

DR. SYAMA PRASAD MOOKERJEE INSTITUTE OF MEDICAL SCIENCES & RESEARCH FORUM

Regd. Off.: IIT KHARAGPUR CAMPUS KHARAGPUR, PASCHIM MEDINIPUR, WB-721302
CIN: U85100WB2020NPL241236

विज्ञापन सं./Advertisement No.: R/11/2022 Dated June 02, 2022

Dr. Syama Prasad Mookerjee Institute of Medical Sciences and Research Forum (**SPMIMSRF**), a medical college and hospital, through its state-of-the-art technology platform, will provide clinical services across all Specialities and Super-Specialities including Cardiac, Neurosurgery, Transplantation, Trauma and Oncology in a phase-wise manner. Institute of Medical Sciences & Research established by the Indian Institute of Technology Kharagpur as a Section 8 Company under Companies Act, 2013. It is located in Kharagpur, West Bengal, India within the campus of IIT Kharagpur.

Keeping in perspective the operational plan of the Dr. Syama Prasad Mookerjee Institute of Medical Sciences & Research Forum, the Institute invites online applications from the Indian Nationals for the following position.

The position is 'Full-Time' and the appointment shall be made on contract basis as under:

Sl. No.	Name of the post	No of vacancy (UR)	Consolidated Remuneration	Terms of appointment
1	Chief Administrative Officer	1	Rs. 1,20,000/- + 9% HRA on consolidated amount per month	For a period of three (3) years on yearly renewal basis, subject to evaluation of performance.

The qualification, experience, remuneration and age limit for the above post are as under:

1. Chief Administrative Officer

Consolidated Remuneration: Rs. 1,20,000/- + 9% HRA on consolidated amount per month

Essential Qualification: Master's Degree with at least 55% marks or its equivalent grade of 'B' in the UGC 7 point scale from a recognised University/Institute of repute and consistently good academic records.

Desirable: Preference shall be given to the candidates having the qualification of MBA or PG Diploma in Personnel Management or Labour Laws Or Degree in Law.

Essential Experience:

- 5 years' of administrative experience as Assistant Registrar/Administrative Officer or equivalent in Level 10 of Pay Matrix Rs. 56100-177500/- of Government of India or in an equivalent post in AIIMS/IITs/University System/ Research Institute/Central Government Departments, **or**
- Comparable experience in research establishment and/or other institutions of higher education/Hospital administration.

Desirable: Experience/Exposure to computer based Finance & Accounting/Audit/Academic/ Purchase & Stores/Establishment/Personnel & HR/Services & facilities Management in a medium/ large health care and or service industry will be preferred.

Maximum age limit: 50 years as on last date of application.

General Instructions

1. **Dr. Syama Prasad Mookerjee Institute of Medical Sciences & Research Forum** governed by Section 8 Company under Companies Act, 2013, the terms and conditions of appointment shall be as per the regulations of Section 8 Company applicable for its employees.
2. The Institute also reserves the right of rejecting any or all the applications without assigning any reasons thereof.
3. Degree as referred above should have been awarded by a recognized University / Institute.
4. Mere eligibility will not vest any right on any candidate for being called for interview. The decision of the Institute in all matters will be final. No correspondence will be entertained from the candidates in connection with the process of selection / interview. Canvassing in any manner would entail disqualification of the candidature.
5. The Institute reserves the right to call only the requisite number of candidates for interview after shortlisting with reference to the candidate's qualification, suitability, experience, etc.
6. Incomplete applications or applications without self-attested copies of certificates/ testimonials or received after the last date are liable to be rejected.
7. Any dispute with regard to the selection/recruitment process will be subject to Courts having jurisdiction over Kolkata.
8. The Institute reserves the right to evolve any screening/selection process e.g. Screening Test/Written Test/Seminar Presentation/Group Discussion/Personal Interview etc. if the number of applicant is large for a particular post.
9. Eligibility of a candidate and satisfaction of any other Short-listing criteria shall be considered as on the last date of the submission of online application i.e. **02-07-2022**.
10. **Application fee of Rs. 1000/- (Rupees one thousand only) should be paid through online portal (SBI Net Banking/Other Banks Net Banking/All Banks Credit Cards (Retail)/Rupay Debit Cards). Application fee of Rs. 1000/- (Rupees one thousand only) is required for SC/ST/PwD/Women candidates. The fee(s) paid shall not be refunded under any circumstances nor can the fee(s) be held in reserve for any other application or examination or selection.**
11. Candidates are advised to fill their correct and active e-mail addresses in the online application as all correspondence will be made by the foundation through e-mail only. Interview schedule will be e-mailed in due course to the candidates in their registered e-mail. No separate letter (Hard copy) will be sent for this purpose. Further, for any updates, please visit website [<http://www.iitkqp.ac.in>>> Quick Links >> Non-Teaching Positions] regularly, for subsequent amendments, if any, in the advertisement and for results.
12. No TA/DA will be paid for appearing in the Selection Process.
13. Eligibility of a candidate and satisfaction of any other Short-listing criteria shall be considered as on the last date of the submission of online application i.e. **02-07-2022**.
14. Candidates possessing requisite qualification and experience are required to **apply online** [<http://www.iitkqp.ac.in>>> Quick Links >> Non-Teaching Positions] on or before **02-07-2022**.
15. **NO HARDCOPY OF THE APPLICATION TO BE SUBMITTED. SHORT LISTING WILL BE DONE ONLY BASED ON THE ONLINE APPLICATION.**
16. **NO INTERIM ENQUIRIES WILL BE ENTERTAINED.**

If any problem is encountered during online application, please contact through phone: +91-3222-281017/18/19.



Director

Dr. Syama Prasad Mookerjee Institute of
Medical Sciences and Research Forum