

GOVERNMENT OF MEGHALAYA
OFFICE OF THE DIRECTOR OF HEALTH SERVICES
MEDICAL EDUCATION & RESEARCH (DME), MEGHALAYA
PASTEUR HILLS, SHILLONG

No.DHSME&R/SMC-HR/162/2025/116

Dated. Shillong, the 9th April, 2025

ADVERTISEMENT

The Office of the Director of Health Services Medical Education & Research (DME) invites applications from permanent residents of Meghalaya and other eligible candidates as per standard regulations on a contractual basis to fill vacancies for setting up the Central and Departmental Libraries of the proposed Shillong Medical College in the Academic Year 2025–26.

Eligible candidates are to appear for the Walk-in-Interview on the **28th & 29th April, 2025** for the following posts as per the prescribed eligibility criteria.

Name of the Post	No. of Vacancies	Minimum Qualifications
1. Librarian	1	<p>Age: Not Exceeding 62 years.</p> <p>Education Qualification: Master's degree in Library Science or Library and Information Science of a recognized University/ Institute.</p> <p>Professional Experience: Minimum of 15 years of professional experience in a library under a Central/ State/ autonomous/ statutory organization, PSU, University, or recognized Research/ Educational Institution.</p>
2. Assistant Librarian	1	<p>Age: Not Exceeding 60 years.</p> <p>Education Qualification: Master's degree in Library Science or Library and Information Science of a recognized University / Institute.</p> <p>Professional Experience: Minimum of 10 years of professional experience in a library under a Central/State/ autonomous / statutory organization, PSU, University, or recognized Research/ Educational Institution.</p> <p>Computer Skills: Proficiency in using computers, with hands-on experience in office applications, spreadsheets and presentations.</p>

3. Library Assistant	2	<p>Age: Not Exceeding 45 years.</p> <p>Essential: Bachelor's degree in Library Science or Library and Information Science of a recognized University / Institute.</p> <p>Desirable: Proficiency in using computer usage with hands-on experience in office applications.</p>
4. Library Attendant	1	<p>Age: Not Exceeding 40 years.</p> <p>Essential: 10 + 12 (Higher Secondary) Passed.</p>

A) **Pay & Allowances:**

(1) The monthly consolidated remuneration for each position is specified as follows:

Name of the Position	Monthly Consolated Remuneration
i. Librarian	₹ 60,000/-
ii. Assistant Librarian	₹ 50,000/-
iii. Library Assistant	₹ 40,000/-
iv. Library Attendant	₹ 25,000/-

B) **Probation :** Six(6)Months.

C) **Mailing Address :** Eligible candidates may apply directly for the position by submitting the resumé or standard application form along with self-attested copies of supporting documents verifying the minimum qualifications and proof of address (EPIC or Aadhaar). The envelope containing the application must be superscribed as

"*Application for the Position of _____*" and submitted to the following address:

**The Office of the Director of Health Services Medical Education & Research
(DME), Lawmali, Pasture Hills, Shillong Meghalaya.**

D) **General Conditions :**

(1) The last date for receipt of applications in the prescribed proforma or Up To Date resumé, along with self-attested copies of certificates and documents, is on or before **April 24th, 2025, by 4:30 PM.**

(2) Applicants must submit **self-attested copies** of certificates as proof of age, educational qualifications, and experience.

(3) The aforementioned positions are purely contractual, and no claim for regularization shall be entertained under any circumstances. The agreement and ToR shall be governed by the Director of Health Services Medical Education & Research (DME) and shall not confer any

right to future absorption into a regular position.

- (4) The contractual engagement may continue until the deployment of a regular appointee or until the incumbent attains the age of 65 years, whichever is earlier.
- (5) Any applicable taxes shall be deducted in accordance with the prevailing rules and regulations of the State of Meghalaya.
- (6) The recruiting authority reserves the right to cancel the recruitment process at any stage without providing any reason. The decision of the Recruitment Committee shall be final and binding, and no objections or claims in this regard shall be entertained.
- (7) The contract shall be valid for affixed period, as specified in the appointment letter, and may be **terminated or extended** based on performance and organizational needs.
- (8) The contract shall automatically terminate upon the expiry of the term unless extended in writing by the appointing authority.
- (9) Either party may terminate the contract by providing a **30 days' notice in writing** or salary in lieu of notice. The employer reserves the right to terminate the contract without notice in case of misconduct, gross negligence, breach of contract, or unsatisfactory performance.


The selection procedure shall be conducted as per the following criteria, with the total marks allocated as detailed below:

Component	Marks
• Minimum Eligibility & Qualification	25
• Experience beyond the minimum qualification	5
• Candidate from the State of Meghalaya with a Permanent Resident Certificate and requisite qualifications	10
• Interview	20

Candidates from the State of Meghalaya are encouraged to apply for the said positions.

Candidates are also requested to update on the website for any latest information.

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Director of Health Services
Medical Education & Research (DME)
Pasteur Hills Meghalaya, Shillong
