



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/ 5625

Date: 19<sup>th</sup> September, 2022

ADVERTISEMENT No. 25/2022

Applications on prescribed format are invited from the citizen of India for filling up the under mentioned post by direct recruitment basis as specified below so as to reach by **14.10.2022**.

Sl. No	Post	No. of Post	Pay Level	Mode recruitment	Reservation	Age Limit (Relaxation as per GOI norms)
1.	Garden Supervisor	1	L-4	Direct	UR	27 years
2.	Mechanic (Boiler)	1	L-4	Direct	UR	30 years
3.	Laundry Supervisor	1	L-4	Direct	UR	30 years
4.	Medical Record Technician	01	L-2	Direct	UR	30 years
5.	Receptionist	02	L-2	Direct	UR	25 years

**Essential Qualification for Garden Supervisor:** Diploma in Agriculture / Horticulture with one year experience.

**Essential Educational Qualification for the post of Mechanic (Boiler) :** (i) 10+2 or its equivalent from a recognized Board/Institute. (ii) Diploma in Mechanical Engineering from a recognized institute or equivalent. (iii) two years experience in operating boiler in a laundry.

**Essential Educational Qualification for the post of Laundry Supervisor :** (i) 10+2 or its equivalent from a recognized Board/Institute. (ii) Diploma in Laundry Technology /Mechanical Engineering from a recognized institute or equivalent. (iii) Two years' experience in a reputed mechanized laundry.

**Essential Qualification for the post of Medical Record Technician :**(i) 12<sup>th</sup> Pass or equivalent qualification. (ii) Should have attended at least six months training course for Medical Record



Technician in a recognized institute. Or should have at least six months experience of working in the record registration and Statistical Section of a recognized/registered hospital especially in coding and indexing work. (iii) Should have working knowledge of computers.

**Essential Qualification for the post of Receptionist** :12th class from a recognized Board or University with experience in the profession of receptionist in Government or Semi Government Institute or hospital empanelled under Central Government Health Services.

## GENERAL CONDITIONS

1. Candidates who do not fulfill requirements 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" from the employer.
4. Age relaxation will be as per Government of India Policy.
5. Appointments in case of direct recruitment will be on probation for 2 (two) years.
6. Incomplete application or applications received after the last date for whatsoever reason including postal delay will not be considered.
7. 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 all certificates/one PP size photograph so as to reach to the Deputy Director, LGBRIMH, Tezpur-784001 latest by **14.10.2022** within working hours. The envelope containing the application should be **super-scribed with "Application for the post of ....."**
8. Application Format may be downloaded from [www.lgbrimh.gov.in](http://www.lgbrimh.gov.in).
9. 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.
10. The appointing authority however reserves the right to fill or not to fill any of the vacancy at his discretion.
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 for interview or entitled for appointment to the post applied for.
13. The decision of LGBRIMH in all matters relating to eligibility, acceptance or rejection of the applications, penalty for false information, mode of selection, methodologies for the



selection, selection and allotment of posts to selected candidates will be final and binding on candidates and no enquiry/correspondence will be entertained in this regard.

14. The candidate should not have been convicted by any Court of Law.
15. In case any information given or declaration by the candidate is found to be false or if the candidate has willfully suppressed any material information relevant to this appointment, he/she will be liable to be removed from the service and any action taken as deemed fit by the Appointing Authority.
16. The Competent Authority reserves the right of any amendment, cancellation and changes to this advertisement as a whole or in part without assigning any reason or giving notice.
17. The decision of the Competent Authority regarding interview, verification of documents and selection would be final and binding on all candidates. No representation/correspondence will be entertained in this regard.
18. All disputes will be subject to jurisdiction of Court of Law at Tezpur.
19. Canvassing in any form will be treated as disqualification.
20. Candidates are advised to visit Institute website regularly for further updates.

Director  
LGBRIMH