



# **INDIRA GANDHI INSTITUTE OF MEDICAL SCIENCES**

**I.G.I.M.S. MEDICAL COLLEGE, I.G.I.M.S NURSING COLLEGE**

(AN AUTONOMOUS SUPERSPECIALITY INSTITUTE OF GOVT. OF BIHAR)

**SHEIKHPURA: PATNA-14**

Tel.: 0612 - 2297631, 2297099 Fax: 0612 - 2297225, [www.igims.org](http://www.igims.org).

**Advt. No.: 12/IGIMS/Estt./2013**

## **EMPLOYMENT NOTICE**

Applications are invited on prescribed Proforma from Indian citizen for appointment on following posts at IGIMS, Patna (For Medical College and Nursing College). Last date of submission of complete application will be 30-10-2013 till 4.00 PM (through Regd. Post/Speed Post/Courier only). Those candidates, who had earlier applied against the advertisement no. 16/IGIMS/Estt./2011 for the following posts should not apply. (Their earlier application will be considered).

<b>Sl. No.</b>	<b>Post</b>	<b>Pay Band +Grade Pay</b>	<b>No. of Post (s)</b>
01	<b>Store Keeper-cum-Clerk</b>	PB-1 Rs. 9300-34800 + G.P. Rs. 4200/-	04 (U/R-02, MBC- 01, SC-01)
02	<b>Lab. Technician</b>	PB-1 Rs. 5200-20200 + G.P. Rs. 2800/-	04 (U/R-01, MBC- 02, BC- 01)
03	<b>Lower Division Clerk</b>	PB-1 Rs. 5200-20200 + G.P. Rs.1900/-	04 (U/R- 02, MBC- 01, SC-01)

\* Short listed candidates list will be made available on the official website of the IGIMS (i.e. [www.igims.org](http://www.igims.org)).. All information regarding short listing of the candidates, mode of selection, interview etc. will be make available on official website of Institute. No individual correspondence will be sent/entertained by the Institute

\* Details of Qualification, Experience, Age, Pay Scale, Reservation Point and Proforma of the application can be seen and down loaded from our official website ([www.igims.org](http://www.igims.org)).

**Sd/-**  
**(Dr. Arun Kumar)**  
**Director.**

**DETAILS**

**Sl. No. 01      Store Keeper-cum-Clerk  
Essential Qualification and Experience**

**(A) Essential**

Master's Degree in Economic/Commerce/Statistics

**Desirable**

Experience in handling Stores and keeping accounts in a store or a concern of repute in public or private sector.

**OR**

**(B) Essential**

Bachelor's Degree in Economics/Commerce/Statistics.

(ii) Post Graduate Degree/Diploma in Material Management of a recognised University/Institution or equivalent.

**Desirable**

Experience in handling stores and keeping accounts in a store, preferably Medical or a concern of repute in public or private sector.

**OR**

(C) (i) Degree of recognised University or equivalent.

(ii) Post Graduate Degree/Diploma in Material Management of recognised University/Institution.

**OR**

Three years experience in handling preferably, medical stores in Govt. and or public sector.

**Over and above the applicant must have typing speed of 30 W.P.M. in English or 25 W.P.M. in Hindi.**

**Age :** Between 18 and 30 years as on 30-09-2013. (Relaxation as per Bihar Govt. Rule (i.e. SC/ST – 05 years, Female for all categories – 03 years & MBC/OBC- 03 years). **benefit of reservation will be given to Bihar State domicile only and the applicant outside the State of Bihar will not be entitled for the benefit of reservation.** Handicapped candidate will be given the benefit of reservation and relaxation as per rule of Govt. of Bihar. Persons working in Govt. Institution shall be given age relaxation as per rule).

**Pay Scale :** PB-1 Rs. 9300-34800+G.P. Rs. 4200/-

**Reservation :** U/R – 02, MBC- 01, SC-01

**Sl. No. 02      Lab. Technician**  
**Educational and other qualification**

**Essential**

Degree in Science from recognised University.

**OR**

- (i) 12<sup>th</sup> Class pass (in 10+2 system) in science or Intermediate Science or equivalent from a recognised University/Institution.
- (ii) Diploma in Medical Laboratory Techniques from a recognised Institute; and
- (iii) One year experience in a medical laboratory.

**Age :** Between 18 and 30 years as on 30-09-2013. (Relaxation as per Bihar Govt. Rule (i.e. SC/ST – 05 years, Female for all categories – 03 years & MBC/OBC- 03 years). **benefit of reservation will be given to Bihar State domicile only and the applicant outside the State of Bihar will not be entitled for the benefit of reservation.** Handicapped candidate will be given the benefit of reservation and relaxation as per rule of Govt. of Bihar. Persons working in Govt. Institution shall be given age relaxation as per rule).

**Pay Scale :** PB-1 Rs. 5200-20200+G.P. Rs. 2800/-

**Reservation :** U/R – 01, MBC- 02, BC-01

**Sl. No. 03      Lower Division Clerk**

**Educational and other qualification:**

- (i) Matriculation or equivalent qualification from a recognised Board or University.
- (ii) A typing speed of 30 w.p.m. in English or 25 w.p.m. in Hindi.

**Age :** Between 18 and 25 years as on 30-09-2013. (Relaxation as per Bihar Govt. Rule (i.e. SC/ST – 05 years, Female for all categories – 03 years & MBC/OBC- 03 years). **benefit of reservation will be given to Bihar State domicile only and the applicant outside the State of Bihar will not be entitled for the benefit of reservation.** Handicapped candidate will be given the benefit of reservation and relaxation as per rule of Govt. of Bihar. Persons working in Govt. Institution shall be given age relaxation as per rule).

**Pay Scale :** PB-1 Rs. 5200-20200+G.P. Rs. 1900/-

**Reservation :** U/R – 02, MBC- 01, SC-01

### Common General information and Instruction

1. Number of vacancies as shown above may increase or decrease as per requirement and decision of Institute.
2. Interested candidates, for appointment to the post, should send their applications on the prescribed format completed in all respect along with self attested photocopies of their all educational certificate, certificate of age proof, testimonials and recent two passport size photographs etc.
3. Requisite Fee (non-refundable) in the form of Bank Draft a Rs. 500.00 (Rupees Five Hundred) and Rs. 125.00 (Rupees One Hundred Twenty Five) for SC/ST in favour of Director, IGIMS, Sheikhpura, Patna -14, payable at Patna.
4. The application should be sent by registered/speed post/courier to the Director, IGIMS, Sheikhpura, Patna -800014 (Bihar) on or before **30-10-2013** up till **04.00 PM**. **Institute shall not be responsible for any lapses or delay by the Postal Department or Courier Agency.**
5. The incomplete application, applications without requisite Draft as mentioned above and application received after last date will not be considered.
6. Candidates are requested to super-scribe the words "**Application for the post .....**  
**IGIMS, Patna**" on the top of the Envelope while sending the Application Form.
7. No TA/DA is admissible for attending the written test and interview.
8. Director reserves the right to reject any or all application without assigning any reason.
9. SC candidate should submit their caste certificate and MBC/BC candidate should submit their caste certificate along with certificate of exemption from creamy layer in support of their claim for reserved category dully issued by the **Circle Officer** of the respective District. Candidate must submit their domicile certificate. Benefit of Reservation will be given to the **Bihar domicile** only.
10. **Mere selection by the Selection Committee does not give the right of appointment to the candidate. The Institute reserves the right for appointment of the candidate (s) recommended by the Selection Committee.**
11. **The Selection Committee's recommended panel will be valid for 06 (Six) months only.**
12. Canvassing in any form will be disqualification.

Advt. No. 12/IGIMS/ Estt./ 2013

Sd/--  
(Dr. Arun Kumar)  
Director,  
IGIMS, Patna-14