

GOVERNMENT OF ASSAM
OFFICE OF THE PRINCIPAL-CUM-CHIEF SUPERINTENDENT
ASSAM HILLS MEDICAL COLLEGE & RESEARCH INSTITUTE, DIPHU

No. SMED/AHMC&RI/21/2017/406

Dated: 27/06/2019

ADVERTISEMENT

Online applications are invited for the following Grade-III (Non-Technical) posts as shown below under the establishment of the Principal-cum-Chief Superintendent, Assam Hills Medical College & Research Institute, Diphu which will be available at the official web site of Directorate of Medical Education, Assam (www.dme.assam.gov.in) from **06/07/2019 to 21/07/2019** till midnight.

Sl. No	Name of Posts	Minimum educational qualification	Scale of Pay	Total No. of Vacant post	Category Reservation
1	Accountant	B.Com with 1 year diploma/certificate in computer application	14000-49000 + GP-7400	2	UR-1, OBC/MOBC-1
2	Account Assistant	HSSLC or equivalent with 1 year diploma/certificate in computer application	14000-49000 + GP-6200	4	UR-3, OBC/MOBC-1
3	Cashier	B.Com with 1 year diploma/certificate in computer application	14000-49000 + GP-6200	1	UR-1
4	Lower Division Assistant/ Computer Operator -cum-Clerk / DTP Operator	HSSLC or equivalent with 1 year diploma/certificate in computer application	14000-49000 + GP-5600	16	UR-7, OBC/MOBC-4, SC-1, STP-2, STH-1, EWS-1
5	Stenographer	HSSLC or equivalent with 1 year Diploma in English Stenography and 1 year diploma/ certificate in computer application	14000-49000 + GP-6200	2	UR-1, OBC/MOBC-1
6	Staff Nurse	B. Sc. Nursing/ GNM Course passed from any nursing school/ institution recognized by Indian Nursing Council and have registered with the Assam Nurses, Midwives and Health Visitors Council	14,000-49,000 + GP 6,800	205	UR-85, OBC/MOBC-55, SC-14, STP-21, STH-10, EWS-20
7	Driver	HSLC or equivalent passed along with valid Medium Motor Vehicle License issued by Component Authority	14,000-49,000 + GP 5,000	6	UR-3, OBC/MOBC-2 STP-1
8	Store Keeper-cum-Clerk-cum-Computer Operator	HSSLC or equivalent with 1 year diploma/certificate in computer application	14,000-49,000 + GP 5,600	25	UR-11, OBC/MOBC-6, SC-2, STP-3, STH-1, EWS-2
9	Clerk-cum-Record Keeper-cum-Computer Operator	HSSLC or equivalent with 1 year diploma/certificate in computer application	14,000-49,000 + GP 5,600	14	UR-6, OBC/MOBC-4, SC-1, STP-1, STH-1, EWS-1
10	Record Clerk	HSSLC or equivalent with 1 year diploma/certificate in computer application	14,000-49,000 + GP 5,600	7	UR-4, OBC/MOBC-2, STP-1
11	Record Keeper-cum-Computer Operator	HSSLC or equivalent with 1 year diploma/certificate in computer application	14,000-49,000 + GP 5,600	2	UR-1, OBC/MOBC-1
12	Statistician	The candidate must be M. Sc in Statistics from a recognized university with good computer knowledge. Candidate having bio-statistical data analysis experience shall be given preference	14,000-49,000 + GP 7,400	1	UR-1
13	Coding Clerk	HSSLC or equivalent with 1 year diploma/certificate in computer application	14,000-49,000 + GP 5,600	4	UR-3, OBC/MOBC-1
14	Library Assistant	HSSLC or equivalent with 1 year diploma/certificate in computer application	14,000-49,000 + GP 5,600	4	UR-3, OBC/MOBC-1
15	Computer Operator/DTP Operator	HSSLC or equivalent with 1 year diploma/certificate in computer application	14,000-49,000 + GP 5,600	1	UR-1

16	Receptionist-cum-Clerk	HSSLC or equivalent with 1 year diploma/certificate in computer application	14,000-49,000 + GP 5,600	2	UR-1, OBC/MOBC-1
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Reservation: Reservation of posts for woman candidate and Person with Disability (Divyang) candidates will be as per prevailing Govt. rules.

Age: Candidate should not be less than 18 years and not above 44 years as on 01.01.2019. The upper age limit for different reserved categories is relaxable as per existing Govt. Rules.

Terms & Conditions:

1. Interested candidates shall have to fill up the online Application Forms available at the official web site of Directorate of Medical Education, Assam (www.dme.assam.gov.in).
2. The following documents in original will have to be produced at the time of document verification and photocopies of all certificates etc. are to be submitted:
 - (a) 2 (two) Copies of recent passport size colour photograph duly self attested.
 - (b) HSLC admit card or birth certificate for age proof.
 - (c) All marks sheets and pass certificate
 - (d) Caste certificate (where applicable)
 - (e) Permanent residentship certificate
 - (f) Employment Exchange Registration Certificate.
 - (g) Certificate of training experience, Extra Curricular etc.
3. Detailed list of eligible candidates for each post along with the details of written test shall be notified in due course of the time and shall be displayed in the website www.dme.assam.gov.in. The date of uploading in the website shall be published in the local newspaper for information of the eligible candidates.
4. Assam Hills Medical College & Research Institute, Diphu is established in notified area of Karbi Anglong Autonomous Council and this district has population speaking many local tribal languages. In order to ensure smooth communication between the local patients and Hospital staff, candidate conversant with the local languages is important for smooth functioning of the College and Hospital. Keeping this in view, the candidate who knows local languages will be given preference and a skill test and language test shall be conducted among the shortlisted candidates consisting of 15 marks after the written test is over.

Principal-cum-Chief Superintendent
Assam Hills Medical College & Research Institute, Diphu

Memo No.SMED/AHMC&RI/21/2017/407-10

Dated: 27/06/2019

Copy to:

1. The Principal Secretary to the Govt. of Assam, Health & F.W. Deptt. Dispur, Guwahati-06
2. The Director of Medical Education, Assam, Sixmile, Khanapara, Guwahati-22.
3. The Director of Information and Public relation, Dispur, Guwahati-06 with request to publish the advertisement in a leading English News Paper & one Assamese News Paper for one time only.
4. The P.S to the Hon'ble Minister of Health & F.W., Assam, Dispur, Guwahati-06 for kind appraisal of the Hon'ble Minister.
5. Notice board, College/Hospital
6. Relevant file for record.

Principal-cum-Chief Superintendent
Assam Hills Medical College & Research Institute, Diphu