



लोकप्रिय गोपीनाथ बरदलै क्षेत्रीय मानसिक स्वास्थ्य संस्थान
तेजपुर: असम: पिन: 784001

LGB REGIONAL INSTITUTE OF MENTAL HEALTH

(An Autonomous body under Ministry of Health and Family Welfare, Govt. of India)

Website: www.lgbrimh.gov.in, e - Mail: mail@lgbrimh.gov.in

Post Box No. 15:: FAX No. (03712) 233623

TEZPUR:: 784001 :: ASSAM

No. LGB/Estt/246/01/P-IV/5292

Date: 9th September, 2022

ADVERTISEMENT No. 23/2022

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 **30.09.2022**.

| Sl. No | Post | No. of Post | Pay Band & Grade Pay | Mode of recruitment | Age Limit |
|--------|------------------------------------|-------------|----------------------|---------------------|----------------|
| 1. | Chief Finance and Accounts Officer | 1 | L-11(67700-208700) | Deputation | Below 56 years |
| 2. | Chief Administrative Officer | 1 | L-11(67700-208700) | | |
| 3. | Accounts Officer | 1 | L-10(56100 -177500) | | |
| 4. | Matron | 1 | L-10(56100 -177500) | | |
| 5. | Assistant Administrative Officer | 1 | L-7 (44900 - 142400) | | |
| 6. | Asst. Accounts Officer | 1 | L-7 (44900 - 142400) | | |

Essential Qualification and Experience for Chief Finance and Accounts Officer: Holding analogous posts on regular basis, or with 5 years of regular service in the relevant field as Accounts Officer in the pay scale of L-10 (56100-177500)/15600-39100GP 5400/L-10.

Essential Qualification and Experience for Chief Administrative Officer: (1) 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. (2) Bachelor's Degree in any subject from a recognized University or institution. 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. (3) Desirable: Knowledge of Government rules and regulations.

Essential Qualification and Experience for Accounts Officer: Officers from Central/State Governments/ Autonomous organizations/ Research Institutions/ Universities/Statutory Bodies. Holding analogous posts on regular basis, or 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 Matron: (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 pay scale of (Rs. 9,300-34,800 + GP Rs. 5400) /L-9 in any hospital/State Govt. or Autonomous body/Institution under Govt. of India.

Essential Qualification and Experience for Assistant Administrative Officer: 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.

Essential Qualification and Experience for Asst. Accounts Officer: Officers of the Central Government / State Government / Union territory Administration / autonomous / statutory organization / public sector undertakings / University /recognized research institution. holding analogous posts on regular basis or Junior Accounts Officer in Pay Band-2, Rs. 9300-34800/- 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.

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) Pay and allowances will be as per Central Government norms 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 payable at Tezpur and self attested copies of testimonials / one PP size photograph along with Vigilance clearance/integrity certificate/No penalty certificate/05 years ACR dossier's/self attested copies so as to reach to the Deputy Director, LGBRIMH, Tezpur – 784001 latest by **30.09.2022** within working hours. (6) Application Format may be downloaded from 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. The appointing authority however reserves the right to fill or not to fill any of the vacancy at his discretion. (9) The crucial date for reckoning the age limit and fulfillment of other requirement shall be the last date for receipt of application. (10) 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. (11) Canvassing in any form will be treated as disqualification.

Director
LGBRIMH