

EMPLOYMENT NOTICE

Applications are invited from Indian citizen for appointment on contract basis for the post mentioned as under latest by 15-12-2014 up till 3.30 P.M.

(1) Store Officer-cum-Procurement Consultant (2) Senior Administrative Officer

Age Limit :- Maximum upper age limit is 62 years as on 31-12-2014

Details of eligibility criteria, age, Pay etc. may be seen on Institute's website www.igims.org.

Advt. No. 10/IGIMS/Estt./2014

Sd/-
(Dr. N. R. Biswas)
Director.

Details of eligibility criteria & other terms

(1) Store Officer-cum-Procurement Consultant : One Post (U/R)

Qualification & Experience :-

Officers of Central/State/U.T. Govt./Autonomous Bodies holding analogous posts on regular basis or with 5/8 years of regular service in the scale of Rs.2200-4000/2000-3500 (Revised Rs. 15600-39100+GP Rs. 5400/Rs. 9300-34800+GP Rs.4600) respectively and possessing the following :-

- (1) Degree of a recognised University or equivalent ;
- (2) Post Graduate Degree/Diploma in Materials Management of a recognised University/Institution or equivalent and
- (3) Not less than 5 years experience in a supervisory capacity in handling stores, preferably medical.

Age :- Maximum upper age limit 62 years as on 31-12-2014

Remuneration :- Last drawn pay minus pension per month.

Period of contract :- Initially for one year extendable up to 03 years.

(2) Senior Administrative Officer : One Post (U/R)

Qualification & Experience :-

Officers of under the Central/State/U.T. Govt./Autonomous Bodies holding analogous posts on regular basis or with 5/8 years of regular service in the scale of Rs.2200-4000/2000-3500 (Revised Rs. 15600-39100+GP Rs. 5400/Rs. 9300-34800+GP Rs.4600) respectively or equivalent and having a 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 .

Age :- Maximum upper age limit 62 years as on 31-12-2014

Remuneration :- Last drawn pay minus pension per month.

Period of contract :- Initially for one year extendable up to 03 years.

General Instruction

1. Interested candidates for appointment to the posts mentioned above may send their applications on the prescribed format completed in all respect along with self attested photocopies of their educational certificates and certificate of age proof, testimonials and recent passport size photograph.

All applications completed in all respect should be accompanied with self attested photo copies of certificates/testimonials and recent passport size photograph as well as requisite fee (non refundable) in the form of Bank Draft of Rs. 500/-- (Rupees Five Hundred only), Rs. 125/- (Rupees One Hundred Twenty Five for SC/ST) in favour of Director, IGIMS, Sheikhpura, Patna- 14, payable at Patna.

2. Incomplete application and applications received late and after last date will not be considered.
3. Director reserves the right to reject any or all applications without assigning any reason.
4. The applications should reach by registered/speed post to the Director, IGIMS, Sheikhpura, Patna – 14 (Bihar) on or before **15-12-2014 up till 3:30 P.M.**
5. Canvassing in any form will be disqualification.
6. Vacancy shown above may increase or decrease.
7. Candidates are requested to super-scribe the words “Application for the post applied for
8. No TA/DA is admissible for attending the Interview.

Sd/-
(Dr. N. R. Biswas)
Director,
I.G.I.M.S. - Patna