

F.NO. 1-9/2010/NEIAH/SHG/ESTT/03/11
NORTH EASTERN INSTITUTE OF AYURVEDA AND HOMOEOPATHY
(An Autonomous Institute under the Deptt. of AYUSH)
Ministry of Health and Family Welfare
Govt . of India
Mawdiangdiang Shillong Meghalaya-793018

FILLING UP THE POST OF PRIVATE SECRETARY (01 POST) AND ACCOUNTANT (01 POST)

1. Application are invited from Indian citizen who are eligible for appointment to the post of 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 failing which on Direct Recruitment Basis. The details of posts and eligibility conditions etc. which are required for the posts are given in Annexure-1. The interested candidates are hereby requested to submit their application through proper channel accordingly with photocopies of ACRs of last 5 years duly attested, Vigilance clearance, Integrity certificate, and Major/Minor penalty statement for the last 10 years, if any, as per format given in Annexure-II.

2. In case of deputation the period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization /department of Central/State Govt. etc. shall not exceed 3 years. The maximum age limit for appointment on deputation shall be not exceeding 56 years as on the closing date for receipt of the application.

3. The eligible candidates will be short listed based on their qualification, experience and expertise in their respective fields and will be called for personal interview in due course. Dates(s) of interview will be intimated to the short listing candidates separately.

4. The last date of receiving the application is within 45 days from the date of publication of this advertisement in the News Paper/Employment News.

4. Applications received after the prescribed closing date or not accompanied with the requisites certificate/documents are liable to be rejected. Complete applications in all respect should be send to the DIRECTOR, NORTH EASTERN INSTITUTE OF AYURVEDA AND HOMOEOPATHY, COMPLEX OF MEGHALAYA STATE HOUSING FINANCING CO-OPERATIVE SOCIETY LTD, NONGRIM HILL, SHILLONG 793003, MEGHALAYA.

Website: www.neiah.nic.in, www.indianmedicine.nic.in or www.meghalaya.gov.in

Sd/-

DIRECTOR, NEIAH

Annexure-I

Name of the Post	Classification	Number of Post	Pay Band	Method of Recruitment	Eligibility conditions
Private Secretary	Gr.B	One	PB-2 Rs.9300-34800 + G.P-4200	Deputation/ failing Direct Recruitment	<p>For Deputation: Stenographers working in Central/State Govt./ Autonomous Bodies holding analogous post with a Grade Pay of Rs. 2400 with 5 years regular service.</p> <p>For Direct Recruitment: Candidates possessing a Bachelor degree in any discipline from a recognized university with 3 years of experience in Central/State Govt. Autonomous Bodies/PSUs or Institute of repute.</p> <p>i)Holding analogous post on regular and continuous basis for at least 3 years in the Grade Pay of Rs. 2400.</p> <p>ii)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 is disireable.</p> <p>iii) Maximum Age limit is 18 - 35 years on the closing date of receipt of the application (Relaxable to SC/ST/OBC and others as per rules applicable).</p>
Accountant	Gr.C	One	PB-1 Rs.5200-20200 + G.P. of Rs.2400	Deputation/ failing Direct Recruitment	<p>For Deputation: LDC working in Central/State Govt./ Autonomous Bodies holding analogous post with 5 years of experience in Accounts/Budget etc.</p> <p>For Direct Recruitment: A)Essential Qualifications: i)Candidates possessing a Bachelor degree in commerce from a recognized university. ii)Proficiency of working with MS-word, Power Point and other software packages relevant for administration/secretarial work and accounts.</p> <p>B) Desirable: i)Candidates having degree/Diploma in Financial Management and /or experience of working in Govt. / Autonomous bodies will be given preference. ii) Maximum Age limit is 18 - 30 years on the closing date of the receipt of the application (Relaxable to SC/ST/OBC and others as per rules applicable).</p>

PROFORMARecent
PP Size photograph

1. Post applied for :
2. Name (in Block letters) :
3. Father's Name :
4. Date of Birth/Age as on 01.01.2012 :
6. Sex (Male/ Female) :
7. Present Postal Address :
8. Permanent Address :
9. Whether belong to SC/ST/OBC :
10. Post held (Give details in case of the present post is held by deputation/contract basis along with the date of initial appointment, name of parent organization etc.) :
11. Details of Employment (whether working under Central/State/Autonomous Bodies, PSUs and nature of employment). :
12. Present salary drawn (please state the present basic Pay, band pay and grade pay) :
13. Educational qualification:

Name of the Examination	University/ Board	Year of Passing	Subject	Division and % of Marks

14. Languages you can read, write or speak :
15. Have you ever been convicted by court of law for any offence?. If so, give the detail thereof :
16. Have you ever been punished or debarred by Govt. (Central/State/Autonomous Organization) If so, give detail thereof :
17. Additional information, if any :

Declaration

I do hereby declare that all the statement made in this application are true complete and correct to the best of my knowledge and belief. I understand and agree that in the event of any information being found false/ incorrect/ incomplete or ineligibility being detected before or after the selection/interview, my candidature is liable to be rejected. I shall be bound by the decision of Director, NEIAH, Shillong.

Place:

Date :

Signature of the candidates
Complete Address with mobile
No. & email id.