

**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

Memo No.

/Adm.

Dated: -.... -2020

To,

Mob. No. 9902354326**Dr. Akash Anand**

S/O: Dr. A.K. Shrivastav

904, Ambrosia Apartment Lanka,

VARANASI-800014-(Uttar Pradesh)E-mail:- akash.Anand2911@gmail.comSub: **One year Ad-hoc Appointment to the post of ASST. PROFESSOR in the Dept. of Hospital Administration (Category: U/R against SC till SC candidate is available)**

Dear Sir,

With reference to your application against advertisement No. **04/Faculty/IGIMS/Estt./2020** and subsequent interview held on **22-09-2020**, for the Adhoc post of ASST. PROFESSOR in the Dept. of Hospital Administration at this Institute, you are hereby informed that your name has been recommended by the Standing Selection Committee for Adhoc Post ASST. PROFESSOR the Dept. of Hospital Administration. The undersigned in exercise of his power to make ad-hoc appointment for one year, you are hereby appointed on **Ad-hoc** post of **Assistant Professor** in the Department of **Hospital Administration** for 01 (One) year or till regular appointment on the post, whichever is earlier, in the **Pay Level-12 Cell-01 Basic- 101500/-+ NPA** per month. After end of 01 (One) year Adhoc period, no further extension shall be granted.

Accordingly, the aforesaid post is offered to you on the terms and conditions as and made applicable at this Institute and as amended from time to time, some of which are as indicated hereunder:

1. The post is **non-practicing** and **private practice** of every kind, including laboratory, as consultant practice, directly or indirectly is strictly prohibited. If found guilty of indulging in private practice, directly or indirectly, your services will be terminated. **You will have to give an affidavit to this effect, on oath, at the time of your joining.**
2. You will be put on probation for first 03 (Three) months, from the date of initial joining on the aforementioned post. During probation, if your performance and conduct is not found satisfactory by the competent authority of the Institute or there is any allegation against you of serious nature including misconduct/misbehavior, your services shall be terminated at any time, without any notice. Your probation can be extended on the basis of your overall performance. On satisfactory completion of **Probation Period**, your period may be extended for remaining 09 (Nine) months only on approval of the competent authority.
3. All the terms and conditions mentioned above, notwithstanding, your services can be terminated by giving 01 (One) months notice or pay in lieu of notice period without assigning any reason. Similarly, you can also resign by submitting 01 (One) months prior notice or 01 (One) month's salary, in lieu of notice period.
4. **The appointment will be further subject to compliance of the following requirement, on the part of appointee.**
 - (a) Production of a certificate of fitness, from the **Medical Board** of the Institute, before you assume charge of the post. **The date of Medical Examination** will be intimated you on reporting to the **Medical Superintendent's office.**
 - (b) Production of **original certificates** in support of **age, qualification, experience** (Caste and Domicile- If applicable) etc.
 - (c) **If employed, you will have to submit proper discharge certificate, after resignation or LIEN from your present department, and if you are not employed, you will have to submit an AFFIDAVIT to the effect that you are not employed anywhere, failing which your joining will not be accepted and the appointment will stand cancelled.**
 - (d) Good character certificate, from 02 (Two) Gazetted Officers, of the Central/State Government or Executive Magistrate, in prescribed form (To be made available by the office).
 - (e) A statement of marital declaration, family declaration, Property declaration and Home Town declaration (To be made available by the Office).
 - (f) Attestation form (In Duplicate-To be made available by the Office)
 - (g) Candidates belonging to SC/ST category, must submit their Caste Certificate, duly issued by the Circle Office of their respective Circle of Bihar (If Applicable)
 - (h) Candidates belonging BC/EBC/(MBC) must submit their Caste Certificate, along with **Certificate of exemption from Creamy-Layer**, duly issued by the Circle Officer of their respective Circle of Bihar (If Applicable)
5. Other conditions of service will be as are provided for, in the rule, the regulation, etc. of the Institute and as amended from time to time.
6. **You may please note that you will be required to confirm in writing to abide with the conditions mentioned in Sl. No. 01, 02, 03 & 04 and the rules, regulation, discipline and code of conduct prevailing in this Institute and those imposed by the Institute on their employees from time to time; else joining will not be accepted.**
7. If any of the declaration made or information furnished by you proved to be false or you are found to have willful suppressed any fact/information, you will be liable for removal from the Institute's services, beside any other action that the Institute may deemed necessary.
8. Stay in the Institute's campus is compulsory, if accommodation is provided. If not provided, **No H.R.A. will be paid.**
9. You shall have no right to claim for regular appointment on the basis of this Adhoc appointment and that shall not be acceptable also.
10. Joining will be accepted from the date on which all the required paper/s are submitted to the office and a written communication from the office indicating acceptance and date of your joining.
11. No travelling or other allowance will be payable to you for obtaining the Medical Fitness or other certificate or for joining to the post at the Institute. **The receipt of this letter may please be acknowledged.**
12. If the offer is acceptable to you on the afore-said conditions, you may please communicate your acceptance to the undersigned, within 07 (Seven) days and also report your-self for duty, on or before **28-10-2020**, during working hour. If you do not join the post by the stipulated date, you should consider this offer of appointment as **cancelled/withdrawn**, unless and until communicated otherwise.

Memo No. **222/DC** /Adm.

Copy forwarded to the Director's Cell/Medical Superintendent/Dean/ Principal, Medical College/S.E. Biomedical (For Updating the Institute's website)/Accounts Section/Reservation Cell/Engineering (Civil & Electrical) Cell/Library/ O.P.D./Personal File/Guard File for information and needful.

Sd/-

Director,

I.G.I.M.S., Patna-14

Dated: **24-09-2020**

Director,