

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

Advertisement No. NEIGR-E.II/9/2012 dated 16th July 2013

Applications are invited from eligible candidates for filling up the following Group 'B' posts on direct recruitment. 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 ` 50/- being the application fee in favour of the **"Deputy Director (Admn), NEIGRIHMS, Shillong"** payable at Shillong.(No application fee for ST/SC and Handicapped candidates). Candidates working in Govt. /Semi Govt./Public Sector Undertaking/Autonomous Institutions are instructed to submit their applications through proper channel. Candidates should note that mere fulfilling of the minimum requisite qualifications & experience 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.

Sl	Name of post(s)	No. of post(s)	Pay Band & Grade Pay	Educational Qualification & Experience	Age Limit (as on 30.08.2013)
1.	Public Health Nurse	2 - UR	PB-2 ` 9300-34,800/- Grade Pay ` 4,800/-	<u>Essential:</u> 1. B. Sc Nursing from a recognized University/Institution. OR (i) Diploma in Nursing & Midwifery from a recognized institution or equivalent qualifications for Male Nurse (ii) Diploma in Public Health Nursing. <u>Desirable:</u> Experience in family care programmes and working experience in urban/rural area.	Not exceeding 30 years
2.	Clinical Psychologist	1 - UR	PB-2 ` 9300-34,800/- Grade Pay ` 4,600/-	<u>Essential:</u> M.A in Psychology from a recognized University. <u>Desirable:</u> Experience in Clinical Psychology or M. Phil in Clinical Psychology or PhD in Clinical Psychology or any topic thereof.	Not exceeding 35 years
3.	Senior Perfusionist	1 - UR	PB-2 ` 9300-34,800/- Grade Pay ` 4,600/-	<u>Essential:</u> 1. B. Sc Degree from a recognized University. 2. Two years Post Graduate Course in Perfusion Technology from a recognized Institute. 3. 1 year compulsory Internship after completion of postgraduate course in perfusion technology from a recognized Institute. 4. A minimum of 3 years working experience in independently conducting cardiopulmonary bypass (CPB) for open heart surgery in a reputed hospital/Institute after completion of Internship.	Not exceeding 35 years

				Desirable: Special skills/Training certificates from recognized Association/Authority.	
4.	Senior Technical Officer (Ophthalmic)	1 - UR	PB-2 ` 9300-34,800/- Grade Pay ` 4,600/-	Essential: 1. B. Sc in Ophthalmic Techniques or equivalent from a recognized University. 2. 5 years' experience as Optometrist/Refractions or equivalent in a reputed hospital/Medical Institute. Desirable: Diploma in Opthotics/Optomtry.	Not exceeding 35 years
5.	Legal Assistant	1 - UR	PB-2 ` 9300-34,800/- Grade Pay ` 4,600/-	1. Degree in law or equivalent 2. Should be registered in the Bar Council of India 3. Should be qualified practitioner having practiced for a minimum period of three years.	Not exceeding 35 years
6.	Curator of Museum	2 - UR (Out of two posts, one post is reserved for Hearing Handicapped)	PB-2 ` 9300-34,800/- Grade Pay ` 4,600/-	1. Bachelor's Degree in Botany/Zoology/Human Biology from a recognized University. 2. Five years' experience in cutting, modeling, preservation, embalming and mounting human organ in the department of Anatomy/Pathology etc. from a recognized Medical Institute/Hospital.	Not exceeding 35 years
7.	Assistant Librarian	2 - UR	PB-2 ` 9300-34,800/- Grade Pay ` 4,600/-	1. M. Lib from a recognized University. 2. Five years' experience in acquisition of books, periodicals and documentary work in Library of a Medical Institute or Library of standing.	Not exceeding 35 years
8.	Statistical Assistant	4 - (3-UR, 1-OBC)	PB-2 ` 9300-34,800/- Grade Pay ` 4,200/-	Essential: 1. Bachelor's Degree with Mathematics or Statistics or Economics or Sociology with Statistics as one of the papers from a recognized University. 2. Diploma in Computer Application from a recognized institution. Desirable: Three years' experience in Statistical works related to the field of health preferably in a Medical Institute.	Not exceeding 35 years
9.	Optometrist/Refractionist (Ophthalmic)	2 - UR	PB-2 ` 9300-34,800/- Grade Pay ` 4,200/-	Essential: 1. B. Sc in Ophthalmic Technique or equivalent from a recognized University.	Not exceeding 35 years

				2. 3 years' experience in the relevant field.	
10	Assistant Dietician	2 - UR	PB-2 ` 9300-34,800/- Grade Pay ` 4,200/-	M. Sc in Food and Nutrition from a recognized University.	Not exceeding 35 years
11	Transport In-charge	1 - UR	PB-2 ` 9300-34,800/- Grade Pay ` 4,200/-	<p>Essential:</p> <ol style="list-style-type: none"> 12th Pass or its equivalent from a recognized University/Board. Diploma in Automobile Engineering from a recognized Institute. Two years' experience in managing fleet of vehicles preferably in Medical Institute/Hospital. <p>Desirable</p> <ol style="list-style-type: none"> Driving License for Heavy vehicle Experience in Motor vehicle Workshop in repairing & maintaining of Motor Vehicle. 	Not exceeding 35 years
12	CSSD Supervisor	1 - UR	PB-2 ` 9300-34,800/- Grade Pay ` 4,200/-	<p>Essential:</p> <p>B. Sc Microbiology or Pharmacology or Medical Technology (Microbiology) with three years' experience in CSSD of a hospital or Pharmaceutical or Operation Theatre in a Hospital</p> <p>OR</p> <p>Staff Nurse (A Grade Registration) with two years' experience in Operation Theatre</p> <p>OR</p> <p>Theatre Assistant Course with 4 years' experience in CSSD/Operation Theatre</p>	Not exceeding 35 years
13	Senior Library & Information Assistant	2 - UR	PB-2 ` 9300-34,800/- Grade Pay ` 4,200/-	<ol style="list-style-type: none"> M. Lib from a recognized University/Institution. Two years' experience in acquisition of books, periodicals and documentary works in a library of a Medical Institute or other Library of standing. 	Not exceeding 35 years
14	Senior Stenographer	3 - UR (Out of three posts, one post is reserved for	PB-2 ` 9300-34,800/- Grade Pay ` 4,200/-	<ol style="list-style-type: none"> 12th class pass or equivalent from a recognized Board/University. Skill Test Norms <p>Dictation: 10 minutes at the rate of hundred words per minute.</p> <p>Transcription: 40 minutes (English) or 55 minutes (Hindi) on computers.</p>	Not exceeding 30 years

		Physically Handicapped & one post for Visually Handicapped)			
15	Warden/Lady Warden	1 - UR (The post is reserved for Physically Handicapped)	PB-2 ` 9300-34,800/- Grade Pay ` 4,200/-	1. Bachelor's Degree from a recognized university. 2. Certificate/Diploma in Hotel Management/House keeping/material Management/Public Relation/Estate Management. 3. Four years' experience as Assistant Warden or six years' experience as Housekeeper or in a similar capacity in a Hostel of reputed Institution/Nursing College.	Not exceeding 35 years
16	Health Inspector	1 - UR	PB-2 ` 9300-34,800/- Grade Pay ` 4,200/-	Essential: 1. B.A/B. Sc with 1 ½ years training course for Multi Purpose Health Worker recognized by Nursing Council/DHS of a State. 2. Two years experience as Multi Purpose Health Worker in a Teaching/Health Institution. Desirable: Supervisory experience in service training.	Not exceeding 30 years
17	Health Educator	1 - UR	PB-2 ` 9300-34,800/- Grade Pay ` 4,200/-	1. Degree from a recognized University 2. Diploma in Health Education from recognized Institution. 3. Experience for not less than 5 years in Health Education preferably in rural areas.	Not exceeding 35 years

General Information:

1. Upper age limit is relaxable for Govt. servants up to 5 years in accordance with the instructions or orders issued by the Govt. of India.
2. 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.
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 an 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. Canvassing of any kind will be a disqualification.
8. In case response to the post is large in number, screening will be restricted to those with higher percentage of marks.
9. Incomplete applications will not be considered.
10. Mere fulfilling the minimum educational 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 selected candidates. If quarters are not provided the officer will be entitled to House Rent Allowances (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 sent in the prescribed proforma to the **“Recruitment Cell, Establishment Section – II”, North Eastern Indira Gandhi Regional Institute of Health and Medical Sciences, Mawdiangdiang, Shillong-793018** SUPERSCRIBING “Application for the post of”.

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

Last date of receipt of applications is 30th August, 2013.

Sd/-
Deputy Director (Admn)
NEIGRIHMS, Shillong