

लोकप्रिय गोपीनाथ बरदलै क्षेत्रीय मानसिक स्वास्थ्य संस्थान  
तेजपुर: असम: पिन: ७८४००१  
LGB REGIONAL INSTITUTE OF MENTAL HEALTH  
(Govt. of India, Ministry of Health & Family Welfare)  
Post Box No. 15: FAX No. (03712) 233623  
TEZPUR:: 784001 :: ASSAM

No. LGB/Estt/246/01/Part-IV/ 3008

Dated 4<sup>th</sup> Aug, 2021

ADVERTISEMENT -No. 03/2021

Applications on prescribed format are invited from the citizen of India for filling up the following posts by deputation as specified below so as to reach by 06.09.2021.

Sl. No	Post	No. of Post	Pay Band & Grade Pay	Mode recruitment	Age Limit
1.	Medical Superintendent	1	L-13	Deputation	Below 56 years
2.	Project Engineer	1	L-11		
3.	Chief Administrative Officer	1	L-11		
4.	Accounts Officer	1	L-10		
5.	Matron	1	L-10		
6.	Asst. Accounts Officer	1	L-7		
7.	Assistant Administrative Officer	1	L-7		

**Essential Qualification and Experience for Sl. No. 1:** (i) A recognized medical qualification included in the I or II Schedule or Part II of the third Schedule (Other than licentiate qualifications) to the Indian Medical Council Act of 1956. Holders of educational qualifications included in part II of the Third schedule should also fulfill the conditions stipulated in subsection (3) of section (13) of Indian Medical Council Act 1956. (ii) Post-graduate degree/Diploma in the concerned specialty mentioned in Schedule-VI or equivalent. **Experience:** 10 years' experience in the hospital administration in hospitals after obtaining P.G. degree in a senior position, preferably in hospitals with 300 beds.

**Essential Qualification and Experience for Sl. No. 2:** (i) Bachelor's Degree in Civil Engineering from a recognized University/Institutions. (ii) Officers holding analogous posts or with at least 5 years service in the grade rendered after appointment thereto on a regular basis in posts PB-3, GP of Rs. 5400/- (L-10) in the Central/State Governments (iii) with seven years' service in the grade rendered after appointment on a regular basis in the Pay Band-2, Rs. 9300-34800/- with Grade Pay of Rs. 4600/- or equivalent in the parent cadre/department and (iv) Working experience as an Executive Engineer in a Government or Semi Government organization on regular basis especially in Building/Bridge/Civil Construction Works.

**Essential Qualification and Experience for Sl. No. 3:** (1) Bachelor's Degree in any subject from a recognized University or institution. (2) Seven years experience of administration, accounts and establishment work in a supervisory capacity from the Central Government or State Governments or Union territory Administration or autonomous or statutory organization or public sector undertakings or Universities or recognized research institution or semi Government organization. Desirable: Knowledge of Government rules and regulations. (3) Officers of the Central Government or State Government or Union territory Administration or autonomous or statutory organization or public sector undertakings or University or recognized research institution: (a) (i) holding analogous posts on regular basis; or (ii) with five years regular service in level-10 in the pay matrix (Rs. 56100-177500) or equivalent. **Note:** Period of deputation (including short term contract) including period of deputation (including short term contract) in another Ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not exceed four years.

**Essential Qualification and Experience for Sl. No. 4:** Officers from Central/State Governments, Autonomous organizations, Research Institutions, Universities, Statutory Bodies (i) Holding analogous posts on regular basis, or (ii) with 2/3 years regular service in the relevant field in the grade pay of Rs. 4800/4600 respectively and undergone successful training in cash and accounts works in ISTM or have passed Subordinate Accounts service examination.

**Essential Qualification and Experience for Sl. No. 5:** (i) Holding analogous post in any state/Central Government/Autonomous body or institution under Govt. of India Or 5 years of regular service as Assistant Matron in the pre-revised pay scale of Rs. 6500-10500/ [(Rs. 9,300-34,800 + GP Rs. 5400) (Now L-9)] in any hospital/State Govt. or Autonomous body/Institution under Govt. of India.

**Essential Qualification and Experience for Sl. No. 6:** Officers of the Central Government or State Government or Union territory Administration or autonomous or statutory organization or public sector undertakings or University or recognized research institution: holding analogous posts on regular basis or Junior Accounts Officer in Pay Band-2, Rs. 9300-34500/- with Grade Pay of Rs. 4200/- with five years' regular service in the Grade and undergone successful training in cash and accounts work in ISTM or have passed Subordinate Accounts Service examination.

**Essential Qualification and Experience for Sl. No. 7:** Officials working under Central/State Govt. autonomous/statutory bodies and PSU Holding an analogous post on regular basis or person working as Office Superintendent with 5 (five) years regular service in the pay (Rs. 5500-9000)/Rs. 9300-34800 + GP 4200 or equivalent with good knowledge of central govt. rules related to medical institute/college.

**NOTE:**

- (1) The time-scale of pay of State Government/Central Autonomous Body/PSUs should be identical with the pay scale of Government of India (GOI).
- (2) Period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or other organization/department shall ordinarily not exceed 03 (Three) years.
- (3) Departmental candidate in the feeder category who are in direct line of promotion shall not be eligible for consideration on deputation.
- (4) Applications once forwarded will not be allowed to withdraw.

**GENERAL CONDITIONS:**

- (1) Candidates who do not fulfill requirement as per advertisement need not apply. (2) Allowances will be as per Central Government rates as adopted by this Institute from time to time. (3) Candidates working in State/Central Govt./PSU/ Autonomous Body must apply through proper channel or submit "No Objection Certificate." (4) Incomplete application or applications received after the last date for whatsoever reason including postal delay will not be considered. (5) The application in prescribed format is to be accompanied with a Bank Draft of Rs.100/- to be drawn in favour of the Director, LGBRIMH, Tezpur and attested copies of certificate / one PP size photograph along with Vigilance clearance/integrity certificate/No penalty certificate/05 years ACR dossier's/attested copies so as to reach to the Administrative Officer, LGBRIMH, Tezpur – 784001 latest by 06.09.2021 within working hours. (6) Application Format may be downloaded from [www.lgbrimh.gov.in](http://www.lgbrimh.gov.in). (7) Envelope containing the application form must be superscribed as "Application for the post of.....; Advt. No. ...." (8) Any Corrigendum/addendum/modification etc. in the notification will be made available on the institute's website only. No further press advertisement/notification will be published in this regard. (9) Number of vacancy is tentative which may be increased/decreased after assessment/adjustment of vacancies. The appointing authority however reserves the right to fill or not to fill any of the vacancy at his discretion. (10) Reservation criteria as per Central Government Rules as adopted by this Institute will apply. (11) The crucial date for reckoning the age limit and fulfillment of other requirement shall be the last date for receipt of application. (12) Mere fulfillment of minimum requirement does not entail a candidate to be called for/shortlisted for interview/written examination and or entitled for appointment to the post applied for. (13) Canvassing in any form will be treated as disqualification.

Director  
LGBRIMH

**LGB REGIONAL INSTITUTE OF MENTAL HEALTH**  
**(POST APPLIED FOR .....)**

Please affix a recent Passport size photograph with your signatures

1. Full Name (in Block letter) \_\_\_\_\_

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

3. (a) Date of Birth \_\_\_\_\_

(b) Age as on 06.09.2021 \_\_\_\_\_

4. Whether belongs to SC/ ST /OBC/EWS: \_\_\_\_\_

5. Caste: \_\_\_\_\_

6. Religion: \_\_\_\_\_

7. Advertisement No. 03/2021 (File No. LGB/Estt/246/01/Part-IV/3008 dated 04.08.2021)

8. Demand draft No. \_\_\_\_\_ Dated \_\_\_\_\_ Bank Name \_\_\_\_\_

9. Sex:

Male	Female

10. Address for Communication: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

11. Mobile No. \_\_\_\_\_

12. Email. I.D \_\_\_\_\_

13. Permanent Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**14. Academic and Professional Qualifications**

Degree/ Diploma	Subjects	Percentage of Marks/Grade/ Div.	Name of Board/ Univ./Institution	Duration of study	Month & Year of Passing

15. MCI/RCI/INC Registration No. (Please attach a copy of certificate) \_\_\_\_\_

16. Publications: (Please attach list of papers published in indexed and non-indexed journals)

17. Prizes, Honours, Awards Distinctions, if any: \_\_\_\_\_

18. Chronological record of employment (Use additional sheets, if necessary)

Name & address of Organization	Post held	Duration		Scale of Pay/ Pay band + GP	Nature of duties Performed
		From	To		

19. Nature of present employment (Please Mark):

Temporary	Permanent
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20. In case the present employment is held / on Deputation contract basis, please state.

a) The date of initial appointment : \_\_\_\_\_

b) Period of appointment on deputation/contract : \_\_\_\_\_

c) Name of the parent office/ organization to which you belong : \_\_\_\_\_

21. Additional details about present employment. Please Mark:

Central Government	State Government	Autonomous Organization	Government Undertaking	Universities	Others
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22. Are you in the Revised Scale of pay? If yes, give the date from which the revision took place and also \ indicate the pre-revised scale. \_\_\_\_\_

(a) Total emoluments per month, now drawn: \_\_\_\_\_

23. Additional information, if any, which you would like to mention in support of your suitability for the post.

(This among other things may provide information with regard to (i) additional Academic qualifications (ii) professional training and (iii) work experience over and above prescribed in the vacancy circular / advertisement) (Note: Enclose a separate sheet, if the space is insufficient).

24. Please give the names, designation & address (E-mail, Fax & Phone numbers) of two referees under whom you have worked.

i) \_\_\_\_\_  
\_\_\_\_\_

ii) \_\_\_\_\_  
\_\_\_\_\_

**DECLARATION**

I have carefully gone through the vacancy circular/advertisement and I am well aware that the biodata, duly supported by documents submitted by me will also be assessed by the selection committee at the time of selection for the post. I hereby declare that the information given by me in this application is true and correct to the best of my knowledge and belief.

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

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

Signature of candidate

**Certificate to be given by the Head of the Office / Deptt. of the Applicant**  
(To be filled up only in case of Transfer on Deputation)

1. It is certified that particulars furnished by the official are correct as per service record.
2. It is certified that no disciplinary / vigilance case is pending or contemplated against the applicant and he/she is clear from the vigilance angle.
3. His/Her integrity is certified.
4. He/She will be relieved of his/her duties to take up assignment in the LGBRIMH on his/her selection.
5. Attested copies of last 5 years ACRs/dossiers are forwarded herewith in sealed cover.

Signature /Name /Designation with office seal