

**NORTH EASTERN INSTITUTE OF AYURVEDA & HOMOEOPATHY**  
(An Autonomous Institute under the Ministry of AYUSH, Govt. of India)  
Mawdiangdiang, Shillong, Meghalaya – 793018

Advt. No. NEIAH/ADVT/2022/04

Dated: 21.12.2022

North Eastern Institute of Ayurveda & Homoeopathy (NEIAH), an Autonomous institute located at Mawdiangdiang, Shillong, under the Ministry of Ayush, Govt. of India, propose to engage the services of the following personnel purely on **contract basis** which may be curtailed at any point of time or extended by the competent authority.

Sl. No	Name of the Post	No. of the Post	Essential Qualification and Experience	Monthly Remuneration	Age (as on the date of interview)
1	<b>Office Assistant</b>	02 (Two)	Graduate in any discipline with computer skills. <b>Desirable Experience:</b> 3 years' experience in relevant field.	Rs. 22,906/-	Up to 45 years
2	<b>Data Entry Operator (DEO)</b>	06 (Six )	Degree in any discipline with experience Knowledge of Computer Application. <b>Desirable Experience:</b> 1 year experience in relevant field.	Rs. 21,034/-	Up to 45 years
3	<b>Hindi Translator cum Hindi Typist</b>	01 (One)	1. Bachelor's degree in Hindi with English as an elective subject at the degree level or Bachelor's degree of a recognized university in English with Hindi as an elective subject. 2 A Typing speed 35 WpM in English or 30 WpM in Hindi for and 30 WpM for Hindi Typist on computer (35 WPM corresponding word to 10500 KDPH ) <b>Desirable Experience:</b> 3 years post qualification experience in the relevant field.	Rs. 22,906/-	Up to 45 years
4	<b>Computer Engineer</b>	01 (One)	Bachelor Degree in Computer Application/ Information Technology/ Computer Science or its equivalent from a recognized University or Institution  OR 03 years Diploma in Computer Science/ Information Polytechnic Institute Technology or its equivalent from a recognized University or Institution <b>Desirable Experience:</b> 1 year post qualification experience in the relevant field such as AMC maintenance related activities installation of various software required related to server PC, Printer, wifi, firewall, LAN, Conference room equipment, networking, Network Management/Server Management related practical issues, diagnosis and resolution etc.	Rs. 22,906/-	Up to 45 years

5	<b>Panchakarma Technician</b>	04 (Four)	Diploma certificate in Panchakarma. <b>Desirable Experience:</b> 1 year experience in relevant field.	Rs. 18,728/-	Up to 45 years
6	<b>Attendant (Female)</b>	04 (Four)	HSLC <b>Desirable Experience:</b> 1 year experience in relevant field.	Rs. 16,714/-	Up to 45 years
7	<b>Attendant</b>	02 (Two)	HSLC <b>Desirable Experience:</b> 1 year experience in relevant field.	Rs. 16,714/-	Up to 45 years
8	<b>Helper</b>	02 (Two)	Class VIII Pass <b>Desirable Experience:</b> 1 year experience in relevant field.	Rs. 16,714/-	Up to 45 years

**Note:** The selection will be made through **Walk in Interview** scheduled to be held at Office of the Director, NEIAH, Mawdiangdiang, Shillong Meghalaya-793018 (Near NEIGRIHMS Police Out Post). Candidates should bring duly fill up application form in prescribe format, two passport size photographs and original certificates along with photocopy of the same duly self-attested in support of their Age, Qualifications, Registration & Experiences etc. No TA/DA will be admissible to appear in the interview. Institute reserves the right to make any amendment to or cancellation of this advertisement completely or partially without assigning any reason thereof.

**Scheduled of Interview:**

<b>POST</b>	<b>Date of Interview</b>
Office Assistant	09.01.2023
Data Entry Operator (DEO)	09.01.2023
Hindi Translator cum Hindi Typist	09.01.2023
Computer Engineer	09.01.2023
Panchakarma Technician	10.01.2023
Attendant (Female)	10.01.2023
Attendant	10.01.2023
Helper	10.01.2023

Sd/-  
Director, 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 : \_\_\_\_\_  
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 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/PWD/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/OGPA obtained (Aggregate in case of degree programme)
VIII Pass					
10 <sup>th</sup> or equivalent					
(10+2) or equivalent					
Degree/ Diploma course					
Master Degree					
Additional Qualification					

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

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

Total Experience- dd\_\_\_\_\_ mm\_\_\_\_\_ yyyy\_\_\_\_\_

**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)