posts on regular basis, or
ii) With 5 (Five) years regular service as UDC grade in the scale of pay Rs. 4000-100-6000 (Pre –Revised)or equivalent, or
- (B) i) Should be a Graduate in Arts/Science/Commerce and should have through knowledge in Central Government Rules

Sl.No. 10. : Junior Hindi Translator
No. of Post : 1(One)
Scale of Pay : 4500-7000/-(Pre Revised)

Eligibility Criteria

Officer from Central/State Governments, Autonomous Organizations, Research Institutions, Universities, Statutory Bodies holding

- (A) i) analogous posts on regular basis, or
ii) with five years regular service in the scale of Rs.4000-6000/-, and
- (B) Possessing the following qualification & experience:-

Master's degree of a recognized University in Hindi/English with English/Hindi as a compulsory subject or as medium of examination at degree level, **or** Master's degree of a recognized University in any subject with Hindi as the medium of instruction and examination with English as a compulsory subject at degree level **or** Bachelor's degree with Hindi and English as main subjects or either of the two as medium of examination and other as a main subject plus recognized Diploma/Certificate Course in translation from Hindi to English and vice versa or two years' experience of translation work from Hindi to English and vice versa in Central/State Governments, Autonomous Organizations, Research Institutions, Universities, Statutory Bodies.

Desirable: Knowledge of Official Language Act of Government of India.

General Information

1. The period of deputation shall not exceed 3 (three) years 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
2. The maximum age limit is 56 (fifty six) years as on the closing date of receipt of applications.
3. The Officer selected on deputation will have the option to draw his grade pay plus deputation (duty) allowance in accordance with the Department of Personnel & Trg's O.M.No.2/12/87-Estt.(PII) dated 29.4.99 as amended from time to time.
4. The eligible and interested person may apply through proper channel on the prescribed proforma in duplicate. Their applications should reach the undersigned within 60 days of publication of advertisement. While forwarding the applications the employer/forwarding authority may ensure that the particulars of the candidates are verified and that they fulfill the eligibility conditions. The forwarding authority is requested to enclose their certified copies (each page) of last 5 years ACR dossiers, Integrity Certificate, vigilance clearance, statement of major/minor penalty imposed, if any, during the last ten years along with the application. Applications received after the last date of submission of applications and/or without vigilance clearance, statement of major/minor penalty imposed, if any, during the last ten years and CR dossiers will be rejected. Candidates will not be allowed to withdraw their applications once forwarded.

Sd/-
Deputy Director (Admn)

P R O F O R M A

1. **Name and Address :**
(In Block letter)

2a. **Date of Birth (in Christian era):** **1 9**

b. **Age as on the closing date of receipt of application:**
 Year **Months** **Days**

3. **Date of retirement under Central/State Govt. rules:**

4. **Category (Please tick √) :** SC ST OBC General

5. **Education Qualification:**
(attach attested copies)

Name of Examination/University	Name of Subjects	Percentage of Marks

6. **Whether educational and other qualifications required for the post are satisfied:** (If any qualification has been treated as equivalent to the one prescribed in the rules, state the authority for the same)

Qualification/Experience required **Qualification/Experience possessed**
Essential: **By the Officer.**

Desirable:
Please state clearly in the light of above entries whether you **meet the requirements of the post (Please tick √) :** YES NO

7. **Employment Details:**

a. **Details of employment in chronological order (Attach separate sheet if necessary duly authenticated by you & countersigned by employer)**

Office institute/ organization	Post held	From	To	Basic pay	Present Scale	Pay

b. **Organization working at present (Please tick √) :**

Central Govt State Govt Govt Undertakings

University Autonomous Organization

Any other (Please specify)

c. **Nature of Present employment (Please tick ✓) :**

Permanent Temporary Adhoc Any other (please specify)

d. **Mode of present appointment (Please tick ✓) :**

Promotion Direct Recruitment Deputation/Contract Any other (please specify)

e. **If by Deputation/Contract:**

i. The date of initial appointment:

d	d	m	m	y	e	a	r

ii. Period of service on deputation/contract:

iii. Name of the parent department/organization to which you belong:

iv. Substantive post held in the parent department immediately preceding deputation:

8. Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale along with total emoluments drawn at present:

9. 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 duly countersigned by employer.

10. Remarks:

Date:

Signature of the candidate

Address : _____
