



# NORTH EASTERN INSTITUTE OF FOLK MEDICINE PASIGHAT (ARUNACHAL PRADESH)

Government of India

Ministry of Ayurveda, Yoga & Naturopathy, Unani, Siddha & Homoeopathy (AYUSH)



Advt. No. No. NEIFM/211/ADVT/2016/

Dated Pasighat the 8<sup>th</sup> March'2018.

## ADVERTISEMENT

North Eastern Institute of Folk Medicine (NEIFM), an Autonomous Institute, under the Ministry of AYUSH, Govt. of India, hereby invites applications from Indian Citizens for the following posts to be filled by **Deputation/Direct Recruitment** as mentioned against each post. Eligible candidates may submit their applications in the prescribed format along with self attested copies of certificates and testimonials, two copies of recent passport size photograph through proper channel. Only shortlisted candidates will be called for the test/interview as the Institute deems fit.

Sl. No.	Name of Post & Pay Scale	No. of Posts	Age limit	Eligibility Criteria
1	2	3	4	5
1	U.D.C. Grade Pay- 2400/- Level 4 as – per 7 <sup>th</sup> CPC	02 (Two)	30 years (Relaxable to SC/ST/OBC. 55 years for deputation.	<b>For Deputation:-</b> Officer of the Central/State Govt./Autonomous bodies/Statutory bodies fully funded by the Govt. and holding analogous post or post in Pay Band 1 with Grade Pay of Rs. 1900 having 5 years regular service. <b>For Direct Recruitment :- Qualification :-</b> 1. Degree of a recognized University or equivalent. 2. At-least 2 years experience in any Govt. deptt./ Autonomous/PSUs. 3. Knowledge of computer 4. Experience in General administration etc.

### GENERAL INFORMATION AND CONDITIONS

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

- 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. Applicants are advised to satisfy themselves that they possess essential qualification, experience and fulfill all conditions of eligibility laid down for the post applied for.
- The prescribed essential eligibility criteria are minimum and mere possession of the same does not entitle candidates to be called for interview/Test. 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.
- Application duly completed and forwarded by competent authority of present employer, should reach the institute by last date **i.e. 30 days from the date of publication of advertisement in Employment News**. Applications received after the closing date will not be considered. 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 Folk Medicine (NEIFM), Pasighat** will be final in this regard.
- The date of determining the upper age limit, qualification and/or experience will be closing date prescribed for receipt of applications.
- Number of vacancies may increase or decrease by the time of screening/interview by the order of the competent authority. No separate notice will be issued in this regard.
- Shortlisted candidates after due scrutiny will be called for test/interview. The interview/call letter shall be sent by speed/registered post/E-mail. The list will also be uploaded in the website of the Institute (neifm.nic.in). However, the Institute shall not be responsible for any postal delay or lapse, whatsoever. Candidates are directed to write their address, e-mail and Mobile Number correctly. No correspondence whatsoever will be entertained from candidates regarding postal delay, conduct and result of interview and reasons for not being called for interview.
- Applicants will be fully responsible for the accuracy of the information they furnish. Any information furnished by the candidates, if found false at any stage will result in his/her disqualification and repatriation to his parent cadre and initiation of disciplinary action against him.



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8. While forwarding the application the sponsoring authority/present employer shall ensure that the particulars of the candidate are verified and that he/she fulfills the eligibility conditions. Employer should render a certificate that the officer is free/clear from vigilance angle and no disciplinary proceeding(s) is/are pending or contemplated against the applicant.
9. Copy of complete ACR dossier/APARs of last five years of the applicant must be enclosed with application duly attested by an officer not below the rank of Under Secretary to Government of India or equivalent.
10. The candidate serving in Govt./Autonomous/Statutory bodies should apply through proper channel and their duly forwarded application should reach the office of the Director, North Eastern Institute of Folk Medicine (NEIFM), Pasighat on or before the closing date. The candidates may submit advance copy of their applications to the Institute in anticipation of the clearance of the department so that they are considered during preliminary scrutiny. However, their candidature will be finally considered only after receipt of application through proper channel before the closing date. It shall be necessary to furnish clearance certificates/No Objection Certificate from the cadre controlling authority/present employer to the effect that the candidate will be relieved from the present assignment in the event of his/her selection.
11. Candidate applying for more than one post must send separate application for each post.
12. Institute reserves that right to make any amendment to or cancellation of this advertisement wholly or partially without assigning any reason thereof.
13. The appointment to the said post will be subject to production of physical and medical fitness certificate issued by a Competent Medical Authority at the time of joining.
14. The candidate shall have to appear for interview, if called for, at his/her own cost.
15. The terms and conditions for appointment will be as per Rules and Regulations applicable to employees of Government of India and Rules under MoA of North Eastern Institute of Folk Medicine (NEIFM), Pasighat.
16. The terms and conditions of deputation will be regulated in accordance with OMs/Orders issued by the department of Personnel & Training, Government of India and as amended from time to time.
17. The **upper age limit for appointment by deputation shall be 55 years** on the closing date of application.
18. Standard terms and condition of deputation in Govt. of India will be applicable. The period of deputation will be for 3 years, extendable as per rules laid down by Government of India.
19. These posts carry usual allowances as admissible to the Central Government employees.
20. Any corrigendum/Order regarding this advertisement will be issued and placed on the website (neifm.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.
21. Canvassing in any form may lead to disqualification of the applicant for appointment to the post and same will be brought to the notice of his parent department for taking further action against him.
22. The NEIFM reserves the right to increase or decrease number of posts.
23. Application must be submitted in the prescribed proforma (**Annexure-I**). The proforma can also be downloaded from the official website of the Institute i.e. **neifm.nic.in**
24. One recent passport size photograph should be pasted on the top right hand corner of the application duly signed across by the candidate himself/herself.
25. Envelope containing application should be super scribed with "**APPLICATION FOR THE POST OF**"
26. Original certificates should be produced only at the time of interview/test. However, self attested photocopies of testimonials may be attached with the application in support of educational qualifications and experience etc.
27. Applications received after expiry of the prescribed period and/or found to be incomplete in any manner or not submitted in prescribed proforma will not be entertained.
28. The decision of the NEIFM in respect of selections shall be final and no correspondence in this regard will be entertained.
29. The application complete in all respects must be sent through proper channel to **Director, North Eastern Institute of Folk medicine, Government of India, Ministry of AYUSH, OPP. APST Bus Station, PO- Pasighat, Distt.- East Siang, Arunachal Pradesh-791 102.**

( P.Ringu) IFS  
Director  
NEIFM, Pasighat



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**ANNEXURE-I**

**APPLICATION PROFORMA**

1. Name of the Post \_\_\_\_\_ SI No. \_\_\_\_\_

2. Name in Full (in block letters) \_\_\_\_\_

3. Father's / Husband's Name \_\_\_\_\_

4. Date of Birth \_\_\_\_\_ Age \_\_\_\_\_

5. Nationality \_\_\_\_\_

6. a) Address for correspondence (in block letters)

\_\_\_\_\_

\_\_\_\_\_

Pin Code \_\_\_\_\_

Telephone \_\_\_\_\_

E-Mail ID \_\_\_\_\_

b) Permanent Address (in block letters)

\_\_\_\_\_

\_\_\_\_\_

Pin Code : \_\_\_\_\_

7. Whether SC/ST/OBC/GEN/others :

8. Educational Qualifications :-  
(In chronological order from Class X onwards)

Sl. No	Degree / Subject	University / Institution	Percentage or Marks	Division or equivalent	Year of Passing

9. Any other information which the applicant may like to provide in support of his candidatures: \_\_\_\_\_

**( Candidates applying for deputation may fill Sl. No. 10 to 14)**

10. Date of Entry in Service \_\_\_\_\_

11. Date of Retirement \_\_\_\_\_



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12. Professional Training:-

S. No.	Name of the Institution	Particulars of Training course	Period		Remarks
			From	To	

13. Details of employment in chronological order:-

Name of Office & Post held (including deputation posts, if any)	From	To	Scale of Pay & GP	Whether any financial up-gradation under ACP/MACP is granted. If so, details thereof.	Nature of work

14. Details of Present post held:

Designation: \_\_\_\_\_

Whether holding post on Substantive /officiating basis

Pay Scale : \_\_\_\_\_

Grade Pay \_\_\_\_\_

Present Basic Pay \_\_\_\_\_ Date of next increment \_\_\_\_\_

Any other special pay/allowances drawn: \_\_\_\_\_

**DECLARATION**

I \_\_\_\_\_ certify that the information furnished in this application form is correct and complete to the best of my knowledge and belief and nothing has been concealed / distorted. I undertake that if at any time, I am found to have concealed / distorted any material information, my appointment shall be liable to be summarily terminated without notice and any compensation.

Date : \_\_\_\_\_

Place : \_\_\_\_\_

**SIGNATURE OF CANDIDATE**

Name: \_\_\_\_\_



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**Annexure-II**

*(applicable for the candidates applying on deputation)*

**NO OBJECTION CERTIFICATE**

**( TO BE FILLED UP BY THE CADRE CONTROLLING AUTHORITY / present employer )**

Office No.....

Date.....

F. No.....

1. This Department/ Office have no objection in case the applicant namely Mr/Mrs/ Miss \_\_\_\_\_(Present Designation) \_\_\_\_\_ of this department is selected for the post applied for and therefore the application submitted by him is forwarded herewith.
2. His present Basic Pay is Rs. \_\_\_\_\_ in the PB\_\_\_\_\_ plus Grade Pay \_\_\_\_\_ or Rs. \_\_\_\_\_ of Pay Matrix Level & cell \_\_\_\_\_. The official is working as \_\_\_\_\_(Designation) w.e.f.\_\_\_\_\_.
3. It is certified that:-
  - a) The applicant, if selected, will be relieved immediately.
  - b) The particulars furnished by the applicant have been checked from available records and found correct.
  - c) The applicant is eligible for the post applied for as per conditions mentioned in the circular/ advertisement.
  - d) Integrity of the applicant is certified as 'Beyond Doubt'.
  - e) There is no case pending or contemplated against the applicant from Discipline or Vigilance angle.
  - f) No penalty has been imposed on the applicant during the last 10 years (Alternatively, penalty statement during the last 10 years may be enclosed).
3. Attested photocopies of up-to-date ACRs/APARs for the last 5 years are enclosed. ( Photocopies of ACRs/APARs to be attested on each page by the authorized officer not below the rank of Under Secretary or equivalent)

**Signature**.....

Date:

Place:

**Name and Designation of the forwarding**

**officer**

**(Office Stamp)**