

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

Advertisement No. NEIGR-E.II/56/2004/Pt. I dated 3rd November 2009

Applications are invited from eligible candidates for the following posts. Eligible/suitable candidates are requested to submit their applications in the **prescribed format** alongwith attested copies of certificates & testimonials, two copies of recent passport size photograph, Indian Postal Order for Rs. 50/- being the application fee in favour of the **Deputy Director (Admn), NEIGRIHMS payable at Shillong**. (No application fee for ST/SC and Handicapped candidates). Candidates should note that mere fulfilling of the minimum requisite qualifications & experience shown against each post bestows no right on them to be call for test/interview. Only shortlisted candidates will be called for the test/interview as the Institute deemed fit. Only Indian citizens need to apply.

SI No. 1: Medical Officer i/c (Blood Bank)/Blood Transfusion Officer: (No. of post - 1 UR).

Scale of Pay: - PB-3 Rs. 15600-39100/- with Grade Pay Rs. 6600/- **Age:** (as on 15.12.2009) - Not exceeding 35 years (relaxable by 5 years for govt. servants in accordance with the instructions of the Central Govt.).

Educational Qualification & Experience: (i) A medical qualification included in the first or second schedule or part-II of the third schedule to the Indian Medical Council Act of 1956 (person possessing qualifications included in the part-II of the second schedule should also fulfil the conditions specified in the sub section (3) of the section 13 of the Act, (ii) 5 years experience in Blood Bank work after registration as a Medical graduate (iii) The candidate must be registered with State Medical Council.

SI No. 2: Nursing Superintendent (No. of post – 1 UR)

Scale of pay: - PB-3 Rs. 15,600-39,100/- with Grade Pay of Rs. 6600/- **Age:** (as on 15.12.2009) - 30 years.

Educational Qualification & Experience: Essential: (i) Matriculation or its equivalent from a recognized University/Board. (ii) Certificate in General Nursing & Midwifery from a recognized Institution. (iii) Should be registered as 'A' Grade Nurse & Midwife with a State Nursing Council. (iv) Diploma/Degree in Nursing Administration from a recognized Institution. (v) Ten years experience in the profession out of which five years should be as Assistant Nursing Superintendent or in similar capacity in Nursing Administration.

SI No. 3: Assistant Nursing Superintendent (No. of posts – 4 posts (3 UR & 1 OBC)

Scale of pay: - PB-3 Rs. 15,600-39,100/- with Grade Pay of Rs. 5400/- **Age:** (as on 15.12.2009) - 30 years

Educational Qualification & Experience: Essential: (i) Matriculation or its equivalent qualification from a recognized University/Board. (ii) Certificate in General Nursing & Midwifery from a recognized Institution. (iii) Should be registered as 'A' Grade Nurse & Midwife with a State Nursing Council. (iv) Diploma in Nursing Administration from a recognized Institution. (v) Five years experience out of which three years should be as Ward Sister/Ward Master. **Desirable:** B.Sc or post graduate qualification in Nursing.

SI No. 4: Law Officer (No. of post – 1 UR)

Scale of pay: - PB-3 Rs. 15,600-39,100/- with Grade Pay of Rs. 5400/- **Age:** (as on 15.12.2009) - 40 years (relaxable by 5 years for govt. servants)

Educational Qualification & Experience: (i) Degree in Law or equivalent. (ii) Should be a qualified practitioner who has practiced as such for a minimum period of 6 (six) years. **Desirable:** Experience in handling medico-legal cases.

SI No. 5: CSSD Officer (No. of post – 1 UR)

Scale of pay: - PB-2 Rs. 9300-34,800/- with Grade Pay of Rs. 4600/- **Age:** (as on 15.12.2009) – Not exceeding 35 years (relaxable for Govt. servants in accordance with instruction of Govt. of India).

Educational Qualification: (i) A medical qualification included in the first or second schedule or part-II of the third schedule to the Indian Medical Council Act of 1956 (person possessing qualifications included in the part-II of the second schedule should also fulfil the conditions specified in the sub section (3) of the section 13 of the Act **OR** M.Sc Microbiology or Pharmacy or Medical Technology (Microbiology) **OR** Master Degree/Diploma in Health and Hospital Administration from a recognised Institution. **Experience:** (ii) 5 (Five) years experience in Central Sterilization or Hospital above 300 beds/research organization or Pharmaceutical organization.

SI No. 6: Private Secretary (No. of posts - 2 UR)

Scale of pay: - PB-2 Rs. 9300-34,800/- with Grade Pay of Rs. 4200/- **Age:** (as on 15.12.2009) - Not exceeding 40 years (relaxable by 5 years for govt. servants in accordance with the instruction of central govt.)

Educational Qualification & Experience: (i) Graduate in any discipline from a recognized University/Institute. (ii) Shorthand/Stenography & Type writing (English) with 120/40 words per minute. (iii) At least 5 (five) years experience as Grade II Stenographer/Personal Assistant in the scale of Pay of Rs. 5000-8000/- (pre-revised). **Desirable:** Diploma in Computer Application.

SI No. 7: Statistical Assistant (No. of posts – 4 posts (3 – UR & 1 – OBC))

Scale of Pay: - PB-2 Rs. 9300-34,800/- with Grade Pay of Rs. 4200/- **Age:** (as on 15.12.2009) – 30 years (relaxable for Govt. servants).

Educational Qualification & Experience: (i) Bachelor Degree in Mathematics/Statistics/Economics/Sociology with Statistics as a paper from a recognized university. (ii) Diploma in Computer Application from a recognized Institution. (iii) 5 (five) years experience in the relevant field in teaching Institute preferably in Medical Institute.

General Information:

1. Relaxation of upper age limit for SC/ST/OBC/Ex-serviceman/Handicapped/disabled candidates will also be allowed as per Govt Rules, where reservations of posts are meant for these categories only.
2. Upper age limit is relaxable by 5 years for Govt. servants in accordance with instruction of govt. of India.
3. Reservation for ST/SC/OBC will be as per Govt. of India norms.
4. Persons working under Central/State Government/Public Sector Undertakings/Autonomous organization should submit their applications through proper channel. They may, however, send one advance copy of the application along with enclosures which should reach before the prescribed last date.
5. The decision of the Institute as to eligibility or otherwise of a candidate will be final.
6. The applicants, who do not have requisite qualifications up to the last date for submission of applications, will not be considered.
7. The experience is relaxable at the discretion of the Selection Committee.
8. Canvassing of any kind will be a disqualification.
9. Incomplete applications will not be considered.
10. Mere fulfilling the minimum education qualification and experience doesn't bestow right to a candidate to be called for interview.
11. Institute reserves the right to reject or accept any candidature without assigning any reason thereof.
12. Due to dearth of quarters, the institute is not in a position to provide Quarters to all selected candidates. If quarters are not provided the staff will be entitled to HRA as per prescribed rules.
13. The number of vacancies indicated against each category of posts is provisional and may increase or decrease depending on the actual needs of the Institute.
14. The Institute will not be responsible for non-receipt/late receipt of any communication send by the candidates due to postal delay/lost in transit.
15. Complete applications may be send in the prescribed proforma to the **Deputy Director (Admn), North Eastern Indira Gandhi Regional Institute of Health and Medical Sciences, Mawdiangdiang, Shillong-793018** SUPERSCRIBING "Application for the post of"

Last date of receipt of application is 15.12.2009.

Prescribed application form can be downloaded in PDF format from Institute's website <http://www.neigrhms.nic.in>.

Sd/-
Deputy Director (Admn)

PROFORMA FOR APPLICATION

Application for the posts of:.....

1. Full Name (in Block letters) :.....
2. Father/Husband Name :.....
3. Date of Birth :.....
4. Age (as on 15.12.2009) :.....years.....months.....days
5. Sex :.....
6. Present Address:.....
.....
Ph. No.....Mobile No.....
E-mail:.....
7. Permanent Address:.....
.....
8. Nationality (State whether by Birth or by Domicile):.....
9. Category :.....
Whether you belong to SC/ST/OBC?.....
10. Details of Examination passed starting from Matriculation/School leaving certificate onward: Use additional sheets if required.

Name of the Course	Year of Passing	Class/Rank	Institution	University

11. Other Qualification: use additional sheets if required.

Name of Training	Institution/Organisation	India/Abroad	Duration

12. Experience: use additional sheets if required.

Job Title	Institution	Post(s) held		Duration Years/Months	Nature of duty/teaching & non- teaching	Reason of leaving
		From	To			

Whether No Objection Certificate from the Employer is attached, if not, reason thereof:

13. MCI/INC Registration No.....

14. IPO No..... dated.....Amount Rs.....

Place:.....

Signature of the candidates

Date:.....

** enclose additional sheet where necessary.*