

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

Advt. No. NEIAH/ADVT/2022/03

North Eastern Institute of Ayurveda and Homoeopathy (NEIAH) hereby invite applications for the following post to be filled-up by Direct Recruitment/Deputation (including short term contract) in the prescribed application form along with fees. 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 deemed fit.

SI No	Name of Post & Pay Scale	No. of Posts & Reservation	Age limit	Required qualification and Experience	Mode of Recruitment
1.	Finance Manager. Rs. 15600-39100 (PB-3) GP Rs 7600	01 (UR)	50 years	<p>Direct recruitment: Essential Qualification:</p> <ol style="list-style-type: none"> 1. Associated members of Institute of Chartered Accounts of India OR Institute of Cost & Works Accounts of India 2. 7 (seven) years of experience in a responsible position in dealing with financial Management including Accounts. <p>Desirable Qualification and Experience:</p> <ol style="list-style-type: none"> a) MBA with specialization preferably in Finance b) Qualified Subordinate Accounts Service with experience in supervisory capacity in the field of Management/ Accountancy c) Experience of working in a Large Institution engaged in Teaching and / or Research in Medical Science / Medical Care. <p>General: Preference will be given to those having knowledge of and experience in Govt. Accounts.</p> <p>For Deputation: From Officers from any central organized accounts services or officers in the finance or accounts departments of central statutory/ autonomous organization or public sector undertakings holding</p> <ol style="list-style-type: none"> (i) Analogous post or (ii) With 5 years of regular service in PB -3 with GP of Rs 6600/- <p>And possessing the educational qualification and experience prescribed for direct recruits. (Standard terms and conditions of deputation in Govt. of India will be applicable)</p>	Deputation failing which by Direct recruitment
2.	Deputy Director (Administration) Rs 15600-39100 (PB-3) GP Rs 6600	01 (UR)	45 Years	<p>Direct Recruitment: Essential:</p> <ol style="list-style-type: none"> (i) Degree of a recognized University. (ii) 10 years experience in Administration / Establishment out of which 5 year should be in a supervisory capacity. <p>Desirable: Degree/PG diploma in Management.</p> <p>For Deputation Persons from central/state Government / Autonomous bodies holding.</p> <ol style="list-style-type: none"> (i) Analogous pots or (ii) With 5 year service in GP of Rs 5400 or (iii) With 7 years service in GP of Rs.4800/4600. And possessing the educational qualifications prescribed for direct recruitment. 	Deputation failing which by Direct recruitment

3.	Principal (Ayurveda College). Rs. 37400-67000 (PB-4) GP 8900 + NPA as admissible as per Central Govt. Rules	01 (UR)	56 years for deputation and 55 years for contract.	<p>Deputation a) Officers of the Central/ State Government/ Autonomous bodies/ Statutory bodies fully funded by the Government and holding:- Analogous posts OR Holding the post of Professor or equivalent in Pay Band 4 with Grade pay of Rs 8700 and having 3 yrs regular service in the grade. AND b) Possessing the following qualification and experience: i) Post Graduate qualification in Ayurveda recognized under IMCC Act, 1970. ii) 20 years standing in profession out of which at least 3 years regular service in Professor grade iii) Eight year experience in PG teaching.</p> <p>Desirable: 1. Ph.D. in Ayurveda 2. Experience in Research & Administration.</p> <p>Contract Qualification and Experience Same as above for deputation.</p>	Deputation failing which on contract
4.	Principal (Homoeopathy College). Rs. 37400-67000 (PB-4) GP 8900 + NPA as admissible as per Central Govt. Rules	01 (UR)	56 years for deputation and 55 years for contract	<p>Deputation a) Officers of the Central/ State Government/ Autonomous bodies/ Statutory bodies fully funded by the Government and holding:- Analogous posts OR Holding the post of Professor in Pay Band 4 with Grade pay of Rs 8700 and having 3 yrs regular service in the grade. AND b) Possessing the following qualification and experience: i) Post Graduate qualification in Homoeopathy Central Council Act, 1973. ii) 20 years standing in profession out of which at least 3 years regular service in Professor grade iii) Eight year experience in PG teaching.</p> <p>Desirable: 1. Ph.D. in Homoeopathy 2. Experience in Research & Administration.</p> <p>Contract Qualification and Experience Same as above for deputation.</p>	Deputation failing which on Contract.
5.	Medical Superintendent (Ayurveda). Rs 37400-67000 (PB-4) GP Rs. 8700 + NPA as admissible as per Central Govt. Rules	01 (UR)	50 years	<p>Essential: i. Degree in Ayurveda recognized under Schedule II of IMCC Act, 1970 ii. A recognized degree of MD/MS(Ay) in Kaya chikitsa / Kaumarbhritya/ Shalya/ Shalakya/ Prasuti & Stri Roga/ Panchakarma under IMCC Act, 1970 iii. 15 years experience in the profession iv. Minimum 7 years professional experience in a reputed institute/ Hospital as Dy. Medical Supt. / Reader after obtaining post graduation degree.</p> <p>Desirable: i. Ph.D. in Ayurveda and Extensive experience in Research. ii. Master in Hospital Administration (MHA)/ MBA (HM)/PG Diploma in Hospital Administration (full time 2 years duration) from a recognized institute / university.</p> <p>Deputation: (i) Holding analogous post. Or (ii) With 5 years service in PB-3 with GP Rs 7600 from a Central/State Govt./Autonomous organization fully funded by Govt. of India and possessing the educational qualification and experience prescribed for direct recruitment.</p>	Deputation failing which by Direct recruitment

6.	Deputy Medical Superintendent (Homoeopathy). Rs 15600-39100 (PB-3) GP 7600 + NPA as admissible as per Central govt. Rules	01 (UR)	45 years	<p>Essential:</p> <ol style="list-style-type: none"> 1. Post Graduate Degree in Homoeopathy preferable in clinical subjects included in the Second Scheduled of Homoeopathy Central Council Act 1973. 2. Minimum 7 years professional experience in a reputed institution/hospital after obtaining Post Graduate degree. <p>Desirable:</p> <ol style="list-style-type: none"> i) Master in hospital Administration (MHA)/MBA (HM) /P.G. Diploma in hospital Admn (full time) Minimum 2 years duration from a recognized university. ii) Experience of working as Asst/Deputy Medical Superintend. <p>Deputation:</p> <ol style="list-style-type: none"> a) Officer holding the post of Sr. MO, RMO and Asstt. Professor/lecturer with 5 years in GP Rs.6600 or 10 years in GP Rs. 5400 and b) Possessing the educational qualification and experience prescribed for direct recruitment. 	Deputation failing which by Direct recruitment
7.	Radiologist. Rs 15600-39100 (PB-3) GP 6600 + NPA as admissible as per Central govt. Rules	01 (UR)	45 years	<p>Essential:</p> <ol style="list-style-type: none"> 1) Post Graduate Degree in the concerned subject recognized under IMC Act. 2) Two years experience in the related field after acquiring post. 	Direct
8.	Anesthetist. Rs. 15600-39100 (PB-3) GP Rs 6600 + NPA as admissible as per Central govt. Rules	01 (UR)	45 years	<p>Essential:</p> <ol style="list-style-type: none"> 1. Post Graduate degree in the concerned subject recognized under IMC Act. 2. Register with the MCI or state Council in a hospital/Institute of repute. 3. 3 years Senior Residency in the concerned subject. <p>Deputation: Holding analogous post Or 5 years in PB-3 and GP Rs 5400 after acquiring a post Graduate Degree in the concerned subject.</p> <p>Contract: Qualification and experience same as for Direct recruitment.</p>	Deputation failing which by Direct recruitment and failing both by Contract for 5 years.
9.	Surgical specialist Rs. 15600-39100 (PB-3) GP Rs 7600 + NPA as admissible as per Central govt. Rules	01 (UR)	45 years	<p>Essential:</p> <ol style="list-style-type: none"> 1. Post Graduate degree in the concerned subject recognized under IMC Act.1970 2. Register with the MCI or state Council in a hospital/Institute of repute. 3. 7 years experience in the relevant subject after acquiring Post Graduate Degree <p>Deputation: Holding analogous post. Or 5 years regular service in PB-3 with GP Rs 6600/- and Possessing the educational and other qualification prescribed for direct recruitment.</p> <p>Contract: Qualification and experience same as for Direct recruitment.</p>	Deputation failing which by Direct recruitment and failing both on contract for 5 years.
10.	Pediatrician. Rs. 15600-39100 (PB-3) GP Rs 7600 + NPA as admissible as per Central govt. Rules	01 (UR)	45 years	<p>Essential:</p> <ol style="list-style-type: none"> 1. Post Graduate degree in the concerned subject recognized under IMC Act. 2. Register with the MCI or state Council in a hospital/Institute of repute. 3. 7 years experience in the relevant subject after acquiring Post Graduate Degree. 	Deputation failing which by Direct and failing both on contract for 5 years.

				<p>Deputation: Holding analogous post. Or 5 years regular service in PB-3 with GP Rs 6600/- and Possessing the educational and other qualification prescribed for direct recruitment.</p> <p>Contract: Qualification and experience same as for Direct recruitment.</p>	
11.	Nursing Officer Rs 9300-34800 (PB 2) + GP Rs 4600	(OBC – 3)	30 years	<p>Essential: A. (i) B.Sc. (Hons.) in Nursing / B.Sc Nursing from an Indian Nursing Council recognized institute / University. OR Post basis B.Sc., Nursing from an Indian Nursing Council recognized institute / University. (ii) Registered as a Nurse or Nurse / Midwife with state / Indian Nursing Council. OR B. (i) B.Sc. Nursing (AYUSH) from an AYUSH recognised institute / University. (ii) Registered in respective state / Indian AYUSH Nursing Council. OR C. (i) Diploma in General Nursing Midwifery from an Indian Nursing Council recognized Institute / Board or Council. (ii) Registered as a Nurse or Nurse / Midwife with state / Indian Nursing Council. (iii) Two-year experience in Minimum 25 bedded hospital after acquiring the educational qualification mentioned above. OR D. (i) Diploma in Nursing & Pharmacy of AYUSH and Registered in the respective state / Indian AYUSH Nursing Council. (ii) Two years experience in minimum 25 bedded Hospital after acquiring the educational qualification mentioned above.</p>	Direct
12.	OT Attendant. Rs 5200-20200 (PB-1) +GP Rs 1900	01 (SC)	25 years	<p>Essential a) 10+2 or equivalent in Science from a recognized Board b) Operation Theater experience for a minimum period of One year in a recognized hospital/ Nursing Home</p> <p>Desirable Vocational Course at 10+2 level in paramedical discipline.</p>	Direct
13.	Laboratory Attendant. Rs 5200-20200 (PB-1) +GP Rs 1900	01 (SC)	28 years	<p>Essential: 12th Passed from a recognized Board with 4 year experience in the relevant field. OR Diploma from recognized institute in the relevant field with 2 years experience.</p>	Direct

GENERAL INFORMATION AND CONDITIONS

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

a. Age Relaxation :

1. Upper age limit is Relaxable in respect of candidates belonging to SC/ST/OBC, serving Central /State Govt. / Autonomous organization employees holding analogous post/working in related field and other categories of candidates in accordance with orders issued by the Central Government from time to time.

2. SC/ST/OBC/PH candidates are required to produce original certificate in the prescribed copy of format signed by the specified authority, at the time of interview. OBC candidates have to produce latest **OBC Non Creamy Layer (NCL)** Certificate. It is mandatory.
3. The date for determining the upper age limit, qualification and/or experience will be the closing date prescribed for receipt of application.

b. Reservation:

1. Reservation for SC/ST/OBC (below creamy layer) and Persons with Disabilities (PWD)/ Physically Handicapped (PH) will be as mentioned against each post.
2. Applications not supported by the appropriate certificate for the reservation category claimed, will be treated as General/Unreserved. In case Institute observes any false or discrepancy in their certificate, their candidature will be rejected, summarily No correspondence will be entertained at all.
3. SC/ST/OBC/PH candidates are required to produce original certificate in the prescribed copy of format signed by the specified authority, at the time of interview. It is mandatory.
4. Candidates applying against post reserved for OBC category must submit a valid (up-to-date) **“Non-Creamy Layer”** certificate in the prescribed format issued by Competent Authority.

c. Benefits under NEIAH service:

These posts carry usual allowance as admissible to the Central Government employee and as made applicable to North Eastern Institute of Ayurveda & Homoeopathy (NEIAH) employees.

d. Other Conditions:

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**. They are advised to satisfy themselves before applying that they possess essential criteria laid down for various posts. No enquiry asking for advice as to eligibility will be entertained.
3. No. of Vacancies may increase or decrease at the time of screening/interview by the order of the Competent Authority. No separate Notice will be issued in this regard.
4. In case of Posts specified as to be filled up by **“Deputation failing which by Direct Recruitment/Contract”**, the Institute will first call candidates eligible for Deputation. In case no suitable candidates are selected, the institute will consider candidates for Direct Recruitment or Contract as provided in column No.06.
5. No correspondence whatsoever will be entertained from candidates regarding postal delay, conduct and result of interview and reasons for not being called for interview.
6. The prescribed essential criteria is minimum and mere possession of the same does not entitle candidates to be called for interview/Test. Candidates applying for higher teaching posts viz. Principal must have provide **Teacher’s code** of their respective council. The Competent Authority reserves the right to shortlist candidates on the basis of higher qualifications/years of experience in the subject, by holding screening test or any other criteria deemed proper.
7. 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.
8. Copy of ACR dossier/APARs of last five years of the applicant (for deputation posts) must be enclosed with the application duly attested by the officer not below the rank of Under Secretary or equivalent.
9. The candidate servicing in Govt./Autonomous/Statutory bodies should apply **through proper channel** and their dully forwarded application should reach the office of Director, North Eastern Institute of Ayurveda & Homoeopathy **on or before the closing date**. They should submit original **‘NO OBJECTION’** certificate from their employer at the time of interview. In case they do not furnish the same, their candidature will straight away be rejected.
10. While forwarding the application the sponsoring authority/employers shall ensure that the particulars of the candidate are verified and that he/she fulfill 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.

11. No Advance application shall be entertained.
12. Candidate applying for more than one post must send separate application for each post along with application fee.
13. The Director of the Institute reserves the right to make any amendment, cancellation and changes in this advertisement in whole or as per part without assigning any reason thereof.
14. The Director decision is final - 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, 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.
15. The terms & conditions for appointment will be as per Recruitment Rules of North Eastern Institute of Ayurveda & Homoeopathy, Shillong.
16. Any corrigendum/ order regarding this advertisement will be issued on the website (www.neiah.nic.in) only. Candidates are advised to remain in touch with the website for this purpose. No separate corrigendum etc. will be published in Newspaper.
17. 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 and/or dismissed from the service at any stage and No correspondence will be entertained at all.
18. The interview/call letter, if shortlisted shall be sent by speed/registered post. 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.
19. The appointment to the said post will be subject to physical fitness from the Competent Medical Board/Medical Authority before joining the post.
20. The candidate shall have to appear for interview, if called for, at his/her own cost.
21. No Correspondence or personal inquiries shall be entertained.
22. **Canvassing in any form will be treated as a disqualification for the post.**

e. Application Fee (Non-refundable):

GP Rs. 6600/- and above	UR/OBC	Rs. 1400/-
	SC/ST/EWS	Rs. 700/-
GP Rs. 1900/- to Rs. 4600/-	UR/OBC	Rs. 500/-
	SC/ST/EWS	Rs. 250/-

- **No application fee for PH (Physically Handicapped) and candidate applying on Deputation post.**
- A Non-Refundable fee in the form of Bank Demand Draft (DD) in favour of "**Director, "North Eastern Institute of Ayurveda & Homoeopathy** payable at **Shillong**. On back side of Demand Draft, candidate must mention- Candidate name, category and post applied for.
- SC/ST/OBC/PH/EWS candidates are required to submit a self certified photo copy of certificate alongwith application.

f. Last date:-

1. Last date of receipt of applications complete in all respects, should reach the Institute by **last date i.e. 45 days from the date of publication of Advertisement in Employment News**. Applications received after the closing date will not be considered.
2. The Institute shall not be responsible for any postal delay/ lapse on the part of courier agency or any other reasons whatsoever. The decision of the Director, North Eastern Institute of Ayurveda & Homoeopathy will be final in this regard.
3. If the closing date happens to be a holiday, then the next working day will be taken as closing date for receipt of applications.

g. 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, Caste/Community/Persons with disabilities (PWD) issued by Competent authority of Central/State Govt., Council Registration, Teacher's Code along with non-refundable application fee as applicable 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 _____ SI No. _____" and sent by registered/Speed-Post to:-

**"The Director,
North Eastern Institute of Ayurveda & Homoeopathy (NEIAH),
MAWDIANGDIANG, SHILLONG, MEGHALAYA – 793018.**

h. Invalid Applications:

Candidates are advised to read all instructions carefully before sending their applications otherwise their applications are likely to be rejected on one or more of the following reasons in terms of the notifications.

- Applications received after the closing date.
- Applications not in prescribed format.
- Candidates not having the required qualifications.
- Applications without declaration.
- Application without signature.
- Applications without supporting documents.
- Applications which are incomplete/illegible in any manner.
- Applications without the prescribed Application Fee (where applicable).

sd/-
निदेशक / Director,
पू.सं.हो.आ.,शिलांग / .NEIAH, Shillong

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) : _____
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 last date of submission of application) _____ Y _____ M _____ D _____

5. Nationality : _____ 6. Sex: Male /Female

6. Whether belonging to SC/ST/OBC/EWS/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/CGPA obtained (Aggregate in case of degree programme)	Subject(s) (Major)/ Specialization
10 th 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

Total Experience-

- a) As Lecturer /Assistant Professor dd_____mm_____yy_____
- b) As Associate Professor/Reader dd_____mm_____yy_____
- c) As Professor dd_____mm_____yy_____

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. Training/Courses attended_____

Name of Course	Institution	Duration

14. Registration No. _____ **Year** _____

Name of State/ Central Board/ Council _____

15. 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 _____

16. 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)