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|  | Office of the Director  **INDIRA GANDHI INSTITUTE OF MEDICAL SCIENCES,**  **SHEIKHPURA, PATNA – 800 014 (Bihar, India)**  **Tel.: 0612 – 2297631, 2297099; Fax: 0612 – 2297225; Website:** [**www.igims.org**](http://www.igims.org)**;**  **E-Mail: director@igims.org** |

**Advt. No. 11/IGIMS/Estt./2014**

**EMPLOYMENT NOTICE**

Applications are invited from Indian citizen for appointment on contract basis for the post of Librarian Grade - III latest by 15-12-2014 up till 3.30 P.M.

Age Limit: - Maximum upper age limit is 62 years as on 15-12-2014

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

**Advt. No. 11/IGIMS/Estt./2014**

**Sd/-**

**(Dr. N. R. Biswas)**

**Director.**

**Details of eligibility criteria & other terms**

**Librarian Grate –III (One Post)**

Qualification & Experience :-

**Essential**

1. Graduate + Full time Bachelor’s Degree in Library and Information Science or equivalent.
2. Ability to use computers – Hands on experience in office applications, spread sheets and presentations. Typing speed of 35 words per minutes in English or 30 words per minutes in Hindi.

**Age Limit :** Maximum upper age limit is 62 years as on 15-12-2014.

**Reservation :** As per rule

**Consolidated Salary :-** Rs. 22, 000/- (Rupees Twenty Thousand) per month.

**Reservation :**

**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.

1. Incomplete application and applications received late and after last date will not be considered.
2. Director reserves the right to reject any or all applications without assigning any reason.
3. 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.**
4. Canvassing in any form will be disqualification.
5. Vacancy shown above may increase or decrease.
6. Candidates are requested to super-scribe the words “Application for the post applied for ……..” on the top of the envelope while sending the application form.
7. No TA/DA is admissible for attending the Interview.

**Sd/**

**(Dr. N. R. Biswas)**

**Director,**

**I.G.I.M.S. – Patna.**

**INDIRA GANDHI INSTITUTE OF MEDICAL SCIENCES, SHEIKHPURA, PATNA-800 014 (BIHAR).**

**PROFORMA FOR ADVERTISED POST**

1. Advertisement No. : /IGIMS/Estt./2014 Recent Passport

Size Photograph

2. Name of the Post :

3. Name of Applicant :

4. Father’s Name :

5. Date of Birth :

6. Age as on ………………………………. : Yr. ………..Month …………… Days ………..

7. Permanent Address :

8. Address for Correspondence :

9. Contact No. :

10. Educational Qualification :

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Sl.  No. | Particular of Exam.  Passed | Name of Board/Univ. | Year of passing | Division/ Class | Marks obtained | Percentage of Marks |
| 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |
| 6 |  |  |  |  |  |  |

11. Working Experience

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Sl.  No. | Name of the Institution | Designation | From | To | Nature of Duties |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |
| 5 |  |  |  |  |  |

12. Whether belongs to SC/ST/BC-I or BC-II :-

(Caste Certificate issued by Circle Officer for SC/ST candidates along with domicile certificate and Caste certificate issued by Circle Officer for MBC (BC-I) and OBC (BC-II) candidates with exemption from creamy layer along with domicile certificate should be attached).

13. Details of Bank Draft with

Date, Place & Amount.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of the issuing Bank | Place | D.D. No. | Date of issue | Amount |
|  |  |  |  |  |

Place :

Date : Signature of applicant