

लोकप्रिय गोपीनाथ बरदलै क्षेत्रीय मानसिक स्वास्थ्य संस्थान
तेजपुर: असम: पिन: ७८४००९
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/5510

Dated: 13th Nov, 2019

ADVERTISEMENT –No.04/2019

Applications on prescribed format are invited from the citizen of India for filling up the following posts by direct recruitment/deputation as specified below so as to reach by 13.12.2019.

Sl. No	Post	No. of Post	Pay Band & Grade Pay	Mode recruitment	Age Limit
1.	Project Engineer	1	L-11	Deputation	Below 56 years
2.	Chief Administrative Officer	1	L-11		
3.	Accounts Officer	1	L-10		
4.	Asst. Accounts Officer	1	L-8		
5.	Assistant Administrative Officer	1	L-7		
6.	Laundry Supervisor cum Boiler Attendant	1 (Open)	L-2	Direct	30 years

*Age limit for deputation should not exceed 56 years.

Essential Qualification for Sl. No. 1: Bachelor's Degree in Civil Engineering from recognized University/Institutions.

Essential Experience: Working experience as an Executive Engineer or Assistant Executive Engineer in a Government or Semi Government organization on regular basis especially in Building/Bridge/Civil Construction Works.

Essential Qualification for Sl. No. 2: Bachelor's Degree of a recognized University or equivalent.

Essential Experience: Officers under the Central/State Governments 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/- Or with 7 years service in the grade rendered after appointment thereto on a regular basis in posts PB-2, GP of Rs. 4600/- equivalent. Candidates having working experience in Administration and Establishment will be preferred.

Essential Qualification for Sl. No. 3: Bachelor's Degree in Commerce/Arts/Science from a recognized University.

Essential Experience: (a) (i) Holding analogous posts on regular basis or (ii) 5 years regular service in the pre-revised pay scale Rs.6500 – 10500 or with 8 years regular service in the pre-revised pay scale of Rs.5500 – 9000/- (b) Passed in the Subordinate Accounts Service/JAO or equivalent examination conducted by any of the Accounts Department of the Central Government. **Desirable:** Working experience in the Accounts Finance & Budgetary matters and other related field / Organized Accounts Cadre / Assam Financial Services etc.

Essential Qualification for Sl. No. 4: Bachelor's Degree in any discipline from a recognized University or Institute. **Desirable Qualifications:** Chartered Accountant or Cost Accountant or Company Secretary or Masters in Commerce or Masters in Business Studies or Masters in Business Administration (Finance) or Masters in Business Economics.

Essential Experience: (a) (i) Holding analogous post on regular basis or (ii) At least 3 years regular service in post in the pre-revised scale of Rs. 5500-9000/-Rs. 9,300-34,800 + GP Rs. 4200 (Revised Pay L-7) or 8 years regular service in post in the pre-revised scale of Rs. 5000-8000/- Rs. 9,300-34,800 + GP Rs. 4200 in Central/State Government/ Central Autonomous Body/PSUs (b) Passed in the Subordinate Accounts Service/JAO or equivalent examination conducted by any of the Accounts Department of the Central Government. **Desirable:** Working experience in the Accounts Finance & Budgetary matters and other related field/Organized Accounts Cadre/Assam Financial Services etc.

Essential Qualification for Sl. No. 5: Bachelor's Degree in Arts/Commerce/Science.

Essential Experience: (i) Holding analogous post on regular basis or (ii) At least 3 years regular service in post in the pre-revised scale of Rs. 5500-9000/-Rs. 9,300-34,800 + GP Rs. 4200 (Revised Pay L-7) or 8 years regular service in post in the pre-revised scale of Rs. 5000-8000/- Rs. 9,300-34,800 + GP Rs. 4200 in Central/State Government/ Central Autonomous Body/PSUs (iii) Possessing 2 years experience in administration/establishment/procurement related works.

Essential Qualification for Sl. No. 6: Matriculate/SSLC with First Class Boiler Attendant Certificate granted by Government Board of any state or union territory. Candidates should have minimum 01 (one) year experience as in-charge with First Class Boiler Attendant Certificate of a single boiler with steam pipes of any type or capacity of two or more boilers whose total minimum heating surface is 300 square meter. Candidates should be conversant with operation of oil fired boilers and experience in maintenance of boiler independently.

GENERAL CONDITIONS

- (1) Candidates who do not fulfill requirement of 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) Appointments in case of direct recruitment will be on probation for 2 (two) years.
- (5) The application is to accompany 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 so as to reach to the Administrative Officer, LGBRIMH, Tezpur – 784001 latest by 13.12.2019 within working hours.
- (6) Application Format may be downloaded from www.lgbrimh.gov.in.
- (7) Applicants are advised to follow Institute's website from time to time to note down modifications, if any.
- (8) Reservation criteria as per Central Government Rules as adopted by this Institute will apply.
- (9) Relaxation in upper age limit will be applicable in case of SC / ST / OBC candidates as per the Central Government norms. Non-Creamy Layer (NCL) Certificate, applicable for OBC candidate, older than a year up to the last date of receipt of application form shall not be valid.
- (10) Age will be calculated on the last day of receipt of application.
- (11) Incomplete application or not in prescribed format and application received after last date will be summarily rejected.
- (12) Canvassing in any form will be treated disqualification.
- (13) Number of vacancy is tentative which may be increased/ decreased at the discretion of the appointing authority. The appointing authority however reserves the right to fill or not to fill any of the vacancy at his discretion.
- (14) Mere fulfillment of minimum requirement does not entail a candidate to be called for/shortlisted for interview/written examination.

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 13.12.2019 _____

4. Whether belongs to SC/ ST /OBC: _____

5. Caste: _____

6. Religion: _____

7. Advertisement No. No. LGB/Estt/246/01/Part-IV/5510 dated 13.11.2019

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 is clear from the vigilance angle.
3. His integrity is certified.
4. He will be relieved of his duties to take up assignment in the LGBRIMH on his/her selection.
5. Last 5 years ACRs dossier"s /attested copies of last 5 years ACRs are forwarded herewith in sealed cover.

Signature /Name /Designation with office seal