

F.No.1-9/2020/NEIAH/Shg/Estt/01/  
NORTH EASTERN INSTITUTE OF AYURVEDA AND HOMEOPATHY  
(An Autonomous Institute under the Deptt. Of AYUSH)  
Ministry of Health and Family Welfare  
Govt. of India

Nongrim Hills Shillong, Meghalaya

**Filling up the post of Admn. Officer (01) post), Private Secretary (01 post) and Accountant (01 post) on deputation on transfer basis for NEIAH, Shillong.**

1. Application are invited from eligible and willing officers who are employed in Central /State Government including Autonomous/Statutory bodies/PSUs for appointment to the posts of Administrative Officer (01 posts) in the pay Band of Rs. 9300-34800/- (PB -2) with Grade Pay of Rs. 4800/ (GP 5400 after four years of service), Private Secretary (01 post) in the pay Band of Rs. 9300-34800/- (PB -2) with Grade Pay of Rs. 4200/-, and Accountant (01 Post) in the pay Band of Rs. 5200-20200/- (PB -1) with Grade Pay of Rs. 2400/- on deputation basis. The details of posts, eligibility conditions etc. for the posts are given in Annexure – I The Format of the application to be submitted is at Annexure II.

2. Application duly filled in the prescribed format should be routed through proper channel and to be accompanied with (i) Cadre clearance (ii) Bio-data (in triplicate) as in Proforma given (Annexure – II). (iii) Attested photocopies of ACRs for the last five years, (iv) Vigilance clearance (v) Integrity Certificate and (vi) Statement giving details of major or minor penalties imposed on the officers, if any, during the last 10 years. The applicants who are willing to be considered under direct recruitments basis may also submit their application through proper channel indicating their option on the application.

3. The applications of suitable and eligible officers who can be spared immediately in the event of selection may be sent to this Institute at the address given in caption within a period of minimum 60 days from the date of publication of this advertisement in employment News.

4. Applications received after the prescribed closing date or not accompanied with the requisite certificate/documents are liable to be rejected. Though the eligible and willing candidates may send advance copy but their candidature will be considered only if the application through proper channel is received within the stipulated time. For details and application format may please see the Employment News and the website: [www.indianmedicince.nic.in](http://www.indianmedicince.nic.in).

Annexure-I

Name of the Post	Classification	Number of Post	Pay Band	Method of Recruitment	Eligibility conditions
Administrative Officer	Gr.B	One	PB-2 Rs.9300-34800 + G.P-4800; (GP-Rs.5400 after 4 years of service)	Deputation on transfer or Direct recruitment	Candidates possessing a Bachelor degree in any discipline from a recognized university with 3 years of experience of working in Admn./Estt./Finance in Central/State Govt. Autonomous Bodies/Satutory Bodies/PSUs:  i.Holding analogous post on regular and continous basis OR ii. Holding a regular post on continuous basis for 2 years in the pay band of Rs.4600. OR iii. Holding a regular post on continuous basis for 6 years in the pay band of Rs.4200.Experience in personal management, Accounts Budget, Govt Rules and Regulation are desirable.
Private Secretary	Gr.B	One	PB-2 Rs.9300-34800 + G.P-4200;	-do-	Candidates possessing a Bachelor degree in any discipline from a recognized university with 3 years experience of working in Central/State Govt. Autonomous Bodies/Statutory Bodies/PSUs:  i.Holding analogous post on regular and continuous basis for 2years OR ii. Holding a regular post on continuous basis for 5 years in the Grade pay of Rs.2400. Proficiency of working with MS-word, power point and other software packages relevant for administration/secretarial work. Stenography speed not less than 100 words per minute in English shorthand and typing speed of 40 words per minute on computer are desirable.
Accountant	Gr.C	One	PB-1 Rs.5200-20200 + G.P. of Rs.2400	-do-	Candidates possessing a bachelor degree in Commerce from a recognized university proficiency of working with MS word, Power Point and other software packages relevant for Administration/Secretarial work. i. Holding analogous post on regular and continuous basis. OR ii. Holding a regular post on continuous basis for 5 years in the Grade Pay of Rs.1900/-. Candidates having degree/Diploma in Financial Management and /or experience of working in Govt./ Autonomous bodies will be given preference.

2. Period of deputation 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 shall ordinarily not exceed 3 years.

3. The maximum age limit of appointment by deputation shall be not exceeding 56 years as on the closing date of the receipt of application.

PROFORMA

1. Post applied for :
2. Name and address in Block Letters :
3. Date of Birth :
4. Date of Retirement under Central Govt. rules. :
5. Date of entry into Govt. Service :
6. Present post held :
7. Nature of appointment (substantive/officiating/adhoc) :
8. Educational Qualifications with % of marks Obtained in chronological order :

Qualification Required	Qualifications Possessed

9. Details of employment, in chronological order:  
(enclose a separate sheet duly authenticated by your signature, if the space below is insufficient)

Ministry/Department/ office & Post held	From	To	Scale of Pay & Basic Pay/Pay Band + Grade Pay	Nature of appointment (substantive/officiating/ad- hoc)	Nature of duties

10. Please state clearly whether in the light of entries made by you above, whether you meet the qualification and Experience prescribed for the post? :
11. In case the present employment is held on Deputation basis/contract basis please state:
  - a) The date of initial appointment :
  - b) Period of appointment on deputation :
  - c) Name of the present Office/Organization to which you belong

12. Additional details about present employment

Please state whether working under

- a) Central Government
- b) State Government
- c) Autonomous Organization
- d) Universities
- e) Others

13. Are you in the revised scale of Pay? If yes, :  
give the date from which the revision took place and also indicate the pre-revised scale.

14. Total emoluments per month now drawn.

15. Whether belongs to SC/ST

16. Additional information, if any

Signature of the Candidate

Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Service particulars given by the applicant are verified with reference to service records and found to be correct.

Signature with seal of the competent Authority

CHECK LIST

- (1) Certified that the particulars furnished by the applicant have been checked from available records and found correct.
- (2) Certified that no disciplinary proceeding /vigilance case either pending or contemplated against the officer
- (3) List of punishments awarded, if any, during the last 10 years attached.
- (4) Integrity Certificate is attached
- (5) CR Dossier attached or Photocopies of up-to-date CR dossier of the officer for the last five years, duly attested, attached.
- (6) Certified that in the event of selection, the officer will be relieved of his duties immediately.

Signature.....  
Name and Designation of the  
forwarding officer with seal and  
Telephone No with STD Code: