



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

**Advertisement No. NEIGR E.III/15/2014/Pt.VII dated the 17<sup>th</sup> October, 2023**

**Online Applications** are invited from eligible candidates for filling up the following **Group 'B' & 'C'** posts on direct recruitment. Eligible candidates are requested to submit their applications online by visiting the institute's website [www.neigrihms.gov.in](http://www.neigrihms.gov.in) through online link provided in the institute's website. The application fee once deposited will not be refunded. Candidates working in Govt./Semi Govt./Public Sector Undertaking/Autonomous Institutions/Organizations are requested to submit No Objection Certificate, from their employer/institute/organization. Candidates should note that mere fulfilling of the minimum requisite qualifications and experience bestows no right on them to be called for written test/online exam. Only shortlisted candidates will be called for written test/online exam as the Institute deemed fit. Only Indian citizens need to apply.

Sl.	Name of post(s)	No. of post(s)	Level in the Pay Matrix	Educational qualification & experience	Age Limit (as on closing date of applications)
1.	Assistant Accounts Officer	1-UR	Level-7	<b>Essential:</b> 1. Degree from a recognized University/Institute. 2. 3 (three) years' experience in Cash, Accounts and Budget work in a Government Office/ PSU/ Autonomous Body/ Statutory Body.	Not exceeding 30 years
2.	Junior Accounts Officer**	3-UR	Level-6	<b>Essential:</b> 1. Degree from a recognized University / Institute. 2. 2 (two) years' experience Cash, Accounts and Budget work in a Government Office/ PSU/ Autonomous Body/Statutory Body.	Not exceeding 30 years
3.	Store Keeper	6 (3-UR*, 2-OBC & 1-SC)  *1 post reserved for PwBDs i.e VI (LV)	Level-6	<b>Essential:</b> 1. Bachelor's Degree from a recognized University or equivalent. 2. Diploma/Degree in Materials Management/Warehousing Management/ Purchasing/ Logistics/ Public Procurement from recognised University/ Institute.	Not exceeding 30 years.
4.	Assistant Dietician	1-UR	Level-6	<b>Essential:</b> M.Sc. in Food & Nutrition/Home Science/M.Sc. Clinical Nutrition & Dietetics/M.Sc. Food Service Management & Dietetics from a recognized University. <b>OR</b> B.Sc. in Food & Nutrition/ Home Science/M.Sc. Clinical Nutrition & Dietetics/M.Sc. Food Service Management & Dietetics with PG. Diploma in dietetics from a recognized University.	Not exceeding 30 years.

5.	Radiographer	5 (2-UR*,2-OBC,1-EWS)  *1 post reserved for PwBDs i.e D,HH.	Level-6	<p><b>Essential:</b> B.Sc. (Hons) (3 years course) in Radiography from a recognized Institution/University.</p> <p><b>OR</b> B.Sc. Medical Technology (X-Ray) from a recognized Institute/University.</p> <p><b>Desirable:</b> Ability to use computers- Hands on experience in office applications, spread sheets and presentations.</p>	Not exceeding 30 years.
6.	Medical Social Worker	2 (1-UR & 1-SC)	Level-6	<p><b>Essential:</b> 1.Master Degree in Social Work/Applied Sociology from a recognized University. 2.One year practical experience as Social Worker with a Government Organization in a health related field or reputed Welfare or Health Agencies recognized by Government dealing with Medical/Public Health Service.</p>	Not exceeding 35 years.
7.	Junior Engineer (Electrical)	1-UR	Level-6	<p><b>Essential:</b> Bachelor Degree in Electrical Engineering or Electronics Engineering from a recognized University or Institute.</p> <p><b>OR</b> Three Years Diploma in Electrical Engineering or Electronics Engineering From a recognized institute.</p>	Not exceeding 30 years
8.	Junior Engineer (Civil)	1-UR	Level-6	<p><b>Essentials:</b> Bachelor Degree in Civil Engineering from a recognized University/Institute.</p> <p><b>OR</b> Three Years Diploma in Civil Engineering from a recognized Polytechnic/institute.</p>	Not exceeding 30 years
9.	Physiotherapist	1-SC	Level-6	<p><b>Essential:</b> 1. Degree in Physiotherapy from a recognized University with one years' experience in Department of Physiotherapy of the teaching Institute/reputed Hospital.</p> <p><b>OR</b> Diploma in Physiotherapy with three years' experience in a Department of Physiotherapy in teaching Institute/reputed Hospital.</p> <p>2. Must be registered with Indian Association of Physiotherapist.</p>	Not exceeding 35 years.
10.	Occupational Therapist	1-UR	Level-6	<p><b>Essential:</b> 1. Degree in Occupational Therapy from a recognized University/Institute.</p> <p><b>OR</b></p>	Not exceeding 35 years.

				<p>B.Sc. with Diploma in Occupational Therapy from a recognized University/Institute.</p> <p>2. One years' experience in the relevant field in a Hospital/Medical College.</p> <p>3. Must be registered with Rehabilitation Council of India.</p>	
11.	Warden/Lady Warden**	2 (1-UR & 1-OBC)	Level-6	<p><b>Essential:</b></p> <p>1. Bachelor's Degree from a recognized university.</p> <p>2. Certificate/ Diploma in Hotel Management/ House keeping/ Material Management/ Public Relation/ Estate Management from a recognized institute/University.</p>	Not exceeding 30 years.
12.	Technician Endoscopy/Colonoscopy	2-UR	Level-6	<p><b>Essential:</b></p> <p>i. 10+2 with Science</p> <p>ii. B.Sc. /Diploma in Endoscopy Technology from a recognized Institution/University.</p> <p>iii. 3(Three) Years experience in Hospital in Concerned (Endoscopy/Colonoscopy) field.</p>	Not exceeding 30 years
13	Technician (Nuclear Medicine)	4 (3-UR & 1-OBC)	Level-6	<p><b>Essential:</b></p> <p>i. B.Sc. in any Discipline</p> <p>ii. M.Sc. (Nuclear Medicine)</p> <p>iii Radiation safety Officer certificate</p> <p style="text-align: center;"><b>OR</b></p> <p>i. B.Sc. in any discipline</p> <p>ii. Diploma in Medical Radiation and Isotope Techniques(DMRIT) course or equivalent</p> <p>iii. Radiation Safety Officer Certificate.</p>	Not exceeding 30 years
14	Health Inspector	1-UR*  *Post reserved for PwBDs i.e D,HH	Level 6	<p><b>Essential:</b></p> <p>1. B.A/B. Sc with 1<sup>1/2</sup> years training course for Multi-Purpose Health Worker recognized by Nursing Council/DHS of a State.</p> <p>2. Two years' experience as Multi-Purpose Health Worker in a Teaching/Health Institution.</p> <p><b>Desirable:</b> Supervisory experience in service training.</p>	Not exceeding 30 years.
15.	Pharmacist	5 (2-UR*,2-ST,1-EWS) (*1-UR post reserved for PwBDs i.e LD-OA, OL, CP. LC, Dw, AAV)	Level-5	<p><b>Essential:</b></p> <p>Bachelor's Degree or equivalent in Pharmacy from a recognized University.</p> <p><b>Desirable:</b></p> <p>Should be registered Pharmacist under the Pharmacy Act 1948.</p>	Not exceeding 30 years

16.	ECG Technician	2 (1-UR & 1-ST)	Level-5	B.Sc with Physics as one of the subjects from a recognized University with one year's experience in handling of Cardiology equipment. <b>Or</b> Diploma of 3 years in Electronics/Electrical Communication Engineering from a recognized Institute with one year's experience in handling of Cardiology equipment.	Not exceeding 30 years
17.	Junior Laboratory Technician	12 (6-UR, 4-ST, 1-EWS & 1-OBC)	Level-5	BMLT or B.Sc with Chemistry or Zoology or Botany as subject from a recognized University with one year certificate course in Medical Laboratory Technician from a recognized University/Institution.	Not exceeding 30 years
18.	Radiotherapy Technician	4 (2-UR & 2-ST)	Level-5	<b>Essential:</b> B.Sc in Medical Technology (Radiotherapy) from a recognized University/Institute. <b>Desirable:</b> One year's experience in Radiotherapy in teaching Institute/Hospital.	Not exceeding 30 years
19	Jr. Hindi Translator	1-UR	Level-5	<b>Essential:</b> Master's Degree of a recognized University in Hindi/English with English/Hindi as a compulsory/elective subject or as a medium of examination at degree level, OR  Master's Degree of a recognized University in any subject with Hindi as medium of instruction and examination with English as 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 Autonomous Organizations, research Institutions, Universities, Statutory Bodies. <b>Desirable:</b> Knowledge of official language Act of Govt. of India.	Not exceeding 30 years

20	Technical Assistant	2 (1-UR,1-ST)	Level-5	<p><b><u>Department of Burns &amp; Plastic Surgery (1 Post):</u></b>  <b><u>Essential:</u></b>  B.Sc in OT Technology/B.Sc Anesthesia and Operation Theatre from a recognized University with 2 (two) years' experience in OT/ICU from a reputed Institute/Organization.  Or  12<sup>th</sup> Class with Science from a recognized Board/University and Diploma in OT Technology/Diploma in Anesthesia and Operation Theatre from a recognized University with 4 (four) years' experience in OT/ICU from a reputed Institute/Organization.  <b><u>Desirable:</u></b>  Work experience in Plastic Surgery and Burns Unit.</p>	Not exceeding 30 years
				<p><b><u>Department of Pediatrics Surgery (1 Post):</u></b>  <b><u>Essential:</u></b>  B.Sc in OT Technology/B.Sc Anesthesia and Operation Theatre from a recognized University with 2 (two) years' experience in OT/ICU from a reputed Institute/Organization.  Or  12<sup>th</sup> Class with Science from a recognized Board/University and Diploma in OT Technology/Diploma in Anesthesia and Operation Theatre from a recognized University with 4 (four) years' experience in OT/ICU from a reputed Institute/Organization.  <b><u>Desirable:</u></b>  Work experience in Pediatric Surgery Operation Theatre.</p>	Not exceeding 30 years
21.	Registration Clerk	1-SC	Level-4	<p><b><u>Essential:</u></b>  Graduate from a recognized University.  <b><u>Desirable:</u></b>  Two year's experience in Registration work In reputed Hospital</p>	Not exceeding 30 years
22.	Data Processing Assistant Grade-II	1-UR	Level-4	<ol style="list-style-type: none"> <li>1. Bachelor's Degree from a recognized University.</li> <li>2. One year Diploma/Certificate in Computer Application from a recognized Institute.</li> <li>3. One year's experience in Computer Application</li> <li>4. Should possess the speed of not less than 8000 keys depression per hour for data entry work.</li> </ol>	Not exceeding 30 years

23.	Accounting Assistant	3 (1-UR & 2-ST)	Level-4	<b><u>Essential:</u></b> Graduate from a recognized University.	Between 18 to 27 years
24.	Lower Division Clerk	10 (4-UR*,5-ST & 1-EWS)  (*1-UR post reserved for PwBDs i.e VI (LV)	Level-2	<b><u>Essential</u></b> 1. 12 <sup>th</sup> Class or equivalent qualification from a recognized Board or University. 2. A typing speed of 35 words per minute in English on Computer. (NB: 35 wpm correspond to 10,500 KDPH in an average of 5 key depressions for each word).	Between 18 to 27 years
25	Record Clerk	07 (2-UR,4-ST & 1-EWS)	Level-2	<b><u>Essential:</u></b> 1.12 <sup>th</sup> Class pass or equivalent from a recognized Board or University. 2. A typing speed of 35 words per minutes in English or 30 words per minutes in Hindi on computer. (35 words per minutes and 30 words per minutes correspond to 10500 KDPH or 9000 KDPH on an average of five key depressions for each word). <b><u>Desirable:</u></b> Certificate course in Computer of at least three months duration.	Not exceeding 30 years
26	Dark Room Assistant	02 (1-EWS*, 1-ST)  (*1-EWS post reserved for PwBDs i.e ID - ASD (M), SLD, MI Or Multiple disabilities (MD) from amongst Persons under - B.LV, D,HH, LD, ASD(M), SLD & MI.	Level-2	<b><u>Essential:</u></b> Matriculation or equivalent from a recognized University/Board. Diploma/Certificate in Radiography of minimum one year from a recognized Institute. <b><u>Desirable:</u></b> One year experience as Dark Room Assistant.	Not exceeding 30 years

27	CSSD Assistant Grade-II	02 (1-UR & 1-ST)	Level-2	<p><b>Essential:</b> Theatre Assistant Course/CSSD Diploma Course with 1 year experience in CSSD/Operation Theatre.</p> <p style="text-align: center;"><b>OR</b></p> <p>12<sup>th</sup> with Science from a recognized University/Board with one year experience in CSSD Operation Theatre and Blood Bank in any Hospital.</p>	Between 18 to 27 years
28	Mechanic (Air conditioning & Refrigeration)	1-UR	Level-2	<p><b>Essential:</b></p> <ol style="list-style-type: none"> <li>1. Matriculation or equivalent from a recognized board.</li> <li>2. Diploma or ITI certificate in Refrigeration &amp; Air conditioning from a recognized Institute/Polytechnic of a minimum of 12 months. <b>OR</b> Two years apprenticeship in a reputed firm or organization of Air conditioning &amp; Refrigeration Engineers.</li> <li>3. 1 (One) year experience in installation and maintenance of Refrigeration &amp; Air conditioning.</li> </ol>	Between 18 to 27 years

**Abbreviations Used for PWBDs:** B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm , BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dw =Dwarfism, AAV=Acid Attack Victims, MDy=Muscular Dystrophy, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities, VI= Visually impaired, HI= Hearing impaired, LD=Locomotor Disability

\*\*2(Two) posts of Junior Accounts Officer at Sl.2 and 1 (one) post of Warden/Lady Warden at Sl.11 are subject to revival and approval from Ministry.

**APPLICATION FEES:**

- A) General/OBC Candidates - Rs.500/- (Rupees Five hundred only)  
 B) SC/ST/EWS Candidates - Rs.250/- (Rupees Two Hundred and Fifty only)  
 C) Persons with Disabilities - Exempted.
- Application fee, once remitted, shall not be refunded under any circumstances.
  - Applications without the prescribed fee would not be considered and summarily rejected.

**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/PwBDs candidates will also be allowed as per Govt. Rules, where reservations of posts are meant for these categories only.
3. Reservation for STs/SCs/OBCs and EWSs will be as per Govt. of India norms.
4. Persons who are not covered under the scheme of reservation for SCs, STs and OBCs and whose family has gross annual income below Rs. 8.00 lakh (Rupees eight lakh only) are to be identified as EWSs for benefit of reservation. Reservation under Economically Weaker Sections (EWSs) can be availed upon production of Income and

Asset Certificate issued by a Competent Authority. The Income and Asset Certificate issued by any one of the following competent authorities in the prescribed format shall only be accepted as proof of candidate's claim as belonging to EWS:-

- (i) District Magistrate/Addl. District Magistrate/Collector/Deputy Commissioner/Addl. Deputy Commissioner/1<sup>st</sup> Class Stipendary Magistrate/Sub-Divisional Magistrate/ Taluka Magistrate/Executive Magistrate /Extra Assistant Commissioner.
  - (ii) Chief Presidency Magistrate/ Additional Chief Presidency Magistrate/Presidency Magistrate.
  - (iii) Revenue Officer not below the rank of Tehsildar and
  - (iv) Sub-Divisional Officer or the area where the candidate and/or his family normally resides.
5. Persons working under Central/State Government/Public Sector Undertakings/Autonomous organization should submit their applications along with NOC.
  6. Candidates applying against post reserved for OBC category must submit a valid (up-to-date) "Non Creamy Layer" certificate from the appropriate authority.
  7. The decision of the Institute as to eligibility or otherwise of a candidate will be final.
  8. The crucial date for determining the age limit shall be the closing date for receipt of the application from the candidates.
  9. The applicants, who do not have requisite qualifications up to the last date for submission of applications, will not be considered.
  10. Canvassing of any kind will be a disqualification.
  11. In case response to the post is large in number, screening will be restricted to those with higher percentage of marks.
  12. Incomplete applications will not be considered.
  13. Mere fulfilling the minimum educational qualification and experience doesn't bestow right to a candidate to be called for Written/online test.
  14. Institute reserves the right to reject or accept any candidature without assigning any reason thereof.
  15. The Institute will not be responsible for non-receipt of any application send by the candidates.
  16. The Institute reserves the right to cancel or postpone the advertisement, if any, due to any administrative reasons arising thereof.
  17. Due to dearth of quarters, the institute may not be 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.

**CANDIDATES ARE REQUESTED TO APPLY ONLY ONLINE AGAINST THIS ADVERTISEMENT THROUGH THE LINK PROVIDED BY VISITING THE INSTITUTE'S WEBSITE <http://www.neigrihms.gov.in> or through direct link <https://hllneigrihms.cbtxam.in/> AND NOT TO WRITE TO THE INSTITUTE FOR APPLICATION FORMS. All applicants must fulfill the essential requirements of the post and other conditions stipulated in the advertisement. They are advised to satisfy themselves before applying that they possess at least the essential qualifications and fulfill the essential experience criteria, wherever applicable as laid down for various posts. Candidate should take printout of the application form for their own records and to be submitted to the Institute, at any stage, if required by the institute.**

**Starting date of online applications : 03.11.2023**

**Closing date of online applications: 23.11.2023**

Sd/-  
Deputy Director (Admn),  
NEIGRIHMS