

पूर्वोत्तर आयुर्वेद एवं होम्योपैथी संस्थान
NORTH EASTERN INSTITUTE OF AYURVEDA & HOMOEOPATHY
(भारत सरकार, आयुष मंत्रालय के अधीन एक स्वायत्त संस्थान)
(An Autonomous Institute under the Ministry of AYUSH, Govt. of India)
माउडियाँडियाँ, शिलांग, मेघालय- 793018
Mawdiangdiang, Shillong, Meghalaya - 793018

सं. EST-No. 13013/1/2024-Administration Division/H-2692

दिनांक / Dated: 12/12/2025

अधिसूचना / NOTIFICATION

पूर्वोत्तर आयुर्वेद एवं होम्योपैथी संस्थान (भारत सरकार, आयुष मंत्रालय के अधीन एक स्वायत्त संस्थान), माउडियाँडियाँ, शिलांग, मेघालय-793018 में निम्नलिखित पदों पर पूरी तरह से अनुबंध के आधार पर नियुक्ति हेतु आवेदन आमंत्रित करता है। यह नियुक्ति प्रारंभिक रूप से 31.03.2026 तक या नियमित पदों के सृजन होने तक (जो भी पहले हो) मान्य होगी। सक्षम प्राधिकारी द्वारा आवश्यकता पड़ने पर अनुबंध अवधि को बढ़ाया या घटाया भी जा सकता है। पात्र उम्मीदवारों से अनुरोध है कि वे निर्धारित आवेदन प्रपत्र के साथ अपने स्वयं-सत्यापित प्रमाणपत्रों एवं प्रशस्तिपत्रों की प्रतियां तथा हाल ही के दो पासपोर्ट आकार के फोटोग्राफ संलग्न कर आवेदन प्रस्तुत करें। केवल पात्रता के आधार पर शॉर्टलिस्ट किए गए उम्मीदवारों को ही संस्थान की आवश्यकता अनुसार परीक्षा/साक्षात्कार के लिए आमंत्रित किया जाएगा।

North Eastern Institute of Ayurveda & Homoeopathy (NEIAH), an Autonomous Institute located at Mawdiangdiang, Shillong, under the Ministry of Ayush, Government of India, proposes to engage the services of the following personnel purely on Contract Basis initially up to 31.03.2026 or until creation of regular posts, whichever is earlier. The engagement may be extended or curtailed at any time by the competent authority. Eligible candidates are requested to submit their applications in the prescribed format along with self attested copies of certificates & testimonials, two copies of recent passport size photograph. Only shortlisted candidates will be called for the test/ interview as the Institute deems fit.

Sl. No	Name of the Post	No. of the Post	Essential Qualification and Experience	Age (as on the date of interview)	Consolidated Monthly Pay /Renumeration
1	Hindi Officer	1	Essential: 1. Master Degree in Hindi from a recognized University with English as a compulsory or elective subject. 2. Three years experience of translation work from Hindi to English and vice versa in a Central / State Govt./ Autonomous organization/ Public Sector Undertaking.	Up to 40 years	Rs. 35,400/-

GENERAL INFORMATION AND CONDITIONS

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

1. The applicant must be a citizen of India.
2. 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**.
3. No correspondence whatsoever will be entertained from candidates regarding postal delay, conduct and result of interview and reasons for not being called for interview.
4. Applicants will be fully responsible for the accuracy of the information they furnish. Any information furnished by the candidate if found wrong at any stage will result in his/her disqualification of the candidature and/or dismissal from the service at any stage.
5. While forwarding the application the sponsoring authority/employers shall ensure that the particulars of the candidate are verified and that he/she fulfills the eligibility conditions, along with a certificate that the officer is free/clear from vigilance angle and no disciplinary proceeding(s) is/are pending or contemplated against the applicant.
6. The Director, NEIAH reserves the right to make any amendment, cancellation and changes in this advertisement in whole or as a part without assigning any reason thereof.
7. The decision of the Director, NEIAH in all matters relating to eligibility, acceptance or rejection of the applications, penalty for false information, mode of selection, methodologies for the selection and allotment of posts to selected candidates will be final and binding on the candidates and no enquiry / correspondence will be entertained in this regards.
8. Any corrigendum/ order regarding this advertisement will be issued on the website (www.neiah.nic.in) only. Candidates are advised to regularly visit the website for this purpose. No separate corrigendum, etc. will be published in Newspapers.
9. The interview/call letter, if shortlisted shall be sent by speed/registered post and email. However, the Institute shall not be responsible for any postal delay/lapse, whatsoever. Candidates are directed to write their address, email and Mobile Number correctly.
10. The appointment to the said post will be subject to physical fitness.
11. The candidates shall have to appear for written test/ skill test/ interview, if called for, at his/her own cost.
12. If no candidate is found suitable for appointment, the post will be filled up by candidates eligible for lower level post.
13. No Correspondence or personal inquiries shall be entertained.
14. No TA/DA will be admissible to appear in the Interview.
15. Last date of receipt of applications complete in all respects should reach the Institute by **31.12.2025**

Sd/

उप-निदेशक (प्रशा.) / Deputy Director (Admn)
पू.आ.हो.सं., शिलांग. / NEIAH, Shillong

How to Apply:

Application form (Prescribed format) can be downloaded from the website 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, 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 " addressed to:

उप-निदेशक (प्रशा.)

पूर्वोत्तर आयुर्वेद और होम्योपैथी संस्थान (एनईआईएच),

मावडियांगडियांग, शिलांग, मेघालय - 793018.

The Deputy Director (Admin),

North Eastern Institute of Ayurveda & Homoeopathy (NEIAH),

Mawdiangdiang, Shillong, Meghalaya – 793018.

The application can be sent by Registered or Speed-Post or can be deposited in-person in the Drop Box outside the Office of Director, NEIAH.

- 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.
- If the closing date happens to be a holiday, then the next working day will be taken as closing date for receipt of applications.



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)

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 ☐

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 th or equivalent						
(10+2) or						
Degree/ Diploma course						
Master Degree						
PhD						
Any other examination(s)						

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

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

10. 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 _____

11. 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.)

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)