

NORTH EASTERN INSTITUTE OF AYURVEDA & HOMOEOPATHY

(An Autonomous institute under the Ministry of AYUSH, Govt. of India)

Mawdiangdiang, Shillong, Meghalaya – 793018

No. 2-182/2020/NEIAH/SKILL/ 1019

Dated: 03.07.2023

VACANCY NOTICE

आयुष मंत्रालय, भारत सरकार की चिकित्सा मूल्य यात्रा के लिए चैंपियन सेवा क्षेत्र योजना के तहत केवल तीन (03) महीने अवधि के लिए निम्नलिखित पदों के लिए पूरी तरह से अस्थायी आधार पर आवेदन आमंत्रित किए जाते हैं। मानदंडों को पूरा करने वाले इच्छुक उम्मीदवार निर्धारित प्रारूप में आवेदन पत्र भेज सकते हैं।

Applications are invited for the following posts purely on temporary basis **for a period of three (03) months** under Champion Services Sector Scheme for Medical Value Travel of Ministry of Ayush, Government of India. Interested candidates fulfilling the criteria may send application form in the prescribed format.

Sl. No.	Name of the Posts	No. of Posts	Monthly remuneration (In Rs)
1.	Senior Program Manager (Technical)	01	Rs. 75000/-
2.	Data Assistant/ Data Entry Operator	01	Rs. 20000/-
3.	Multi-Tasking Staff (MTS)	01	Rs. 16000/-

विवरण के लिए उम्मीदवार संस्थान की वेबसाइट www.neiah.nic.in पर जा सकते हैं।
For details candidates may visit the Institute website namely www.neiah.nic.in.

Sd/-
Director, NEIAH, Shillong

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

No. 2-182/2020/NEIAH/SKILL/ 1019

Dated: .03/07/2023

Applications are invited for the following posts purely on temporary basis for a period of three (03) months under Champion Services Sector Scheme for Medical Value Travel of Ministry of Ayush, Government of India. 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 photographs. Only shortlisted candidates will be called for the test/ interview as the Institute deemed fit.

Sl. No	Name of the Post	No. of posts	Age Limit	Required qualification and Experience	Monthly remuneration (In Rs)
1.	Senior Program Manager (Technical)	01	Not exceeding 50 years on the last date of submission of application form.	Essential Qualification: Post Graduation in any of Ayurveda, Siddha, Unani and Homoeopathy system from an institution/ university recognized under IMCC Act, 1970 / HCC Act, 1973 and have enrolled in the State Register for ISM / Homoeopathy. Desirable: i. Master in Hospital Administration/Healthcare Management. ii. Having experience of working in any State Department/ industry/Research Councils/ Public Sector Undertakings for 2 years	75000/-
2.	Data Assistant/ Data Entry Operator	01	Not exceeding 40 years on the last date of submission of application form.	Essential Qualification: i. Graduation from recognized Institute or University with sound knowledge of Computer Application/ IT. ii. Knowledge of MS Office, MS Word, MS Power Point and MS Excel and other computer applications. iii. Having good typing speed i.e. 35 words per minute in English and 30 words per minute in Hindi	20000/-
3.	Multi-Tasking Staff (MTS)	01	Not exceeding 40 years on the last date of submission of application form..	Qualification: 10+2 or equivalent from a recognized board	16000/-

GENERAL INFORMATION AND CONDITIONS

1. The post is purely contractual and appointment will be for a **period of 3 months only**. The place of posting will be a NEIAH, Shillong.
2. The prescribed essential criteria is minimum and mere possession of the same does not entitle candidates to be called for Interview/ Test.
3. **Only shortlisted candidates will be called for the test/ interview as the Institute deems fit and will be intimated through NEIAH website only.**
4. No correspondence whatsoever will be entertained from candidates regarding postal delay, conduct and result of interview and reasons for not being called for interview.
5. Decision of the selection panel will be final.
6. Applicants are advised to satisfy themselves that they possess essential qualification, experience and fulfill all conditions of eligibility laid down for the posts applied for.
7. **The last date of submission of application will be 20th July, 2023.**
8. The Director, NEIAH of the Institute reserves the right to make any amendment, cancellation and changes in this advertisement in whole or as a part without assigning any reason thereof.
9. Interested candidates may submit their applications in the prescribed format along with self-attested copies of certificates & testimonials, two copies of recent passport size photograph.
10. Application form (Prescribed format) can be downloaded from the website www.neiah.nic.in
11. 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 issued by Competent authority of Central/State Govt 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 Speed-Post to:-

**THE DIRECTOR,
NORTH EASTERN INSTITUTE OF AYURVEDA & HOMOEOPATHY (NEIAH),
MAWDIANGDIANG, MEGHALAYA - 793018.**

**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 date of interview) _____ Y _____ M _____ D _____

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

6. **Whether belonging to SC/ST/OBC/** _____

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

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

Office/Institute/ Organization	Post held	Monthly pay/remune ration	From	To	Actual Duration (Years & Months)	Nature of Duties

10 Registration No. _____ **Year** _____

Name of State/ Central Board/ Council _____

(for post at Sl. No 1 only)

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)