



# पूर्वोत्तर आयुर्वेद एवं होम्योपैथी संस्थान

North Eastern Institute of Ayurveda and Homoeopathy (NEIAH)

(भारत सरकार, आयुष मंत्रालय के अधीन एक स्वायत्त संस्थान)

(An Autonomous Institute under the Ministry of Ayush, Government of India)

माउडियांडियां, शिलांग, मेघालय- 793018

Mawdiangdiang, Shillong, Meghalaya-793018



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Ref. No.2-260/2023/NEIAH/SHG/PHI/ 252

Date- 21. 05.2024

## VACANCY NOTICE

Applications are hereby invited from interested persons for a Personal Interview for the following posts in the project entitled “Promoting the Ayurveda interventions for Iron Deficiency, Anemia (IDA) among females (18-45 years of age) in Mawpat and Myllem Block of East Khasi Hills District of Meghalaya” at North Eastern Institute of Ayurveda and Homoeopathy, Mawdiangdiang, Shillong, as per details given below:

Sl. No	Project Staff Designation	No. of Vacancy	Qualification	Monthly Remuneration fixed
1	Project Manager	01	<b>Essential Qualification:</b> UG on AYUSH subjects with 2-3 years experiences on Public Health related project implementation. <b>Desirable Qualification:</b> i. PG in Ayurveda. ii. Working know'edge of MS Office is required. iii. Basic knowledge in publications. iv. Capable of having good communication skill in Khasi language <b>Maximum Age:</b> 35 years as on the Last Date of application	₹45,000/ per month
2	Data Entry Operator	01	<b>Essential Qualification:</b> Graduate with practical knowledge on computer operating + typing speed: 35 words/min <b>Desirable Qualification:</b> i. 01 (one) year working experience in Health related research projects. <b>Maximum Age:</b> 35 years as on the Last Date of application.	₹ 18000/ per month
3	Multi-Tasking Assistance	01	<b>Essential Qualification:</b> i. Class 10 pass. <b>Desirable Qualification:</b> i. 01 (one) year working experience in Health related research projects. <b>Maximum Age:</b> 35 years as on the Last Date of application.	₹ 10000/ per month



Appointment to the said post will be initially for **One year** which may be further extended on mutual consent and based upon the satisfactory performance of the incumbent. The Institute, however, reserves the right of termination of services of the appointee forthwith or before the expiry of stipulated period without assigning any reason. The Terms of Reference for the above posts are as follows:

**Responsibilities:**

- They will be dealing with project participants.
- Communicating in between authority and patients.
- Associate in different phases of project.
- They will be the part of mobile health camp units.

**Working Conditions:**

- The engagement is on full time basis. Six days a week and on holidays, if required on account of exigencies of work for which no additional remuneration will be paid.
- The initial tentative engagement will be for **One year**, which is likely to extend on mutual consent and subject to satisfactory performance of the appointee. The Institute, however reserves the right to terminate the services of the appointee before the stipulated period without assigning any thereof. The appointee can resign from the assignment with one month prior written notice. The post of are co-terminus with the project.
- The appointee is expected to work sincerely to achieve the deliverables and maintain good conduct at the workplace.
- The appointment is purely on contractual basis and he/she will have no claim whatsoever for further appointment or regularization to any post in the Institute.
- The appointee shall maintain confidentiality of the data/ any other information that will be collected as part of this program. He/she shall not utilize/publish/ disclose any such data/ information to any third party without consent of NEIAH. He/she shall be required to sign a Non-Disclosure Agreement on the time of appointment.

**Leave:**

- The appointee shall be eligible for 1 (one) day Leave for every completed month on pro-rata basis (with prior permission) besides Govt. holidays and thereafter remuneration would be deducted on pro-rata basis.
- Un-availed leave in a calendar year cannot be en-cashed or carried forward to the next year.
- Normally, not more than 3 continuous leaves will be permitted.

**Allowances:**

- TA/DA, transport, mobile or medical allowance shall not be admissible.

**Selection Procedure:**

- A Selection Committee shall be formed to make selection after following due procedures-

(Note: The Project Investigator, NEIAH reserves the right to reject any candidate or cancel the selection of any candidate without assigning any reason thereof.)


**How to apply:**

1. 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 and experience with recent passport size photograph should reach the institute before the closing date on the below given address. The envelope containing application form should be super-scribed "APPLICATION FOR THE POST OF \_\_\_\_\_ SI No. \_\_\_\_\_" and sent by registered/Speed-Post to:-

**The Deputy Director (Admn),**



2. **Last date of receipt of applications complete in all respects, should reach the Institute by 31.05.2024.** Applications received after the closing date will not be considered.
3. The candidates applying for more than one post should submit separate application form for each post.
4. **List of shortlisted candidates and date of interview will be notified in the NEIAH website. No separate call letter for interview/skill test will be issued.**
5. The prescribed essential qualification and experience indicated are bare minimum, and merely fulfilling the requirements laid down in the advertisement will not automatically entitle any candidate to be called for Written Test and/or Interview. Where number of applications received in response to an advertisement is large, it may not be convenient and/or possible for the Institute to conduct test and/or interview for all the applicants. In such cases, the Institute may restrict the number of applicants to be called for Written Test and/or Interview to a reasonable limit, on the basis of qualifications and experience higher than that of the minimum prescribed in the advertisement. Therefore, the applicants should furnish details of all the qualifications and experience possessed in the relevant field of the application form along with the documentary evidences.
6. Persons serving in Govt./Semi-Govt./PSU or any other organization shall be required to produce NOC at the time of appearing in the interview.
7. The original degree certificates/proof of date of birth and other testimonials towards fulfillment of specified eligibility conditions shall be required to be produced by the candidates, at the time of their interview.
8. No TA/DA shall be paid to the candidates for attending the interview.
9. Maximum/Minimum age limit, educational qualifications/experiences etc. in respect of the posts will be counted as on last date of submission of application i.e, **31.05.2024.**
10. The Institute shall verify the antecedents/documents submitted by the candidates at the time of appointment or any time during the tenure of service. In case it is detected that the documents submitted are fake or the candidate has clandestine background and has suppressed the said information his/her service shall be terminated forthwith.
11. NEIAH reserves the right to postpone/cancel the recruitment exercise for the posts without assigning any reasons thereof.
12. Candidates are advised to mention their correct and active e-mail address in the application, as all the correspondences will be communicated through e-mail only.
13. The jurisdiction for all disputes/Legal matter for this recruitment will be confined to the Courts in Shillong.

Sd/-   
**Project Investigator  
NEIAH, Shillong**



# NORTH EASTERN INSTITUTE OF AYURVEDA AND HOMOEPATHY

(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

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

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

**14. 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\_\_\_\_\_

**15. 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)