

APPLICATION FORMAT

North Eastern Indira Gandhi Regional Institute of Health & Medical Sciences, Shillong

APPLICATION FOR THE POST OF

1. Full Name in Block letters:
2. Father's/Husband Name :
3. Date of Birth :
4. Age :
(as on closing date of application)
5. Sex (M/F) :
6. Permanent Address in Full:

Affix recent
Passport Size
Photograph

7. Present Address in Full:

Contact No.: Mobile No. :
Email ID :

8. Nationality (State whether by birth or by domicile) :
9. Religion :
10. Do you belong to Schedule Caste/Schedule Tribe/OBC (NCL)? :
11. Details of Examination passed from Matriculation/School leaving certificate onwards:

Sl. No	Name of School/College with Address	Examination Passed	Year of passing	Division/Class obtained	% of marks obtained
1					
2					
3					
4					

12. Experience:

Sl. No	Name of the Employer	Post held	From	To	Nature of duty	Reason of leaving
1						
2.						
3.						
4.						

13. Date of Superannuation :

Declaration:

I hereby declare that the entries made in this form as above is true and correct to the best of my knowledge and belief. In the event of any information being found false/incorrect my candidature/services are liable to be terminated without any notice.

Station:

Signature of applicant

Date:

NORTH EASTERN INDIRA GANDHI REGIONAL INSTITUTE OF HEALTH & MEDICAL SCIENCES,
MAWDIANGDIANG, SHILLONG -793018

Advertisement No. NEIGR-E.II/5/2011/Pt.I dated 26.09.2017

Applications are invited from eligible candidates for filling up the post of Assistant Registrar purely **ON CONTRACT BASIS**. Eligible/suitable candidates are requested to submit their applications in the **prescribed format** alongwith 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 deemed fit. Only Indian citizens need to apply.

Sl.	Name of post(s)	No. of post	Consolidated Pay per month	Eligibility criteria	Age limit as on the closing date
1	Assistant Registrar	1 (one)	Rs.34,000/-	Retired Assistant Registrar /Section Officer of any reputed State/Central Government University/Teaching Institution having experience in the area of administration in a supervisory capacity including conduct of examination and admission, arrangement of teaching programmes in under-graduate and post graduate medical courses.	Not exceeding 62 years.

General Information for Contractual basis.

- 1 The appointment is purely on **CONTRACT BASIS** for a period of 6 (six) months, which may further be extendable subject to satisfactory performance or until further orders, whichever is earlier.
- 2 The appointee shall perform the duties assigned to him/her. The competent authority reserves the right to assign any duty as and when required. No extra/additional allowance will be admissible in case of such assignment.
- 3 The appointee shall not be entitled to any benefit like Provident Fund, Pension, Gratuity, Medical Attendance Treatment, Seniority, Promotion etc. or any other benefits available to the Government Servants, appointed on regular basis.
- 4 The appointee will not be granted any claim or right for regular appointment to any post at NEIGRIHMS.
- 5 The appointee shall be on the whole time appointment of the NEIGRIHMS and shall not accept any other assignment, paid or otherwise and shall not engage himself/herself in a private practice of any kind during the period of contract.
- 6 The appointment is subject to production of a Certificate of fitness (in original) from the Medical Board of the Institute.
- 7 The appointee is not entitled to any TA for attending the interview and joining the post at the Institute.
- 8 The terms and conditions of contract appointment shall be governed by the Contractual Bond of Agreement agreed upon by this office and the employee concerned.
- 9 If any declaration given or information furnished by him/her proves false or if he/she is found to have willfully suppressed any material, information, he/she will be liable for removal from service and also such other action as the Government may deem necessary.
- 10 The appointee shall not be entitled to avail any allowances/facilities being extended to the regular/permanent faculty members of the NEIGRIHMS.
- 11 Candidate who does not fulfill any one of the above conditions will not be allowed to appear in the interview.

- 12 The decision of the Institute's authority in respect of selection shall be final and no correspondence in this regard will be entertained.
- 13 Canvassing of any kind will be a disqualification.
- 14 Institute reserves the right to reject or accept any candidature without assigning any reason thereof.

For queries contact Establishment Section –II at Phone No. (0364) 2538020 or 2539215/217.

NB: The Eligibility Criteria for the above post is only for filling up the immediate vacancy on contractual basis only. However, in the event of the above post being advertised on a Regular Basis, the existing Recruitment Rules of the Institute will be applicable.

Last date of submission of applications is 10.11.2017.

Sd/-
(D.T. Umdor)
Deputy Director (Admn)