

**GOVERNMENT OF MEGHALAYA  
HEALTH & FAMILY WELFARE DEPARTMENT**

**Dated Shillong, the 2<sup>nd</sup> July, 2025.**

**No.Health.118/2025/Pt/3:** The Health & Family Welfare Department, Government of Meghalaya, invites applications from eligible personnel for the posts of Professors/ Associate Professors on a contract basis in various disciplines for the proposed Shillong Medical College (SMC). Eligible candidates who wish to attend the interview must submit a scanned copy of the application form (Annexure - I) along with supporting documents to the email address: **shgmedicalcollege@gmail.com** latest by **05:00 pm on 30<sup>th</sup> of July, 2025**, with the subject line of e-mail “**Application for the Position of Professor ‘or’ Associate Professor at Shillong Medical College, Shillong**”.

**Mode of Interview: Offline. No TA/DA will be provided for attending the interview.**

***Only single PDF will be accepted.*** Please consolidate all documents into one file; multiple submissions will not be considered. Offline applications will not be accepted under any circumstances. The Selection Board reserves the right to cancel any candidate’s application or the entire panel’s selection at its discretion and is not obliged to provide reasons for such decisions.

**Table 1.1.1 Details of Vacant Position for Professor**

Department	Professors
1. Physiology	1
2. Pharmacology	1
3. Pathology	1
4. Microbiology	1
5. Forensic Medicine	1
6. Obstetrics & Gynaecology	1

**Table 1.1.2 Details of Vacant Position for Associate Professor**

Department	Associate Professors
Anatomy	1
Microbiology	1

**Table 1.2 Timelines of Application and Interview**

Timelines	
Starting Date of Application	02 <sup>nd</sup> June 2025
Cut off dates on a Rolling-Based Advertisement	30 <sup>th</sup> July, 2025
Eligibility of Qualifying Degree/ Experience	As per NMC Teachers Eligibility Qualifications (TEQ) guidelines 2022 and its latest amendments

Date of Interview	Dates of interview for the subsequent cut off applicants based on Rolling Advertisement, shall be notified in due course of time.
Details of Information on Recruitment	Will be published in the official website of Health & Family Welfare Department as well as in local and National Newspaper.

Screening, communication, interviews and recruitment will be conducted in phases, depending on the availability of experts, the receipt of complete documents from candidates, and the specific requirements of the position.

**Table 1.3: Eligibility Criteria**

SL. No.	Faculty	Monthly Fixed Remuneration (without any added allowance)	Eligibility Criteria as per NMC TEQ 2022	Educational Qualification	Upper age limit
1	Professor	Rs. 3,20,000/-	<p>a. Associate Professor in the subject for three years in a permitted/ recognized medical college/ institution.</p> <p>b. Should have at least four Research publications (at least two as Associate Professor) [only original papers, meta- analysis, systematic reviews, and case series that are published in journals indexed in Medline, PubMed, Central Science Citation Index, Science Citation Index, Expanded Embase, Scopus, Directory of Open Access Journals (DoAJ) will be considered]</p> <p>c. Should have completed the Basic Course in Medical Education Technology from Institutions designated by NMC.</p>	<p>MD/MS/DNB in the concerned subject OR</p> <p>MSc with PhD for preclinical subjects like Anatomy, Physiology &amp; Biochemistry</p>	Up to 70 years

SL. No.	Faculty	Monthly Fixed Remuneration (without any added allowance)	Eligibility Criteria as per NMC TEQ 2022	Educational Qualification	Upper age limit
			d. Should have completed the Basic Course in Biomedical Research from Institutions designated by NMC.		
2	Associate Professor	Rs. 2,60,000/-	<p>a. As Assistant Professor in the subject for four years in a permitted /recognized medical college/ institution.</p> <p>b. Should have at least two Research publications [only original papers, meta-analysis, systematic reviews, and case series that are published in journals included in Medline, PubMed, Central Science Citation Index, Science Citation Index, Expanded Embase, Scopus, Directory of Open Access Journals (DoAJ) will be considered].</p> <p>c. Should have completed the basic course in Medical Education Technology from Institutions designated by NMC.</p> <p>d. Should have completed the basic course in Biomedical Research from Institutions designated by NMC.</p>	MD/MS/DNB in the concerned subject.	Up to 70 years

**Table 1.4- Indicating Maximum Fixed Tenure Appointment for Assoc Prof & Professor Posts.**

Sl.	Faculty Post	Maximum Fixed Tenure of Appointment
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No		
1.	Professor	7 (4+3) years of tenure or 70 years of age, whichever is earlier.
2.	Associate Professor	7 (4+3) years of tenure or 70 years of age, whichever is earlier.

**Note:**

1. The retired faculty/doctors at various levels from Private Medical colleges, Institutes of National importance (INIs) and other Govt. Medical Colleges within the country, are eligible to apply as per eligibility criteria specified for each post.
2. Application Form is attached in this advertisement below as Annexure -I. Candidates should send scanned copy of filled up form by affixing self- photograph and attaching required documents in a single PDF File. The self-attested copy of the following documents should be attached with the application form:
  - a. Admit card/ Certificate of passing
  - b. All Marks Sheets of MBBS
  - c. Degree certificate of MBBS
  - d. Marks Sheets of MD/MS/DNB/other
  - e. Updated NMC/State Medical Registration Certificate.
  - f. Proof of Publication(s)
  - g. Experience Certificate (s)
  - h. Recent passport size photograph of the candidate
  - i. Relieving Certificate from the previous employer, if applicable
  - j. Aadhaar card
  - k. Completion Certificate of ICMR/NMC conducted Bio- Medical Research examination, if any,
  - l. NMC appeared revised/ Basic Medical Education Workshop Completion Certificate, if any.

Required documents/ certificate mentioned at (a) to (l) shall be verified with original document(s)/ certificate before interview/ before an offer of appointment.

3. These **vacancies are provisional** and may increase or decrease as per the actual requirement for teaching & patient care. The competent authority reserves the right to any amendment, cancellation and changes to this advertisement as a whole or in part without assigning any reason or giving prior notice amended as per changes in the NMC guidelines from time to time.
4. Experience will be counted as per the requirement of the post, till 31<sup>st</sup> March 2025.
5. All Candidates must have up-dated Medical (NMC/ State Medical Council) with all post MBBS/ MD/ MS Qualification(s). In case, candidate(s) do not have up-dated registration from Medical Council, they have to produce "**Applied for document(s)**" to concerned

authority at the time of interview. In case, these two clauses are not fulfilled, the candidate either may not be interviewed or their results will remain with-held, in case the expert committee allows them to appear for the interview. Even after that, if, candidate is selected, they must have to submit updated Medical Registration Certificate on the time of reporting to join to the Meghalaya Medical Council (MMC).

6. The candidate(s) may ascertain their eligibility and should report for interview on the scheduled date and time for interview.
7. Application should be submitted for each post separately and in the prescribed format only. The application submitted in any other format or incomplete application will be summarily rejected. Wrong declarations/ submission of false information or any other action contrary to law shall lead to cancellation of the candidature at any stage.
8. Mere submission of application does not confer any right to the candidate to be eligible for interview unless they report on the scheduled date and time for interview with required documents as mentioned.
9. Opportunity of interview given to candidates will be on provisional basis subject to detailed scrutiny of eligibility criteria.
10. The Director of Health Services (Medical Education & Research), Director or Director I/C, Shillong Medical College reserves the right to cancel/ postpone the recruitment process at any stage at its discretion and such a decision will hinder all concerned.
11. Candidates may contact nodal Officer – Director of Health Services (Medical Education & Research), Pasture Hills, Shillong for any further queries.
12. Applicants already employed to Central/ State Govt/Autonomous institutions/ Statutory Organizations/ PSUs under Central/ State Governments should route their applications through proper channel. In case of immediate non- availability of the same, copy of “Applied for NOC” to be submitted at the time of interview.
13. The posts advertised are for full-time and private practice of any kind is strictly prohibited.
14. Candidate(s) will be communicated through email about requirement of any additional documents regarding eligibility & date of interview minimum 07 days before the scheduled date.
15. Age eligibility: Age Limit as on 30.04.2025: not exceeding 70 years of age. The maximum tenure of such engagement will be till 70 years of age or the years of contract as mentioned in ToR whichever is earlier- provided other rules & regulations are satisfied.

#### **16. Selection Procedure:**

- The Selection will be made on the basis of acquired academic credentials and performance of candidate in interview before the Selection Board.
- Result will be displayed in Shillong Medical college website. Offer of Appointment will be sent via E-mail.

Selected candidates will have to join as per instructions mentioned in offer of appointment.

17. The selected candidates will be issued appointment letter. Appointment of selected candidates is subject to:
- a. His/her being declared medically fit by the Medical Board Constituted.
  - b. Fulfilment of other conditions including verification of the documents, declaration and antecedents of the candidate.

**Terms of Contract:**

1. The appointment is purely on CONTRACT BASIS for a period of 1-year extendable up to specified number of years as mentioned against each post in the table 1.4 with effect from the date of joining. However, the contractual appointment shall not be extended beyond the Maximum Fixed Tenure of Appointment as mentioned in Table 1.4. If the contract is not extended further, the same will lapse automatically. The appointment can also be terminated at any time, one either side, by giving one month's notice or by paying one month's salary, without assigning any reason. This can also be done in case of failure on the part of Contractual Faculty found to be not competent within the period of three months after joining, subject to approval of competent authority.
2. The appointment to the said post will be subject to medical fitness from the competent medical board for which he/she will be sent to the designated Medical Authority.
3. The consolidated remuneration for the post of Professor on Contract Basis will be as mentioned in the table 1.3 above. On appointment, the appointee will be required to take an oath of allegiance to the Constitution of India or make a solemn affirmation to that effect in the prescribed Performa.
4. The appointee shall perform the duties as assigned to him/her. The competent authority reserves the right to assign any duty as and when required related to Shillong Medical College. No extra/additional allowances will be admissible in case of such assignment.
5. The appointee shall not be entitled to any benefit like General Provident Fund, Pension & Gratuity, or any other benefits available to the Government Servants, appointed on regular basis. Period of contractual appointment will not be considered for the purpose of seniority or for promotion in case of regular appointment. However, he/she appointed as Associate professor shall be eligible to get designated as Professor with the continued same salaries fixed at the time of appointed with admissible increments as specified after 4 years and 3 years of their tenure at mentioned posts respectively as per NMC TEQ requirement.
6. A fixed-term bond of one year shall be signed with the employee. Early termination of the bond period will not be permitted under normal circumstances and may incur a penalty or fee proportional to the number of months remaining in the bond at the time of termination.
7. The appointee shall not be granted any claim or right for regular appointment to any post of Shillong Medical College.
8. The appointee shall be on the whole-time appointment of the Shillong Medical College, and shall not accept any other assignment, paid, or otherwise and not engage himself /herself in a private practice of any kind during the period of contract.

9. The appointee is not entitled to any T.A. for attending the interview and joining the appointment.
10. Other conditions of service will be governed by relevant rules and orders issued from time to time in Shillong Medical College under Department of Health & Family Welfare Department.
11. If any declaration given or information furnished by him/her proves false or if he/she is found to have willfully suppressed any material, information, the contractual appointment will be terminated, and any other action as deemed necessary will be taken.
12. The appointee shall not be entitled to avail any allowances/facilities being extended to the regular /permanent faculty members of the Shillong Medical College, from time to time.
13. Private practice of any kind including laboratory and consultant practice is prohibited. The contractual Faculty members will not engage himself/ herself in any other paid assignment during period of his contract with Shillong Medical College.
14. If at any time in the opinion of competent authority, which is final in this matter, Contractual Faculty is found non performing or guilty of any offence of dishonest, disobedience, disorderly behavior, negligence, indiscipline absence from duty without permission or any other conduct considered by the competent authority, deterrent to the interest of Shillong Medical College or violation one or more terms and condition of this letter, his / her services may be terminated without notice and the competent authority shall be entitled to recover any damages arising out of any act of permission on his / her part, from him/ her.
15. Other condition of services will be as provided under the Rules, Bye laws and Regulations of the Institute and governed by the relevant rules and orders issued by the Government of India. It may be noted that the Contractual Faculty member will be required to confirmed to the rules. Bye laws, Regulations, Discipline, and code of conduct prevailing in the Institute.
16. Contractual Faculty members will not have or acquire during validity of this contract either directly or indirectly any outside interest in any business or otherwise, which could conflict with the interest of Institute as a whole or that would be prejudiced to his / her position. Contractual Faculty members will any interest in any commercial concern or company etc. before joining failure to do so well entail termination of his / her contract forthwith without prejudice the right of this Institute for Initiation of legal action against him/ her deemed fit.
17. Contractual Faculty members and his / her members shall not accept any gifts or presentations directly or indirectly. Whether in the form of money, free possession of goods or other benefits from any persons or firm with whom he / she is or likely to be in contract by virtue of this contract with whom his/ her has or is likely to have dealings. His / Her services would be terminated, if found involved in corrupt practices, besides acting as per rules / law.
18. Contractual Faculty members will devote his / her whole time and attention exclusively to the

duties entrusted to him/ her to the best of his / her power ability and skill. He / She will acknowledge that his / her position entails absolute confidentiality and therefore during the continuation of this contact arrangement and / or after cessation of this contract for any reason whatsoever he/ she will not include or disclose any information papers and documents in his / her knowledge and custody to any outsider and maintain absolute confidentiality.

- a. The contractual appointees are required to mark attendance manually as well as on Aadhaar Enabled Bio-metric Attendance System (AEBAS) daily during scheduled working days.
  - b. Other terms and conditions will be applicable as issued by Competent Authority from time to time.
19. The selected candidates shall be required to sign a contract agreement with the employer.
  20. The high court of Meghalaya at Shillong shall have the exclusive jurisdiction to try any dispute with regard to this recruitment.



**Annexure- 1**

**APPLICATION FORM FOR THE CONTRACTUAL APPOINTMENT AT SHILLONG  
MEDICAL COLLEGE 2025**

1. Post applied for:
2. Department applied for:
3. Name:
4. Date of Birth:
5. Gender:
6. Father's/Guardian's Name:
7. Address for Communication:

Affix Passport Size Photo

8. **Contact No and Email ID:**
9. **Educational Qualifications:**

**10. Registration No. with name of Medical Council:**

**11. Present Designation:**

**12. Academic Records (MBBS/MD Equivalent Examinations):**

<b>Name of the Examination</b>	<b>University/Board</b>	<b>Year of Passing</b>	<b>Percentage(%) of marks obtained</b>	<b>University Topper in MBBS (Exit Examination/3<sup>rd</sup> professional MBBS Part II Examination),MD/MS or Equivalent Examination</b>	<b>Academic Honours/Distinction/University medal</b>
<b>MBBS or Equivalent Examination</b>					
<b>MD/MS or Equivalent Examination</b>					
<b>Others</b>					

**13. Details of previous experience in recognized medical teaching institution:**

<b>Post</b>	<b>Name of Institution</b>	<b>From</b>	<b>To</b>	<b>Period of Service</b>	<b>Nature of Appointment (Regular/Contractual)</b>
<b>RMO/Tutor/SR/Demonstrator</b>					
<b>Assistant Professor/Lecturer</b>					
<b>Associate Professor</b>					
<b>Professor</b>					

**14. No of publications (published in indexed journal as per NMC guidelines)**

- a. **National:**
- b. **International:**

**15. Date of Publication of Result of MD/MS/Other equivalent PG examination:**

**16. Basic / Advanced Course in Medical Education Technology completed (Yes/No):**

**17. Basic Course in Biomedical Research completed (Yes/No):**

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Full Signature with date

**\*Self- attested photocopies of the documents should be attached.**

### **DECLARATION**

I hereby declare that all information provided in this application is true, complete, and correct to the best of my knowledge. I understand that if any information is found to be suppressed, false, incorrect, or if I am deemed ineligible at any time during or after the recruitment process, my candidature or appointment may be subject to cancellation. Additionally, I confirm that I have not presented myself before any inspection by the National Medical Commission for the academic session 2025-2026.

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Full Signature with date