



**Office of the Director**  
**INDIRA GANDHI INSTITUTE OF MEDICAL SCIENCES**

(An Autonomous Institute under Govt. of Bihar)  
SHEIKHPURA, PATNA - 800 014 (Bihar, India)  
Tel.: 0612 - 2297631, 2297099; Fax: 0612 - 2297225; Website: www.igims.org;  
E-Mail: director@igims.org

Ref. No.:

Date: .11.2022.

**Employment Notice**

Applications are invited on prescribed proforma from Indian citizen for appointment on following posts on deputation / contract basis at I.G.I.M.S. – Patna. The last date of submission of complete application is 09 / 12 / 2022 up to 4 P.M. through Regd. / Speed Post / Courier Services.

Sl. No.	Name of Post	No. of Post
01.	Executive Engineer (Civil)	2
02.	Chief Administrative Officer	1
03.	Administrative Officer	1

Details of post, requisition qualification, experiences, upper age limit, pay-scale, reservation rules, application fee, proforma invoice etc., can be seen and downloaded from institute's website [www.igims.org](http://www.igims.org).

**Details of Eligibility Criteria & Other Terms:**

**1. Executive Engineer (Civil) - Deputation only :**

**Essential Qualification / Experience:-**

Executive Engineer (Civil) or Assistant Engineer (Civil) with 8 years of regular service in last grade from CPWD. In the event of suitable candidates not being available from CPWD, similar officers from other engineer Department of the Central / State Government or Central / State statutory / autonomous bodies shall be considered. An officer taken on deputation shall possess a Degree in Civil Engineering.

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

**Upper Age Limit:** Up to 56 years as on 09.12.2022.

**Pay Scale:** L-11, Basics Rs. 67700/- (Sixty Seven Thousand Seven Hundred) + other allowances as per rule.

**No. of Post:** 02 Nos.

**Reservation:** UR

**Executive Engineer (Civil) - Contract only:**

Executive Engineer (Civil) or Assistant Engineer (Civil) with 8 years of regular service in last grade from CPWD. In the event of suitable candidates not being available from CPWD, similar officers from other engineer Department of the Central / State Government or Central / State statutory / autonomous bodies shall be considered. An officer taken on deputation shall possess a Degree in Civil Engineering.

**Upper Age Limit:** Up to 62 years as on 09.12.2022.

**Contract Period:** Maximum up to three years or 65 years of age whichever is earlier. Contract appointment will initially be for one year thereafter year wise extension up to further two years will be given on the basis of its need & performance which will be discretion of the competent authority.

**Remuneration:** Last pay drawn minus pension.

**No. of Post:** Two

**Reservation:** UR

**Note:** In the case of suitable candidate for appointment on deputation on the post of Executive Engineer (Civil) is not available, contractual appointment from eligible candidate shall be done on the post of Executive Engineer (Civil).

**2. Chief Administrative Officer (On Deputation):**

**Essential Qualification / Experience:**

Officers of Central / State Government or Central / State Statutory / Autonomous Bodies holding analogous posts or with atleast 5 years of service in the post in the pay scale of Rs. 3000 – 4500 (Pre-Revised), 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 Personal Management or labour Laws or Degree in Law shall be given preference. Period of deputation shall ordinarily not exceed 3 years.

**Upper Age Limit:** Up to 56 years as on 09.12.2022.

**Pay Scale:** L – 12, Basic Rs. 78, 800/- + Other Allowances as per rule.

**No. of Post:** One

**Reservation:** UR - 01

**Chief Administrative Officer (On Contract):**

Officers of Central / State Government or Central / State Statutory / Autonomous Bodies holding analogous posts or with atleast 5 years of service in the post in the pay scale of Rs. 3000 – 4500 (Pre-Revised), 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 Personal Management or labour Laws or Degree in Law shall be given preference. Period of deputation shall ordinarily not exceed 3 years.

**Upper Age Limit:** Up to 62 years as on 09.12.2022.

**Contract Period:** Maximum up to three years or 65 years of age whichever is earlier. Contract appointment will initially be for one year thereafter year wise extension up to further two years will be given on the basis of its need & performance which will be discretion of the competent authority.

**Remuneration:** Last pay drawn minus pension.

**No. of Post:** One

**Reservation:** UR - 01

**Note:** In the case of suitable candidate for appointment on deputation on the post of Chief Administrative Officer is not available, contractual appointment from eligible candidate shall be done on the post of Chief Administrative Officer.

**3. Administrative Officer (Deputation only):**

**Essential Qualification / Experience:**

Officers under the Central / State Government or Central / State Statutory / Autonomous Bodies holding analogous posts or with atleast 3 / 5 years of service in the post in the pay scale of Rs. 2000 – 3500 / Rs. 2000 – 3200 (Pre-Revised), or equivalent respectively and having a degree and experience in administration and establishment matter and also preferably in accounts matters. Officers possessing MBA or PG Diploma in personnel Management shall be given preferences.

**Upper Age Limit:** Up to 56 years as on 09.12.2022.

**Pay Scale:** L - 10

**No. of Post:** One

**Reservation:** UR - 01

**Administrative Officer (On Contract):**

Officers under the Central / State Government or Central / State Statutory / Autonomous Bodies holding analogous posts or with atleast 3 / 5 years of service in the post in the pay scale of Rs. 2000 – 3500 / Rs. 2000 – 3200 (Pre-Revised), or equivalent respectively and having a degree and experience in administration and establishment matter and also preferably in accounts matters. Officers possessing MBA or PG Diploma in personnel Management shall be given preferences.

**Upper Age Limit:** Up to 62 years as on 09.12.2022.

**Contract Period:** Maximum up to three years or 65 years of age whichever is earlier. Contract appointment will initially be for one year thereafter year wise extension up to further two years will be given on the basis of its need & performance which will be discretion of the competent authority.

**Remuneration:** Last pay drawn minus pension.

**No. of Post:** One

**Reservation:** UR - 01

**Note:** In the case of suitable candidate for appointment on deputation on the post of Assistant Administrative Officer is not available, contractual appointment from eligible candidate shall be done on the post of Assistant Administrative Officer..

**General Instructions**

<b>Opening date for submission of application</b>	<b>From 18.11.2022</b>
<b>Closing date for submission of application</b>	<b>Up to 09.12.2022, 4 P.M. through Regd. Post / Speed Post / Courier Services.</b>
<b>Application Fee</b>	<b>Rs. 1000/- (Rupees One Thousand Only) for UR / OBC, {Rs.250/-(Rupees Two Hundred Fifty only for SC/ST / EBC )}</b>

1. Application form can be downloaded from our website [www.igims.org](http://www.igims.org).
2. Candidate employed in Govt./Semi Govt. 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. In case not in employment, candidate must submit in written that they are neither employed at any organization nor doing any course anywhere.
3. SC/ST candidates must attach their caste certificate issued by circle officer of respective District/Circle of Bihar along with application form. EBC (MBC)/BC candidate must attach their caste certificate along with certificate of exemption from creamy layer duly issued by the Circle Officer of respective District/Circle of Bihar along with application form, if claimed for reservation.
4. All applications completed in all respect should be accompanied with self-attested photocopies of certificates / testimonials and recent passport size photograph as well as requisite fee (non-refundable) in the form of **Bank Draft of Rs. 1000/- (Rupees One Thousand Only) for UR / OBC, Rs.250/-(Rupees Two Hundred Fifty only for SC / ST / EBC) in favour of Director, IGIMS, Sheikhpura, Patna-14, payable at Patna.**
5. In addition to pay, other allowances will be admissible as per rule.
6. Reservation will be given as per Bihar Govt. Reservation policy.
7. Director, IGIMS, Patna reserves the right to reject any or all applications without assigning any reason.
8. The applications should reach by registered / speed post / Currier Services to the Director, IGIMS, Sheikhpura, Patna-14 (Bihar) on or before 09.12.2022 up to 4 P.M. through Regd. Post / Speed Post / Courier Services only.
9. Canvassing in any form will be disqualification.

10. The post is non-practicing and Pvt. Practice of every kind is prohibited and can be terminated if found indulging in Private practice.
11. Number of vacancies may increase or decrease in each department. Appointment shall be purely temporary.
12. No TADA is admissible for attending the Test / Interview.

**Advt. No.: 05 / Non-Faculty / Estt. / IGIMS / 2022**

**Ref. No.: 2031DC**

**Copy to: ✓ Superintending Engineer: To upload the employment Notice at Institute Website [www.igims.org](http://www.igims.org).**

**Sd/-  
Director  
IGIMS, Patna -14  
Date: 17.11.2022.**

  
**Director  
IGIMS, Patna -14**