



INDIRA GANDHI INSTITUTE OF MEDICAL SCIENCES,

SHEIKHPURA, PATNA – 800 014 (Bihar, India)

Tel.: 0612 – 2297631, 2297099; Fax: 0612 – 2297225; Website: www.igims.org

Memo No. 3214 /Adm.

Date: 25-05-2021

To,

Avishek Kumar
S/o Sri Kusheswar Paswan
QTR-T3B Gola Road Railway Colony Sonpur
Dist.- Saran, State- Bihar,
Pincode- 841101
Mobile No. 9852358730

Sub: Appointment to the post of Librarian Grade-III in IGIMS, Patna. (Category – SC).

Sir/Madam,

With reference to your application against advertisement No. 08/Non-Faculty Post/ Estt./IGIMS/2020 and subsequent written examination held on 04-12-2020 for the post of **Librarian Grade-III**, IGIMS, Patna. You are hereby informed that on the recommendation of the Standing Selection Committee and recommendation approved by the Board of Governors under Res. No. 105/1581, you are hereby given offer of appointment to the post of **Librarian Grade-III**, in the **Pay Scale Level – 6, Basic Rs. 35400/-** against sanctioned post.

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

1. The post is non- practicing and private practice of every kind, including laboratory and consultant practice, is strictly prohibited. If you are found guilty of indulging in private practice of any kind (direct or indirect), your service will be terminated. You are required to submitting an affidavit to that effect.
2. You will be put on probation for two years, from the date of initial joining. During probation, if your performance and conduct is not found satisfactory by the competent authority or there is any allegation against you of serious nature such as misconduct/misbehaviour/indiscipline your services shall be terminated at any time, without any notice. During Probation Period, you will not allowed to apply anywhere else & for that 'NOC' will not be provided.

Your probation may be extended on the basis of review of your overall performance by the competent authority. On satisfactory completion of period of probation, your services will be confirmed after approval of the competent authority.

3. All the terms and conditions mentioned above notwithstanding, your services can be terminated without assigning any reason by giving three months notice or pay in lieu of notice period. Similarly you can also resign by submitting three months notice or three months salary in lieu of notice period.
4. This appointment will also be subject to the compliance of the following requirement on the part of appointee.
 - (i) 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 to you on reporting to the Medical Superintendent's office.
 - (ii) Production of the following certificate, in original.
 - (a) If in employment you will have to submit proper discharge certificate(Relieving order) from your present employer and if you are not in any employment, you will

have to submit an affidavit to that effect, failing which your joining will not be accepted and the appointment will stand cancelled.

- (b) Certificate in support of your qualifications and experience making you eligible for this post.
 - (c) Certificate in proof of age.
 - (d) Good character certificate, from two Gazetted Officer of the Central/State 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) Caste Certificate issued by Circle Officer of concerned district of Bihar, if applicable.
5. Other conditions of service will be as are provided for in the rules, 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 to 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.
 7. You are liable to serve in any of the Rural Health Centres and Urban Health centres of the Institute, if so required.
 8. If, any of the declaration made or information furnished by you is found to be false or you are found to have wilfully suppressed any fact/information, you will be liable for removal from the Institute's services beside any other action that the Institute may deem necessary.
 9. Stay in the Institute's campus as soon as residence is allotted, is mandatory. If no accommodation is provided by the Institute admissible HRA shall be paid to you.
 10. If the offer is acceptable to you on the aforesaid terms and conditions you have to submit an affidavit to this effect.
 11. If the offer is acceptable to you on the aforesaid terms and conditions, you should kindly communicate your acceptance to the undersigned within **Seven Days** from the date of receipt of this letter and also report your-self for duty as early as possible, but not later than the **24-06-2021**. If you do not join the post by the stipulated date, this offer of appointment is to be treated as cancelled/withdrawn.
 12. No travelling or other allowance will be payable to you for joining to the post at the Institute.
- The receipt of this letter may please be acknowledged.

Sd/-

(Dr. N. R. Biswas)

Director

Memo No 3214/Adm.

Date: 25-05-2021

Copy forwarded to: Director's Cell/ DDA/Dean (Academic)/Dean (Exams)/Medical Superintendent-I & II/Dy. N.S. /Finance & Chief Accounts Officer/Superintending Engineer/S.E.(BME)/Chief Librarian/Executive Engineer (Elect.)/I/c O.P.D./CAO/Adm. Officer/Guard- File/Personal File/ Library/Reservation Cell for information and needful.

(Dr. N. R. Biswas)

Director