

**NORTH EASTERN INSTITUTE OF AYURVEDA & HOMOEOPATHY**

(An Autonomous institute under the Ministry of AYUSH, Govt. of India)

Mawdiangdiang, Shillong, Meghalaya – 793018

**Advt. No. NEIAH/ADVT/2019/03**

North Eastern Institute of Ayurveda and Homoeopathy (NEIAH) is an Autonomous Institute under the Ministry of AYUSH, Govt. of India established in 2008. The Institute is presently running Undergraduate Courses of Bachelor of Ayurvedic Medicine and Surgery (B.A.M.S) and Bachelor of Homoeopathic Medicine and Surgery (B.H.M.S) along with its attached hospitals.

The Institute invites applications for the following posts to be filled up on Deputation/Direct Recruitment/Short Term Contract basis. Interested candidates may submit their applications in the prescribed format along with self-attested copies of certificates & testimonials, two copies of recent passport size photograph and required fee. Only shortlisted candidates will be called for the test/ interview as the Institute deems fit.

Sl. No	Name of Post & Pay Scale	Name and No. of Posts & Reservation	Upper Age limit (Relaxable as per Govt. of India Rules)	Required qualification and Experience	Mode of Recruitment
1	2	3	4	5	6
1	Associate Professor ( Ayurveda) Rs. 15600-39100 (PB-3) GP Rs 7600 + NPA (6 <sup>th</sup> PC)	Prasuti Tantra and Stree Roga (UR-01)	45 years	<b>Direct recruitment: Essential Qualification-</b> <b>1.</b> Post Graduate Degree in Ayurveda in concerned subject recognized under IMCC Act, 1970. <b>2.</b> 5 years teaching / research experience in the concerned subject in PB-III (Rs. 15,600 – 39,100) with GP 6600/- with NPA <b>OR</b> 10 years combine experience in teaching as Assistant Professor/ Lecturer in concerned subject or 10 years Research experience in the pay scale of PB-III (Rs. 15,600 – 39,100) with GP of Rs. 6600/- and Rs. 5400/- with NPA respectively. <b>3.</b> Minimum three research publications indexed in index medicus or National Journals. <b>Deputation including short term contract:</b> Officers of Central /State, Statutory Organizations, Autonomous bodies, PSUs, Universities or Research Institution. Holding analogous post on regular basis with essential qualification prescribed for direct recruitment. <b>OR</b> Person with 5 years teaching / research experience in the concerned subject in PB-III (Rs. 15,600 – 39,100) with GP 6600/- with NPA	Deputation failing which by Contract and failing both by Direct Recruitment

				<p><b>OR</b> 10 years combine experience in teaching as Assistant Professor/ Lecturer in concerned subject or 10 years Research experience in the pay scale of PB-III (Rs. 15,600 – 39,100) with GP of Rs. 6600/- and Rs. 5400/- with NPA respectively AND (i) Post Graduate Degree in Ayurveda in concerned subject recognized under IMCC Act, 1970 (ii) Minimum three research publications indexed in index medicus or National Journals</p>	
2	Lecturer (Ayurveda) Rs 15600-39100 (PB – 3) GP Rs 5400 + NPA (6 <sup>th</sup> PC)	Dravya Guna Vigyan  (UR-01)	40 years	<p><b>Direct recruitment: Essential Qualification-</b> Post Graduate Degree in Ayurveda in the concerned subject recognized under IMCC Act, 1970 . <b>Desirable:</b> 1) Publication and Experience in Research 2) Working knowledge of Computers <b>Deputation including short term contract:</b> Officers of Central /State, Statutory Organizations, Autonomous bodies, PSUs, Universities or Research Institutes holding analogous post on Regular basis with essential qualification prescribed for direct recruitment.</p>	Direct Recruitment failing which Deputation including short term contract
3	Staff Nurse Rs 9300-34800 (PB 2) GP Rs 4200 (6 <sup>th</sup> PC)	OBC-02	30 years	<p><b>Essential :</b> 1. B.Sc. Nursing of 4 years duration from a recognized Institute. 2. 2 years experience in hospital. 3. Registered with Nursing Council. <b>Desirable:</b> (i) Working in Ayurveda / Homoeopathy Hospital. (ii) M.Sc. Nursing from a recognized Institute</p>	Direct Recruitment
	Laboratory Attendant Rs 5200-20200 (PB-1) GP Rs 1900 (6 <sup>th</sup> PC)	SC-01	28 years	<p><b>Essential 12<sup>th</sup> Passed from a recognized Board with 4 years experience in the relevant filed. Or diploma from recognized Institute in the relevant field with 2 year experience</b></p>	Direct Recruitment

**GENERAL INFORMATION AND CONDITIONS -**

**Applicants are advised to read all instructions carefully before submitting their applications.**

**1. Reservation:**

- Reservation for SC/ST/OBC (below creamy layer) and Persons with Disabilities (PWD)/ Physically Handicapped (PH) will be as mentioned against each post.
- Applications not supported by the appropriate certificate for the reservation category claimed, will be treated as General/Unreserved. In case Institute observes anything false or any discrepancy in the

certificate submitted by any candidate, his/her candidature will be rejected, summarily. No correspondence will be entertained in this regard.

c. SC/ST/OBC/PH candidates are required to produce original certificate in the prescribed copy of format signed by the specified authority, at the time of interview. It is mandatory.

d. Applications need to be supported by proper experience certificate authenticated by competent authority as per provision of UPSC/State PSC/ UGC etc.

## **2. Benefits under NEIAH service for regular appointments:**

a) These posts carry usual allowance as admissible to the Central Government employee and as made applicable to North Eastern Institute of Ayurveda & Homoeopathy (NEIAH) employees.

b) In case of deputation standard terms and conditions of deputation in Govt. of India will be applicable.

c) In respect of contractual appointment terms and conditions including consolidated remuneration will be decided by the competent authority based on the merits of each case.

## **3. Other Conditions:**

a) The applicant must be a citizen of India.

b) All applicants must fulfill the essential requirements of the post and other conditions stipulated in the advertisement **as on the last date of receipt of the applications**. Applicants are advised to satisfy themselves that they possess essential qualification, experience and fulfill all conditions of eligibility laid down for the posts applied for.

c) The prescribed essential criteria is minimum and mere possession of the same does not entitle candidates to be called for interview/Test. Candidates applying for higher teaching posts viz. Reader/Associate Professor/Professor must have provide Teacher's code of their respective council. The Competent Authority reserves the right to shortlist candidates on the basis of higher qualifications/years of experience in the subject, by holding screening test or any other criteria deemed proper.

d) Applications duly completed and forwarded by Competent authority of present employer, if applicable, should reach the institute by last date i. e **45 days from the date of publication of Advertisement in Employment News**. Applications received after the closing date will not be considered. The Institute shall not be responsible for any postal delay/ lapse on the part of courier agency or any other reasons whatsoever. The decision of the Director, North Eastern Institute of Ayurveda & Homoeopathy will be final in this regard.

e) The date for determining the upper age limit, qualification and/or experience will be the closing date prescribed for receipt of applications.

f) Number of Vacancies may increase or decrease by the time of screening / interview by the order of the Competent Authority. No separate notice will be issued in this regard.

g) In case of Posts specified as to be filled up by "**Deputation failing which by Direct Recruitment/ Contract**", the Institute will first call candidates eligible for Deputation. In case no suitable candidates are selected, the institute will consider candidates for Direct Recruitment or Contract as provided in column No.06.

h) Shortlisted candidates after due scrutiny will be called for test/interview. **The interview/call letter shall be sent by E-mail only**. Candidates are directed to write their address, email and Mobile Number correctly.

i) Applicants will be fully responsible for the accuracy of the information they furnish. Any information furnished by the candidates, if found false at any stage will result in his/her disqualification and/or dismissal/removal from the service at any stage.

j) While forwarding the application the sponsoring authority/present employers shall ensure that the particulars of the candidate are verified and that he/she fulfills the eligibility conditions. Employer should render a certificate that the officer is free/clear from vigilance angle and no disciplinary proceeding(s) is/are pending or contemplated against the applicant.

k) Copy of complete ACR dossier/APARs of last five years of the applicant (for deputation posts) must be enclosed with the application duly attested by the officer not below the rank of Under Secretary or equivalent.

l) The candidate serving in Govt./Autonomous/Statutory bodies should apply through proper channel and their duly forwarded application should reach the office of Director, North Eastern Institute of Ayurveda & Homoeopathy on or before the closing date. The candidates may submit advance copy of their applications to the Institute in anticipation of the clearance of the department so that they are

considered. However, their application duly forwarded should follow. Such cases should submit original 'NO OBJECTION' certificate of latest date from their employer at the time of interview.

m) Candidate applying for more than one post must send separate application for each post along with application fee, if applicable.

n) Institute reserves the right to make any amendment to or cancellation of this advertisement wholly or partially without assigning any reason thereof.

o) The appointment to the said post will be subject to production of physical and medical fitness certificate issued by a Competent Medical Board/ Authority.

p) The candidate shall have to appear for interview, if called for, at his/her own cost. However traveling expenses will be reimbursed to candidates belonging to SC / ST/PH as per Central Government rules on production of valid travelling tickets.

q) The terms & conditions for appointment will be as per Recruitment Rules of North Eastern Institute of Ayurveda & Homoeopathy, Shillong.

r) Any corrigendum/ order regarding this advertisement will be issued and placed on the website ([www.neiah.nic.in](http://www.neiah.nic.in)) only. Candidates are advised to remain in touch with the website for this purpose. No separate corrigendum etc. will be published in Newspaper.

s) Canvassing in any form may lead to disqualification of the applicant for appointment to the post.

#### **4. Application Fee:**

A fee of the amount of **Rs. 1000/-** should be remitted by the candidates belonging to General and OBC category and **Rs. 500/-** (Rupees Five Hundred only ) should be remitted by candidates belong to ST and SC category. The application fee should be in the form of Demand Draft issued in favour of **Director, North Eastern Institute of Ayurveda & Homoeopathy payable at Shillong. Applicants for Deputation need not pay this fee.**

(On back side of Demand Draft, candidate must mention- Candidate name, category and post applied for)

**5. Age Relaxation:** Upper age limit is Relaxable in respect of candidates belonging to SC/ST/OBC, serving Central /State Govt. / Autonomous organization employees holding analogous post/working in related field and other categories of candidates in accordance with orders issued by the Central Government from time to time. Non Creamy Layer (NCL) certificate applicable for OBC candidate older than a year up to the last date of receipt of application form shall not be valid.

**6. How To Apply:** Application form (Prescribed format) can be downloaded from the website [www.neiah.nic.in](http://www.neiah.nic.in) . Applications in prescribed format completed in all respects enclosing self-attested copies of all certificates, mark sheets, testimonials in support of age, educational qualifications, experience, Caste/Community/Persons with disabilities (PWD) issued by Competent authority of Central/State Govt. , Council Registration, Teacher's Code along with non-refundable application fee as applicable with two recent passport size photograph should reach the institute before the closing date on the below given address. The envelope containing application form should be superscribed "APPLICATION FOR THE POST OF \_\_\_\_\_ SI No. \_\_\_\_\_ "and sent by registered/Speed-Post to:-

**THE DIRECTOR,  
NORTH EASTERN INSTITUTE OF AYURVEDA & HOMOEOPATHY (NEIAH),  
MAWDIANGDIANG, MEGHALAYA – 793018.**

**Sd/-  
DIRECTOR, NEIAH, Shillong.**

# NORTH EASTERN INSTITUTE OF AYURVEDA AND HOMOEPATHY (NEIAH)

(AN AUTONOMOUS INSTITUTE UNDER THE MINISTRY OF AYUSH)

GOVERNMENT OF INDIA

MAWDIANGDIANG, SHILLONG, MEGHALAYA-793018

## APPLICATION FORM

**Name of the post** : \_\_\_\_\_  
(with discipline)  
**Sl. No of the Post** : \_\_\_\_\_  
Advertisement No. : \_\_\_\_\_

Affix self  
attested  
recent  
passport size  
photograph

1. **Name in full** : \_\_\_\_\_  
(in CAPITAL letters)

2. **Father's /Husband's Name:** \_\_\_\_\_

3. **Address: (in CAPITAL letters)**

(i) **Present address** (for correspondence, with phone/mobile No. & E-mail)-

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PIN Code:** \_\_\_\_\_

**Email Id:** \_\_\_\_\_ **Mobile No:** \_\_\_\_\_

(ii) **Permanent Home address -** \_\_\_\_\_

**PIN Code:** \_\_\_\_\_

4. a. **Date of birth:** dd \_\_\_\_ mm \_\_\_\_ yr \_\_\_\_ (in figure)

b. **Date of Birth in words:** \_\_\_\_\_

c. **Age** (as on date of interview) \_\_\_\_ Y \_\_\_\_ M \_\_\_\_ D \_\_\_\_

5. **Nationality** : \_\_\_\_\_

6. **Sex:** Male  /Female

6. **Whether belonging to SC/ST/OBC/PWD/PH** \_\_\_\_\_

(in support, please enclose a certificate from authorized Issuing authority)

7. (a) **Mother Tongue** : \_\_\_\_\_

(b) **Proficiency in language(s)** (Mark below as applicable ( √ ))

Language	Read	Write	Speak
English			
Hindi			

(Add other languages, if any)

**8. Qualification (Academic & Professional) (Please enclose a Xerox copy of each degree/certificate & mark- sheet):**

Examination	Name of the Degree/Diploma	Name of the College & University and Board	Year of passing	Division obtained (mention distinction if any)	Percentage of marks/OGPA obtained (Aggregate in case of degree programme)	Subject(s) (Major)/ Specialization
10 <sup>th</sup> or equivalent						
(10+2) or equivalent						
Degree/ Diploma course						
Master Degree						
PhD						
Any other examination(s)						

**09. Details of Professional Publications and Research Work:**

(Please attach details on separate sheet duly signed to include Topic / Name of Publication, Name of Journal (ISSN) / Publisher & Edition etc)

**10. Employment/Experiences Record (Starting from the present position):**

Office/Institute/ Organization	Post held	Scale of Pay & Basic Pay	From	To	Actual Duration (Years & Months)	Nature of Duties

(Please attach experience certificates from competent authority duly signed / counter signed with date)

**11. Nature of present employment, i.e. Adhoc or Temporary or Permanent:** \_\_\_\_\_

**12. In case the present employment is held on Deputation/ Contract basis, please state:** \_\_\_\_\_

- a. The date of initial appointment \_\_\_\_\_
- b. The period of appointment on deputation/contract \_\_\_\_\_
- c. Name of the parent office/organization to which you belong \_\_\_\_\_

**13. Training/Courses attended** \_\_\_\_\_

Name of Course	Institution	Duration

**14. Registration No.** \_\_\_\_\_ **Year** \_\_\_\_\_

**Name of State/ Central Board/ Council** \_\_\_\_\_

**15. Additional details about your present employment**

**Please state whether working under (mention name)-**

- i. Central Government \_\_\_\_\_
- ii. State Government \_\_\_\_\_
- iii. Autonomous Organization under State/Centre Govt. \_\_\_\_\_
- iv. Centre/ State Government Undertaking \_\_\_\_\_
- v. Central/State University \_\_\_\_\_
- vi. Private Organization \_\_\_\_\_

**16. Additional information, if any, which you would like to support of your suitability for the post.**

(Enclose a separate sheet, if the space is insufficient in any column.)

**17. Copies of testimonial attached:-**

- i) \_\_\_\_\_
- ii) \_\_\_\_\_
- v) \_\_\_\_\_
- ii) \_\_\_\_\_
- iv) \_\_\_\_\_
- vi) \_\_\_\_\_

**DECLARATION**

I affirm that information given in this application is true and correct. I also fully understand that if at any stage it is discovered that any attempt has been made by me to willfully conceal or misrepresent any facts, my candidature may be summarily rejected or employment terminated.

**Signature of the candidate**

Place: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
(Name in CAPITAL letters)



**NO OBJECTION CERTIFICATE**

(TO BE FILLED UP BY THE CARDRE CONTROLLING AUTHORITY / PRESENT EMPLOYER)

Office of : \_\_\_\_\_

Date: \_\_\_\_\_

F.No. \_\_\_\_\_

1. This department / Office have no objection in case the applicant Sh/Smt \_\_\_\_\_ is selected for the post applied for and therefore the application submitted by him is forwarded herewith.
2. It is certified that:-
  - a) The applicant, if selected will be relieved immediately.
  - b) The particulars furnished by the applicant have been checked from available records and found correct.
  - c) The applicant is eligible for the post applied for as per conditions mentioned in the circular/ advertisement.
  - d) Integrity of the applicant is certified as "Beyond Doubt"
  - e) There is no case pending or contemplated against the applicant from Discipline or Vigilance angle.
  - f) No penalty has been imposed on the applicant during the last 10 years (alternative, penalty statement during the last 10 years may be enclosed)
3. Attested photocopies of up-to-date ACRs/APARs for the last 5 years are enclosed (Photocopies of ACRs/APARs to be attested on each page by the authorized officer not below the rank of Under Secretary or equivalent.)

**Date:**

**Place:**

**Signature:** \_\_\_\_\_

**Name and Designation of the forwarding Officer**  
**(Office Stamp)**