INDIRA GANDHI INSTITUTE OF MEDICAL SCIENCES,

Sheikhpura, Patna-14 (Bihar), Email Id- director@igims.org

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

RECRUITMENT NOTICE

Applications are invited on prescribed Performa from Indian citizen for appointment on following posts on Deputation at IGIMS, Patna. The last/closing date of submission of the application is 30 days from the date of the publication of the advertisement in the employment news through Registered Post/Speed Post/Courier.

Sl. No.	Name of the Post	No. of Post	Mode of appointment
1.	Sr. Administrative Officer	01	Deputation
2.	Administrative Officer	01	Deputation
3.	Finance & Chief Accounts Officer	01	Deputation
4.	Accounts Officer	02	Deputation
5.	Stores Officer	01	Deputation
6.	Executive Engineer. (Civil)	01	Deputation/Contract
7.	Jr. Engineer (Civil)	01	Deputation/ Contract
8.	Jr. Engineer (Mechanical)	01	Deputation/ Contract
9.	Jr. Engineer (Bio Medical)	01	Deputation/ Contract
10.	Public Relation Officer	01	Deputation
11.	Assistant Public Relation Officer	01	Deputation

Details of posts, requisite qualification, experience, upper age limit, pay-scale, reservation rules, application fee etc. is given as under. Performa of application can be downloaded from Institute's website www.igims.org. The applicants are requested to regulary visit the Institute website for further updates.

Advt. No.:- 02/Adm/Non Faculty Post/IGIMS/26

Date- 29.03.2026

Chief Administrative Officer
IGIMS, Patna-14

Received Adl 4/11/2026

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Sl No.	Name of post and Scale of Pay	Number of vacancies*	Mode of appointment	Eligibility/ Qualification Criteria
1.	Sr. Administrative Officer {Pay Matrix Level 11 of the 7 th Central Pay Commission (₹67,700 - ₹ ₹2,08,700)}	01	Deputation	Officer under the Central/State Government/U.T Administration of the Central statutory/Autonomous Bodies holding analogous posts on regular basis or with at least 5/8 years of regular service in a post in the Pay level-10 of 7th CPC/ Pay level- 07 of 7th CPC or equivalent and having Degree and experience in administration and establishment matters and also preferably in accounts matters. Officers having MBA or Post Graduate Diploma in Personnel Management shall be given preference. (Period of deputation shall ordinarily not exceed 03 years.) Upper Age Limit:56 years as on last date of submission of application. Reservation: Reservation on deputation not applicable.
2.	Administrative Officer {Pay Matrix Level 10 of the 7 th Central Pay Commission (₹56,100 - ₹ ₹1,77,500)}	01 {01 Post for PGIDER}	Deputation	Officer under Central /State Government /U.T Administration of central Statutory /Autonomous bodies holding analogous posts or with at least 3/5 years of service in the posts in the pay scale of Rs. 2000- 3500/2000-3200 (revised Pay Band PB-2 Rs.9300-34800 + Rs.4600 Grade Pay) or equivalent and having a degree and experience in administration and establishment matters and also preferably in accounts matters. Officers possessing MBA or PG diploma in Personnel Management shall be given preferences. (Period of deputation shall not ordinarily exceed 3 years) Upper Age Limit:56 years as on last date of submission of application. Reservation: Reservation on deputation not applicable.
3.	Finance & Chief Accounts Officer {Pay Matrix Level 11 of the 7 th Central Pay Commission (₹67,700 - ₹ ₹2,08,700)}	01	Deputation	(i) Officers from any of the Central Organised Accounts Services holding an analogous post or a post in the pay level – 10 of 7th CPC with 5 years of regular service in the grade or (ii) Audit/Accounts Officers from any of the Central Organised Accounts Departments with 7 years' regular service in the pay level – 7 of 7th CPC

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				or equivalent/ In the event of suitable Officers from the Central Government being not available, similar officers in the Finance/Accounts Departments of the Central Statutory/Autonomous Bodies or Public Sector Undertakings shall be considered. (Period of deputation shall ordinarily not exceed 03 years.) Upper Age Limit:56 years as on last date of submission of application. Reservation: Reservation on deputation not applicable.
4.	Accounts Officer {Pay Matrix Level 10 of the 7 th Central Pay Commission (₹56,100 - ₹ ₹1,77,500)}	02 {01 Post for IGIMS, RIO}	Deputation	(i) Officers under the Central/State Government or Central/State Statutory/Autonomous bodies holding analogous posts on regular basis and Handling Accounts and Finance matters or holding posts of Accounts/Audit Officer or equivalent in the Pay level – 07 of 7th CPC (Pre-revised of Rs. 2375-3500)/Level – 10 of 7th CPC (Pre-revised of Rs. 2200-4000). (ii) Assistant Accounts Officers in the pay level – 6 of 7th CPC (Pre-revised of Rs. 2000-3200) with 07 years of regular service in the grade (including the service in the grade of Junior Accounts Officer/SAS Accountants/Accountant in the Pay level – 6 of 7th CPC (Pre-revised of Rs. 1640-2900). (Period of deputation shall ordinarily not exceed 03 years.) Upper Age Limit:56 years as on last date of submission of application. Reservation: Reservation on deputation not applicable.
5.	Stores Officer {Pay Matrix Level 10 of the 7 th Central Pay Commission (₹56,100 - ₹ ₹1,77,500)}	01 {IGIMS, RIO}	Deputation	Officers of Central/State/U.T. Governments failing which Officers of central Statutory/Autonomous Bodies holding analogous posts on regular basis or with 3/3 years of regular service in the Pay level – 6 of 7th CPC (Pre-revised of Rs. 2000-3200)/Pay level 6 of 7th CPC (Pre-revised of Rs. 1640-2900) and possessing the following: (i) Degree of a recognized University or equivalent;

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				(ii) Post Graduate Degree/Diploma in Materials Management of a recognized University/Institution or equivalent; and (iii) Not less than 5 years' experience in a supervisory capacity in handling stores, preferably medical. (Period of deputation shall ordinarily not exceed 03 years.) Upper Age Limit:56 years as on last date of submission of application. Reservation: Reservation on deputation not applicable.
6.	Executive Engineer (Civil) {Pay Matrix Level 11 of the 7 th Central Pay Commission (₹67,700 - ₹ ₹2,08,700)}	01	Deputation/ Contract	**Deputation** Executive Engineer (Civil) or Asst. Engineer (Civil) with 08 years of regular service in last grade from CPWD. In the event of suitable candidates not being available from CPWD similar officers from other engineer Departments of the Central Government or Central statutory/autonomous Bodies shall be considered. An officer taken on deputation shall possess a Degree in Civil Engineering. (Period of deputation shall ordinarily not exceed 03 years.) Upper Age Limit:56 years as on last date of submission of application. Reservation: Reservation on deputation not applicable. **For Contract:** Executive Engineer (Civil) or Asst. Engineer (Civil) with 08 years of regular service in last grade from CPWD. In the event of suitable candidates not being available from CPWD similar officers from other engineer Departments of the Central/ State Government or Central / State statutory/autonomous Bodies shall be considered. An officer taken on contract shall possess a Degree in Civil Engineering. Upper Age Limit:62 years as on last date of submission of application. Remuneration:Condidated Remuneration ₹ 67,700/- (Sixty seven thousand seven hundred only.) Reservation: EBC

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7.	Junior Engineer (Civil) {Pay Matrix Level 6 of the 7 th Central Pay Commission (₹35,400 - ₹ ₹1,12,400)}	01	Deputation/ Contract	**Deputation** Officials from engineering Department of the Central/State Government or Central statutory/autonomous bodies having three years Diploma in Civil Engineering from a recognized Polytechnic/Institute. Desirable-Experience in Civil Engineering work. (Period of deputation shall ordinarily not exceed 03 years.) Upper Age Limit:56 years as on last date of submission of application. Reservation: Reservation on deputation not applicable. **For Contract** Diploma in Civil Engineering from a recognized University/Institute with 5 years' experience in design and engineering of civil projects, preferably in a Hospital Environment. Age Limit – Between 18-30 years as on the closing/last date of application. Remuneration – Consolidated remuneration ₹35400/- only. **Reservation** for Contractual Appointment- UR
8.	Junior Engineer (Mechanical) {Pay Matrix Level 6 of the 7 th Central Pay Commission (₹35,400 - ₹ ₹1,12,400)}	01	Deputation/ Contract	**Deputation** Officials from engineering Department of the Central/State Government or Central statutory/autonomous bodies having three years Diploma in Mechanical Engineering from a recognized Polytechnic/Institute. Desirable-Experience in Mechanical Engineering work. (Period of deputation shall ordinarily not exceed 03 years.) Upper Age Limit:56 years as on last date of submission of application. Reservation: Reservation on deputation not applicable. **For Contract** Diploma in Mechanical Engineering from a recognized University/Institute with 5 years' experience in mechanical engineering (HVAC, Lift etc), preferably in a Hospital Environment. Age Limit – Between 18-30 years as on the closing/last date of application. Age relaxation as per Govt. of Bihar Rule 03 years for EBC and 03 years for all categories of Female Candidate. Relaxation will be given to candidates of Bihar Domicile only. Consolidated remuneration ₹35400/- only.

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				Reservation for Contractual Appointment- EBC
9.	Junior Engineer (Bio-Medical) {Pay Matrix Level 6 of the 7 th Central Pay Commission (₹35,400 - ₹ ₹1,12,400)}	01	Deputation/ Contract	**Deputation** Officials from engineering Department of the Central/State Government or Central statutory/autonomous bodies having first class Diploma in Electronics/Bio-Medical Engineering from a recognized Institute/Polythecnic with 02 years experience in a Medical Institutions or reputed organization. (Period of deputation shall ordinarily not exceed 03 years.) Upper Age Limit:56 years as on last date of submission of application. Reservation: Reservation on deputation not applicable. **For Contract** First class Diploma in Electronics/Bio-Medical Engineering from a recognized Institute/Polythecnic with 02 years experience in a Medical Institutions or reputed organization. Age Limit – Between 18-30 years as on the closing/last date of application. Age relaxation as per Govt. of Bihar Rule 03 years for EBC and 03 years for all categories of Female Candidate. Relaxation will be given to candidates of Bihar Domicile only. **Remuneration** – Consolidated remuneration ₹35400/-. **Reservation** for Contractual Appointment- EBC
10.	Public Relation Officer {Pay Matrix Level 11 of the 7 th Central Pay Commission (₹67,700 - ₹ ₹2,08,700)}	01	Deputation	Officers under the Central/State/U.T. Governments or Central Statutory/Autonomous Bodies or Central Public Sector Undertakings holding analogous posts on regular basis or with 5/8 years regular service in a pay scale of Rs. 2200-4000/ Rs. 2000-3500 (Pre-revised) since revised to Pay level – 10 of 7th CPC/ Pay Level – 7 of 7th CPC respectively or equivalent and having the following: (i) Degree of a recognised University or equivalent; (ii) Post Graduate Diploma in Journalism/Public Relations; and (iii) Not less than 7 years of experience out of which at least 5 years in supervisory capacity in public relations/publicity, printing and

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				publishing (Period of deputation shall ordinarily not exceed 04 years.) Upper Age Limit:56 years as on last date of submission of application. Reservation: Reservation on deputation not applicable.
11.	Assistant Public Relation Officer {Pay Matrix Level 7 of the 7 th Central Pay Commission (₹44,900 - ₹ ₹1,42,400)}	01	Deputation	Officer of the Central/State/U.T. Governments or Central Autonomous Statutory. Bodies or Public Sector Undertakings: **(a) Holding:** (i) An analogous post on regular basis; or (ii) With 3 years of regular service in the pay level – 6 of 7th CPC ; and **(b)** Possessing the following qualifications and experiences (i) Degree from a recognized University (ii) Post graduate Diploma in Public Relations/Journalism and (iii) Not less than 3 years of experience in Public Relations/Publicity Printing and Publishing. (Period of deputation shall ordinarily not exceed 03 years.) Upper Age Limit:56 years as on last date of submission of application. Reservation: Reservation on deputation not applicable.

GENERAL INFORMATION

1. Application form can be downloaded from Institute website www.igims.org. The cost of application form is Rs. 1000/- (One thousand rupees.) for Unreserved & Other candidates and Rs. 250/- (Two hundred fifty rupees.) for SC/ST/EBC/Female candidate **(Non Refundable)** payable to the Director, IGIMS, Patna in the form of Demand Draft.
2. Candidates employed in Government Department or any other employer must submit their application through proper channel. The advance copy of the application along with requisite educational qualification and experience certificate may be sent so as to reach it on or before the last date of submission of the application form.However, in such an eventuality No Objection Certificate issued by the employer must be submitted at the time of interview otherwise they will not be considered for selection.
3. SC/ST candidate must attach their caste certificate issued by circle Officer of respective District/Circle of Bihar along with application form. BC candidates 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.

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4. Benefit of reservation will be given to Bihar State domicile only and the application outside of State of Bihar will not be entitled for the benefit of reservation as per rule of Govt. of Bihar.
5. The vacancies shown in the advertisement are indicative which may increase or decrease at the discretion of the Competent Authority.
6. In addition to Pay, other allowances will be admissible as per Institute rule.
7. The post is non-practicing. Private practice of any kind direct or indirect including laboratory is strictly prohibited and if found indulging in private practice, appointment of candidate shall be terminated.
8. The Director of the institute reserves the right to reject/accept any or all the application without assigning any reason and cancel the advertisement.
9. Canvassing in any form will be a disqualification.
10. No TA/DA is admissible for attending the Interview/Written test.
11. Candidates are requested to submit neatly typed application form. Incomplete application are liable to be summarily rejected.

Chief Administrative Officer
IGIMS, Patna-14

Advt. No.:- 02/Adm/Non Faculty Post/IGIMS/26 **Date: -**

Copy forwarded to: - Private Secretary, for bringing in to kind notice of the Hon'ble Health Minister-cum-Chairman, Board of Governors, IGIMS, Patna.

Chief Administrative Officer
IGIMS, Patna-14

Memo No: - /Adm. Date:-

Copy forwarded to: - Secretary, Health Department, Govt. of Bihar Patna for needful information.

Chief Administrative Officer
IGIMS, Patna-14

Memo No: - 4945 /Adm. Date:- 03.11.2026

Copy forwarded to: - Director/Medical Superintendent/Principal Medical College/Accounts Section/Reservation Cell/ SE (Bio-Medical) for making it available on website of the Institute/Sri RakeshRanjan (Jr. Adm Officer) for prompt advertisement in the News-papers after taking necessary approval of the Director.

03/11/26
Chief Administrative Officer
IGIMS, Patna-14

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PROFORMA FOR APPLICATION

1.	Advertisement No.	:			Affix your recent Photograph	
2.	Name of the Post applied for:	:				
3.	Name of the Applicant	:				
4.	Father's Name	:				
5.	Date of Birth (With Proof of Age) & Age on .....-.....-2026	D/O/B: Age:	Date: .....Yrs.	Month: .....Months	Year: .....Days	
6.	Whether belongs to SC/ST/EBC,BC,BC – (Female)or Handicapped:.....Cast Certificate issued by the Circle Officer of respective District/Circle for SC/ST candidates along-with Domicile Certificate and Caste Certificate issued by Circle Officer for EBC and BC candidates with exemption of Creamy Layer, along-with Domicile Certificate must be attached).					
7.	Permanent Address	:				
8.	Address for Correspondence	:				
9.	**Contact Details** (Mobile Number)	:				
	E- Mail ID	:				

10. **Educational Qualification**(Attach all Certificates: Photocopy self-attested)

Particular of Qualification	Board/Univ.	Year of Passing	Division/Class	Marks Obtained	Percentage of Marks

11. **Work Experience**

Name of the Institution	Posted as	From	To	Nature of Duties (if any)

12. Status of Employment: CANDIDATE ALREADY EMPLOYED SHOULD GET THE FOLLOWING ENDORSEMENT SIGNED BY HIS/HER PRESENT EMPLOYER

Dated.....Signature.....Designation.....

13 **Details of Band Draft with Date of issue, Place and Amount**

Name of the issuing Bank	Place & Date	D.D. No.	Amount

14 **List of Enclosures**

Note- Candidates are requested to submit neatly typed application form.

Place:
Date:

Signature of the Applicant

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