

INDIRA GANDHI INSTITUTE OF MEDICAL SCIENCES:

SHEIKHPURA: PATNA-14

(AN AUTONOMOUS INSTITUTE OF GOVT. OF BIHAR)

Tel.: 0612 - 2297631, 2297099 Fax: 0612 - 2297225; Website: www.igims.org E-Mail: director@igims.org

Applications are invited on prescribed Proforma from Indian citizen for appointment on following posts on Deputation at IGIMS, Patna. Last date of submission of completed application is on 04-01-2025 at 4.00 PM through Regd. Post/Speed Post/Courier.

Sl. No.	Name of Post	No. of post
01	Chief Administrative Officer	01
02	Senior Administrative Officer	01
03	Administrative Officer	02
04	Accounts Officer	03
05	Executive Engineer (Civil)	01
06	Assistant Engineer (Elect.)	01
07	Store Officer	01

Details of posts, requisite qualification, experience, upper age limit, pay-scale, reservation rules, application fee etc., can be seen and Proforma of application can be downloaded from Institute's website www.igims.org.

Advt. No:- 02/Non Faculty/Estt./IGIMS/2024

Sd/-
Director
IGIMS, Patna-14

1. Chief Administrative Officer (On Deputation)

Essential Qualification/Experience

Essential

Officer of Central Government (including Bihar Government) or Central statutory/Autonomous Bodies holding analogous posts or with at least 05 years of service in the posts in the pay scale of PB 3 Rs. 15600-39100+GP Rs. 6600 (Pre revised) or equivalent and having experience in administration establishment and preferably in accounts matters.

Officers with MBA or PG Diploma in Personnel Management or Labour Laws or Degree in Law shall be given preference.

(Period of deputation shall ordinarily not exceed 03 years)

Sd/-
06/12/24

Upper Age Limit: 56 years as on last date of submission of application.

Pay Scale: L -12

No. of post:- 01 Posts.

Reservation: Reservation on deputation not applicable.

2. **Senior Administrative Officer (On Deputation)**

Qualification/Experience

Officer under the Central/State Government/U.T Administration of the Central statutory/Autonomous Bodies holding analogous posts on regular basis or with at least 5/8 years of regular service in a post in the pays scale of PB 3 Rs. 15600-39100 + GP Rs. 5400 (Pre revised) or equivalent and having Degree and experience in administration and establishment matters and also preferably in accounts matters.

Officers having MBA or Post Graduate Diploma in Personnel Management shall be given preference.

(Period of deputation shall ordinarily not exceed 03 years)

Upper Age Limit: 56 years as on last date of submission of application.

Pay Scale: L -11

No. of post:- 01 Posts.

Reservation: Reservation on deputation not applicable.

3. **Administrative Officer (On Deputation)**

Qualification/Experience

Officer under the Central/State Government/U.T Administration or of the Central statutory/Autonomous Bodies holding analogous posts or with at least 3/5 years of service in post in the pay scale of PB 2 Rs. 9300-34800+GP Rs. 4600 (Pre revised) and having a Degree and experience in administration and establishment matters and also preferably in Accounts matters.

Officers possessing MBA or PG Diploma in Personnel Management shall be given preference.

(Period of deputation shall ordinarily not exceed 03 years)

Upper Age Limit: 56 years as on last date of submission of application.

Handwritten signature and date:
06/11/24

Pay Scale: L -10

No. of post:- 02 Posts.

Reservation: Reservation on deputation not applicable.

4. Accounts Officer (On Deputation)

Qualification/Experience

(i) Officers under the Central/State Government or Central/State Statutory/Autonomous bodies holding analogous posts on regular basis and handling Accounts and Finance matters or holding posts of Accounts/Audit Officer or equivalent in the pay scale of Rs. PB 3 Rs. 9300-34800+GP Rs. 4600 (Pre revised).

(ii) Assistant Accounts Officers in the pay scale of 3 Rs. 9300-34800+GP Rs. 4600 (Pre revised) with 07 years of regular service in the grade (including the service in the grade of Junior Accounts Officer/SAS accountants/Accountant in the scale of Rs. PB 2 Rs. 9300-34800+GP Rs. 4200 (Pre revised).

(Period of deputation shall ordinarily not exceed 03 years)

Upper Age Limit: 56 years as on last date of submission of application.

Pay Scale: L -10

No. of post:- 03 Posts.

Reservation: Reservation on deputation not applicable.

5. Executive Engineer (Civil) (On Deputation)

Qualification/Experience

Executive Engineer (Civil) or Assit. Engineer (Civil) with 08 years of regular service in last grade from CPWD.

In the event of suitable conditions not being available from CPWD similar Officer from other engineer Departments of the Central/State Government or Central statutory /autonomous bodies shall be considered.

An officer taken on deputation shall possess a Degree in Civil Engineering.

(Period of deputation shall ordinarily not exceed 03 years)

Upper Age Limit: 56 years as on last date of submission of application.

Pay Scale: L -11

No. of post:- 01 Post.

Reservation: Reservation on deputation not applicable.

*Per
06/12/24*

6. Assistant Engineer (Elect.) (On Deputation)

Qualification/Experience

Junior Engineer (Elect.) with 08 years of regular service in the grade .

In the event of suitable conditions, not being available from CPWD similar Officer from other engineer Departments of the Central/State Government or Central statutory /autonomous bodies shall be considered.

(Period of deputation shall ordinarily not exceed 03 years)

Upper Age Limit: 56 years (for deputation) as on last date of submission of application.

Pay Scale: L -7

No. of post:- 01 Posts.

Reservation: Reservation on deputation not applicable.

7. Store Officer (On deputation)

Qualification/Experience

Officers of Central/ State/ U.T. Govts. failing which Officers of central Statutory/Autonomous Bodies holding analogous posts on regular basis or 3 years of regular service in the scale of Rs. 9300-34800+GP Rs. 4600/Rs. 9300-34800+GP Rs. 4200(Pre revised) possessing the following:

- (i) Degree of a recognized University or equivalent;
- (ii) Post Graduate Degree/ Diploma in Materials Management of a recognized University/ Institution or equivalent; and
- (iii) Not less than 5 years' experience in a supervisory capacity in handling stores, preferably medical.

(Period of Deputation shall not ordinarily exceed 3 years).

Upper Age Limit: 56 years as on last date of submission of application.

Pay Scale: L -10


No. of post:- 01 Post.

Reservation: Reservation on deputation not applicable.

for
06/12/24

GENERAL INFORMATION

1. Application form can be downloaded from our website <http://www.igims.org>. The cost of application form Rs. 1000/- (Rupees One Thousand) (Non Refundable) payable to The Director, IGIMS, Patna in the form of Demand Draft.
2. Candidates employed in Government/Semi Government Department or any other employer must submit their application along with **No Objection Certificate** issued by the employer at the time of interview and attach with their application otherwise they will not be considered for selection.
3. Number of vacancy, may increase or decrease.
4. In addition to Pay, other allowances will be admissible as per rule (wherever applicable except contractual appointment).
5. The post is non-practicing, Private Practice of any kind direct or in-direct including laboratory is strictly prohibited and if found indulging in such private practice, appointment of candidate shall be terminated.
6. The Director of the Institute reserves the right to reject/accept any or all the applications without assigning any reason and to cancel this advertisement.
7. Canvassing in any form will be a disqualification.
8. No TA/DA is admissible for attending the Interview/Written test.
9. Last date of submission of completed application is on **04-01-2025 at 4:00 P.M.** through Regd. Post/Speed Post/Courier. Application coming after last date of its submission shall not be received and accepted. Institute shall not be responsible for any postal delay. Applicants are required to submit their application, along with their all required educational and experience certificates, requisite fee and passport size photograph, duly filled up in all respect within stipulated date and time.
10. Proforma of application is attached with this advertisement.


Director, 6/12/24
IGIMS, Patna-14