

F.No.U.12012/16/2012-NE
Government of India
Ministry of Health and Family Welfare
(North East Section)

Nirman Bhavan, New Delhi-110 108
Dated the 3rd May 2012

VACANCY CIRCULAR

Subject: Recruitment to the posts of Financial Advisor and Deputy Director (Administration) - both in the Pay band-4, Rs.37400-67000/- with Grade pay of Rs. 8700/-in North Eastern Indira Gandhi Regional Institute of Medical Sciences (NEIGRIHMS), Shillong on deputation basis.

Ministry of Health and Family Welfare invites applications for two posts one each of (i) **Financial Advisor; and (ii) Deputy Director (Administration) both in the Pay band-4, Rs.37400-67000/- with Grade pay of Rs. 8700/-**for North Eastern Indira Gandhi Regional Institute of Medical Sciences (NEIGRIHMS), Shillong **on deputation basis**.

North Eastern Indira Gandhi Regional Institute of Medical Sciences (NEIGRIHMS) is a premier medical Institution set up by the Government of India on lines of AIIMS, Delhi and PGIMER, Chandigarh. It is a super-specialty teaching Institute and provides advanced and specialized health care to people of north eastern India. The Institute has under-graduate MBBS College (50 students per annum) and a Nursing College (50 students).

The following are the criteria for these posts.

Financial Advisor in the Pay band-4, Rs.37400-67000/- with Grade pay of Rs. 8700/-

Deputation: - Officers from any of the Central Government Organized Accounts Services or officers in the Finance or Accounts Departments of Central Statutory/Autonomous Bodies or Public Sector holding analogous posts or post in the Pay Band-3, Rs.15600-39100/- with Grade pay of Rs.7600/- with 5 years' regular service in the Grade or in the Pay Band-3, Rs.15600-39100/- with Grade pay of Rs.6600/- with 10 years' regular service in the Grade.

Job Description and duties:- The incumbent of this post is over-all in-charge of financial matters of the Institute. He is expected to bring the requisite financial expertise and overall perspective of over-all financial management. He would be responsible for budget formulation. He is also responsible for maintaining accounts of the Institute.

Deputy Director (Administration) in the Pay band-4, Rs.37400-67000/- with Grade pay of Rs. 8700/-

Deputation: - Officers of the Central Government Group 'A' Service or officers of Central Statutory/Autonomous Bodies or Public Sector holding analogous post or post in the Pay Band-3, Rs.15600-39100/- with Grade pay of Rs.7600/- with 5 years' regular service in the Grade or in the Pay Band-3, Rs.15600-39100/- with Grade pay of Rs.6600/- with 10 years' regular service in the Grade.

Job Description and duties:-The incumbent of this post is the over-all in charge of administration. He is also the Drawing and Disbursing Officer of the Institute.

Note 1. The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of applications.

Note 2. - The period of deputation will be initially for one year, which is extendable not exceeding five years based on the review of the performance.

Note 3. –The qualifications regarding experience are relaxable at the discretion of the Competent Authority.

The pay and other term and conditions of the official selected will be governed by the provisions laid down in the Government of India, DOPT's O.M. No.6/8/2009-Estt. (Pay. II) dated 17th June 2010 as amended from time to time.

It is also mentioned that exemption to Rule of immediate absorption is being obtained from Department of Pension & Pensioners Welfare.

The applications from eligible officers in the enclosed proforma (in duplicate) may be forwarded through proper channel to Ms. Meenu Batra, Under Secretary (NE), Room No. 502, 'D' Wing, Nirman Bhavan, New Delhi-110 108 within 60 days from the date of publication of this advertisement in the Employment News alongwith upto date ACRs for the last 5 years in original or photocopies duly attested by an officer of the level of Under Secretary or above, Vigilance Clearance and Integrity Certificate. Cadre Controlling Authority may also kindly ensure that while forwarding the applications, they should verify and certify that the particulars furnished by the officers are correct. It may also be certified that no major or minor penalty was imposed on the officer during the last 10 years of his service.

Applications received after the due date or without CRs or otherwise found incomplete will not be considered.

All the Ministries/Departments are requested to give wide publicity to these vacancies.

(Meenu Batra)
Under Secretary to the Government of India
Telephone: - 011-23061843
Email ID-mbatra66@hotmail.com

To

1. All the Ministries/Departments of Government of India for circulation in attached/subordinate/autonomous/statutory/public sector organization under their control.
2. The Chief Secretaries of All State Govts./UTs
3. Comptroller Auditor General of India
4. Comptroller General of Defence Accounts
5. Director, NEIGRIHMS, Shillong

6. NIC, DOPT/Health and Family Welfare with the request to paste the circular in the Ministry's website.

(Meenu Batra)
Under Secretary to the Government of India
Telephone: - 011-23061843
Email ID-mbatra66@hotmail.com

BIO DATA PROFORMA

Affix recent
passport size
photograph

1. Name & Address (in Block Letters)
with e-mail address and contact number:
2. Date of Birth (in Christian era):
3. Date of entry into Govt. Service:
4. Educational qualifications:-

Whether educational and other qualification required for the post is satisfied?
(if any qualification has been treated as equivalent to the one prescribed in the rules, state the authority for the same).

Qualifications/experience required	Qualifications/experience possessed by the officer
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Essential:

- (1)
- (2)
- (3)

Desired:

- (1)
- (2)

5. Please state clearly whether in the light of entries made by you above, you meet the requirements of the post:
6. Details of employment, in chronological order. Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient.

Office/Instt/Orgn.	Post held	From	To	Scale of pay	Nature of appointment i.e. whether regular/adhoc/deputation	Nature of duties
1	2	3	4	5	6	7

7. Name of the post held substantively, if any, and scale of pay thereof:

Contd...

8. Present pay and date from which it is drawn (scale in which drawn also to be indicated):
9. Additional details about present employment. Please state whether working under:-
 - (a) Central Government
 - (b) State Government
 - (c) Autonomous Organizations
 - (d) Government Undertakings
 - (e) Universities
10. Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if the space is insufficient.
11. Whether the officer satisfies all the conditions prescribed for the post viz. qualification, experience and service in analogous posts.
12. Remarks if any.

Date

Signature of the candidate

Countersigned

Address.....

(Employer)

CERTIFICATE TO BE RECORDED BY THE EMPLOYER
WHILE FORWARDING THE APPLICATION

Certified that the particulars filled by Shri..... Designation..... have been verified and found correct. It is also certified that no vigilance case is pending or contemplated against Shri..... and his integrity is beyond doubt. Character Roll for the last five years is enclosed.

SIGNATURE OF THE EMPLOYING AUTHORITY

WITH STAMP AND DATE

