



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

Government of India

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



Advt. No. NEIFM/ADVT/03/2016/

Dated 30th Aug/2016.

North Eastern Institute of Folk Medicine (NEIFM), Pasighat, Arunachal Pradesh, an Autonomous Institute, under the Ministry of AYUSH, Govt. of India, invites applications from well qualified and experienced employees of Central Government, State Governments and Autonomous Bodies under Central/State Government, for appointment to the following posts on **DEPUTATION basis**. The details of posts are as under:

Sl. No.	Name of Post & Pay Scale	No. of Posts	Eligibility criteria
1	Administrative Officer Pay Scale Rs. 9300-34800 (PB-2) + GP Rs. 4800/-	1(one)	(a)(i) Officers from the Central or State Government or Universities or Institutions of Higher Education or Autonomous Bodies holding analogous posts on regular basis in the parent cadre or department; OR (ii) with five years regular service as Office Superintendent on regular basis in the Grade Pay of Rs. 4,600/- in a Central/State Govt./Autonomous Organization and possessing the qualification prescribed for the post (b)possessing the following educational qualifications and experience: Qualification: Bachelor degree from a recognized University. Experience:- At least five years experience of administration, accounts and establishment in a supervisor capacity in a Govt./Autonomous/Public Sector Undertaking or Institute of repute. Desirable: Experience in personnel management, Accounts, Budget, Govt. Rules and Regulations.
2	Accounts Officer Pay Scale Rs. 9300-34800 (PB-2) + GP Rs. 4800/-	1(one)	(a)(i) Officers from the Central or State Government or Universities or Institutions of Higher Education or Autonomous Bodies holding analogous posts on regular basis in the parent cadre or department; OR (ii)with five years regular service as Senior Accountant/Accountant on regular basis in the Grade pay of Rs. 4200/- in a Central/State Govt./Autonomous Organization and possessing the qualification prescribed for the post. (b)possessing the following educational qualifications and experience: Qualification: Degree in Commerce from a recognized University or equivalent. Thorough knowledge of preparation of Govt. Accounts/Budget & Computer skill. Experience: Possessing five years experience of Central or State Government offices or Universities or

			<p>Institutions of Higher Education or Autonomous Bodies in accounting/budgeting/ auditing/ cash and general finance matters. Knowledge of Government rules and regulations.</p> <p>Desirable: Training in cash and accounts work in the Institute of Secretariat Training and Management (ISTM) or equivalent</p>
3	<p>Medical Officer Pay Scale Rs. 15600-39100 (PB-3) + GP Rs. 5400/-</p>	1(one)	<p>(a)Officers from the Central or State Government, Statutory Organisations, Autonomous Bodies, PSUs, University or Research institutions holding analogous posts on regular basis having essential educational qualifications prescribed in (b)</p> <p>(b)possessing the following educational qualifications and experience:</p> <p>Qualification: MBBS/any Bachelor degree in AYUSH from a recognized university and having registered in any State Board for Practitioner in the respective field.</p> <p>Experience:- At least three years experience as Medical Practitioner in Govt./Autonomous/Public Sector Undertaking or Institute of repute.</p> <p>Age & Period of Deputation: Age not exceeding 55 years & deputation period will initially be 3 years and extendable as per rules.</p> <p>As the MO is expected to work in the field of strengthening Folk Medicine with Institute, candidates having BAMS degree/Aptitude/keen interest in Folk Medicine will be given preference.</p>
4	<p>Pharmacist Pay Scale Rs. 5200-20200 (PB-1) + GP Rs. 2800/-</p>	1(one)	<p>(a)(i)Officers from the Central or State Government, Statutory Organisations, Autonomous Bodies, PSUs, University or Research institutions holding analogous posts on regular basis having essential educational qualifications prescribed in (b) OR</p> <p>(ii) Pharmacy Assistant in the scale of Rs. 5200-20200 with GP 1900/- with 5(five) years experience.</p> <p>(b)possessing the following educational qualifications and experience:</p> <p>Qualification: 10+2 from a recognized board with Science and English. B. Pharma (Ay) with 3 years' professional experience in a reputed institution/hospital, OR Diploma in Ayurvedic Pharmacy (not less than 2 years duration) with 5 years professional experience in an institution/hospital, OR Diploma in Herbal Medicine/Technology (not less than 3 years duration)</p> <p>Experience:- At least three years experience as Pharmacist in Govt./Autonomous/Public Sector Undertaking or Institute of repute.</p> <p>Age & Period of Deputation: Age not exceeding 55 years & deputation period will initially be 3 years and extendable as per rules.</p>

GENERAL TERMS & CONDITIONS

1. 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.
2. 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.
3. Application duly completed and forwarded by Competent authority of present employer, 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. 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.
4. The date for determining the upper age limit, qualification and/or experience will be the closing date prescribed for receipt of applications.
5. 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.
6. Shortlisted candidates after due scrutiny will be called for test/interview. The interview/call letter shall be sent by speed/registered post/Email. 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, email 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.
7. 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.
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 the 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 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 candidatures 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 the 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. However traveling expenses will be reimbursed to candidates belonging to SC / ST/PH as per Central Government rules on production of valid travelling tickets.
15. The terms & conditions for appointment will be as per Rules and Regulations applicable to employees of Government of India and the 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** as on the closing date of receipt of application.
18. Standard terms and conditions 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 allowance 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 the 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.
25. Envelope containing application should be super-scribed with "**APPLICATION FOR THE POST OF _____ (Sl. No. _____).**"
26. Original certificates should be produced only at the time of interview/test. However, selfattested 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, Dist.-East Siang, Arunachal Pradesh-791 102.**

(Otem Dai) IAS
DIRECTOR
NEIFM, Pasighat

**NORTH EASTERN INSTITUTE OF FOLK MEDICINE
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. Date of Entry in Service _____

6. Date of Retirement _____

7. Nationality _____

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

Pin Code _____

Telephone _____

E-Mail ID _____

b) Permanent Address (in block letters)

Pin Code : _____

9. Whether SC/ST/OBC/PH/GEN :

10. Educational Qualifications :-

(In chronological order from the Bachelor's Degree onwards)

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

Paste Self attested
Passport size
Photograph

Date

Signature of Applicant

11. Professional Training:-

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

12. 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 upgradation under ACP/MACP is granted. If so, details thereof.	Nature of work

13. 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: _____

14. Any other information which the applicant may like to provide in support of his candidatures: _____

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: _____

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.from_____.
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)