

Website

**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](http://www.igims.org) E-Mail: [director@igims.org](mailto:director@igims.org)

Applications are invited on prescribed Proforma from Indian citizen for appointment on following post (Regular) at IGIMS, Patna. Last date of submission of completed application is on 27-07-2021 at 4.00 PM through Regd. Post/Speed Post/Courier.

**Regular Appointment**

Sl. No.	Name of Post	No. of post	Reservation point
01	Stenographer	07	UR-2, UR(F)-1, EWS-1, EBC-1, EBC(F)-1, SC-01

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

Advt. No:-04/Appoint. Steno/Estt./IGIMS/2021

Sd/-  
Director  
IGIMS, Patna-14

## Regular Appointment

### 1. Stenographer

#### Essential Qualification/Experience

- (i) Matriculation or equivalent;
- (ii) A Speed of 80 w. p..m in Stenography (English/Hindi).

**Age Limit:** Between 18 and 30 years. (Relaxable up to 40 years in the case of employees of IGIMS). Age relaxation as per Govt. of Bihar Rule, i.e, 05 years for SC/ST, 03 years for EBC (MBC)/ BC and 03 years for all categories of Female Candidate (Benefits of reservation, age relaxation will be given to Bihar State domicile only and the applicants out-side the State of Bihar will not be entitled for the benefits of reservation. Handicapped candidate will be given the benefits of reservation and relaxation as per rule of Govt. of Bihar). Government Servant shall be given relaxation in age as per Govt. Rule.

**Pay Scale:** L-4, Basic Rs. 25500/- (Twenty five thousand five hundred) + usual allowances.

**No. of post:-** 07 Posts

**Reservation:** UR-2, UR (F)-1, EWS-1, EBC-1, EBC (F)-1, SC-01

### GENERAL INFORMATION

1. Application form can be downloaded from our website <http://www.igims.org>. The cost of application form Rs. 1000/- (Rupees One Thousand) and Rs. 250/- (Rupees Two Hundred Fifty) for SC/ST/EBC candidate (**Non Refundable**) payable to The Director, IGIMS, Patna in the form of Demand Draft.
2. Candidates employed in Government/Semi Government 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 writing that they are neither employed at any organization nor doing any course anywhere.
3. SC/ST candidate must attach their caste certificate issued by Circle Officer of respective District/Circle of Bihar along with application form. **EBC /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. Reservation point and relaxation in upper age limit will be applicable as per rule of Govt. of Bihar. **Benefit reservation will be given to Bihar State domicile only and the applicant outside of State of Bihar will not be entitled for the benefit of reservation. Handicapped person/candidate will be given the benefit of reservation as per rule of Govt. of Bihar. Person working in Govt. Institution shall be given relaxation as per rule.**
5. The crucial date for determining the age limit, educational qualifications, experience etc. will be 1<sup>st</sup> April, 2021.
6. Number of vacancy, may increase or decrease.
7. In addition to Pay, other allowances will be admissible as per rule.
8. The post is non-practicing, Private Practice of any kind direct or in-direct including laboratory is strictly prohibited and if found indulging in such private practice, appointment of candidate shall be terminated.
9. The Director of the Institute reserves the right to reject/accept any or all the applications without assigning any reason and to cancel this advertisement.
10. Canvassing in any form will be a disqualification.
11. No TA/DA is admissible for attending the written test/skill test.
12. Last date of submission of completed application is on 27-07-2021 at 4:00 P.M. through Regd. Post/Speed Post/Courier. Application coming after last date of its submission shall not be received and accepted. Institute shall not be responsible for

any postal delay. Applicants are required to submit their application, along with their all required educational and experience certificates, requisite fee and passport size photograph, duly filled up in all respect within stipulated date and time.

**13. Mode of Selection:- Written & Skill test.**

14. Proforma of application is attached with this advertisement.

Sd/-  
Director,  
IGIMS, Patna-14

Memo No. 123/DC/Adm.

Dated: 03 - 07-2021

Copy forwarded to Private Secretary, for bringing in to kind notice of the Hon'ble Health Minister, cum Chairman, Board of Governors, I.G.I.M.S., Patna.

Sd/-  
Director,  
IGIMS, Patna-14

Memo No. 123/DC/Adm.

Dated: 03 - 07-2021

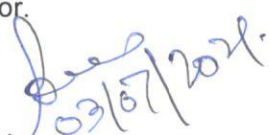
Copy forwarded to the Principal Secretary, Health Department, Govt. of Bihar, Patna for needful information.

Sd/-  
Director,  
IGIMS, Patna-14

Memo No. 123/DC/Adm.

Dated: 03 - 07-2021

Copy forwarded to: Director Cell /Dean/Medical Superintendent/Principal, Medical College/Accounts Section/ Reservation Cell/S.E. (Bio-Medical):- For making it available on the website of the Institute/ Sri Rakesh Ranjan (Senior Administrative Assistant) for prompt advertisement in the New-paper/s after taking necessary approval of the Director.

  
Director,  
IGIMS, Patna-14