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INDIRA GANDHI INSTITUTE OF MEDICAL SCIENCES,

SHEIKHPURA, PATNA - 800 014 (Bihar, India)

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WALK-IN-INTERVIEW FOR ADMINISTRATIVE ASSISTANT ON CONTRACTUAL BASIS (till September, 2022 or project completion) UNDER RESEARCH PROJECT IN M.R.U., IGIMS, PATNA FUNDED BY ICMR, New Delhi.

A Walk-in interview of eligible Indian Citizen for appointment of above post has been fixed on 17-02-2022 at 11:00 AM in the Department of Community Medicine.

Name of Post	No of Post	Age	Pay	Qualification
Administrative Assistant	One	28 years.	Rs- 25000/PM fix (If applicable, increment as per DHR)	1. 3 years Graduation in any discipline. 2. Typing speed of not less than 8000 kdpH on computer Desirable:- 1. Two years experience in Administration/Finance and accounts.

Candidate having requisite qualification & experience with a copy of complete BIO-DATA with their original papers and its photocopy with two passport size photographs may come for walk-in-interview on date and time mentioned above. No TA/DA is allowed for appearing in the interview. If the performance of candidate is found not satisfactory, his contract will be terminated within a month. The decision of Director, IGIMS, Patna is final.

Sd/-

Dean (Acad.) cum Nodal Officer
IGIMS, Patna.

Date: 03/02/2022

No. 142/Acad/Community Medicine

Copy to: Director Cell/HOD Community Medicine/Sr. Administrative Officer/Sr. BME of uploading to Institute web site/Accounts for information & needful.

Dean (Acad.) cum Nodal Officer
IGIMS, Patna.