

RECRUITMENT PROCESS AT CIHSR, DIMAPUR

The following points are given to help the job seekers to understand the selection process for recruitment to any job at this Institute. The job applicant is requested to read this note carefully and follow it properly.

1. If there is a vacancy in any department or need for a new post, an advertisement is generally made in the local & other newspapers. The application form can be downloaded from our website www.cihsr.in or collect it from the HRD, Admin section.
2. Application is accepted, if all the criteria for the post are met. Relevant documents (photocopy) which are attested should be submitted before the closing date along with the original documents.
3. Applicant is called for interview on an appointed day after scrutiny of the documents.
4. The applicant should bring all relevant documents in original at the interview.
5. If employed, the candidate should bring 'No Objection Certificate' from the Employer.
6. The interview may consist of a written test, practical test followed by an oral. Only when qualifying the written test, will the candidate be called for practical.
Practical test will relate to practical skills. There may be multiple stations where various aspects of your skills and aptitude will be tested. The oral interview will be conducted by a panel of interviewers who are experts in the subject and some impartial observers.
7. The interview team can not include any relative of the applicant and therefore if the candidate has any relative who is a potential Interviewer, he/she must inform
8. **No lobbying/recommendation is allowed. Such acts may work against the interest of the candidate.**
9. After the interview, the most suitable candidate for the post will be selected who will then undergo a medical fitness exam which will consist of a physical examination, eye examination and certain investigations.
10. The salary scale will be calculated taking into consideration the position applied for, the educational qualification and experiences of the candidate relevant to job.
11. The candidate will then be offered the job, conveyed orally, e-mail or by phone.
12. If medically fit, the job is finally offered.
13. On joining the Institute on a set date, he /she will receive an orientation of his/her job responsibilities as well as about the Institute

All efforts are made to keep the interview an absolutely transparent, just and fair process. Candidates will be selected on the basis of merit/performance in the interview.