



GOVERNMENT OF KERALA

No. F1/374/2021/SCSTDD

Scheduled Castes / Scheduled Tribe
Development (F) Department,
Thiruvananthapuram. Dated: 13/01/2022

VACANCY CIRCULAR

**Sub:- Scheduled Castes / Scheduled Tribe Development Department -
Appointment of Director of Institute of Integrated Medical
Sciences Society, (Medical College) Palakkad-reg.**

As per G.O.(Ms) No.72/12/SCSTDD dated 26/05/2012, Government of Kerala accorded sanction for the establishment of a Medical College in Palakkad District under the aegis of the Scheduled Castes Development Department (SCDD).

As per G.O.(Ms) No.135/2012/SCSTDD dated 29.10.2012, Government accorded sanction to register a separate Society for the functioning of Institute of Integrated Medical Sciences, (IIMS) Palakkad under the Travancore Cochin Literary Scientific and Charitable Societies Registration Act, 1955 and a post of Director in the Institute of Integrated Medical Science Society is created as per G.O. (Ms)No.26/2018/SCSTDD dated 12.03.2018.

The Director of the Society is expected to be the overall Administrative Head of the Society and in-charge of affairs of the Society, including Medical Institution/College. Hospital etc and look after matters relating to civil works, appointments, procurements, day to day management and running of all the institutions of the Society and so on, in addition to his duties/responsibilities under the MoA/RRs of the Society, under the overall supervision and control of the Executive Committee and Governing Body.

Since the term of the presnt Director will expire during February 2022, it has been decided to invite applications for filling the post by Direct recruitment/departement basis.

Essential Qualifications, Experience & other conditions

Name of Post :- Director

Number of vacancy :- 1

Qualification:-

Those having at least 15 years teaching experience in Government Medical Colleges

or

Management experts with medical degree and having at least 15 years service in Government.

Age :- Up to 65 years

Method of appointment:-

(i) Deputation basis

or

(ii) Contract basis

Scale of pay :- ₹ 81000-117600/- (10th pay revision)

How to Apply:-

Applications should be neatly typed on thick plain paper (A4 size 210 X 297mm) in the enclosed prescribed format .

a) The completed applications along with requisite documents should be sent in the prescribed proforma through proper channel to the **Secretary, SC/STDD, Government Secretariat, M.G.Road, Thiruvananthapuram, Pin Code- 695 001** on or before **25.01.2022** at **5.00 P.M.** Scheduled Caste Scheduled Tribes Development Department will not be responsible for misplacement/non-receipt of any application on or before the closing date, sent through ordinary post. Applications received after the closing date or received incomplete in any respect are liable to be summarily rejected. No representation against such rejection will be entertained.

b) Copies of certificates in support of educational qualifications, date of birth, disability, Community (in case of SC/ST/OBC candidates only) and experience etc should be attached with the application. Candidates will have to produce the original certificates as and when required.

c) The completed applications should be sent by Registered Post or through speed post in a cover superscribed "**Application for the post of Director, Institute of Integrated Medical Sciences, (Government Medical College) Palakkad.**"

Selection Process:- Broadly the selection process would be done by the following stages.

(a) Eligibility checking:- Government may appoint a committee to verify fulfilment of eligibility of the candidate as to the circular.

(b) If the number of eligible candidates is abundant, Government may shortlist the eligible candidates for being called for interview. Such shortlisting, if required, may be done on an objective & transparent criteria/norms and such other parameters as decided by the Government.

(c) Eligible and Shortlisted candidates will be called for Interview/ Interactive session before a duly constituted Interview Committee, which would prepare a panel of names, in order of merit.

(d) Final selection will be by the Government from the panel recommended by the Committee.

(e) Such panel will be in force for one year from the date of interview, and Government would be free to use the panel to fill any vacancy arising during this period either due to non-joining of the selected candidates or any other reason after the joining.

Sd/-

Pranabjyoti Nath I A S
Secretary to Government

Application for the post of Director IIMS(Medical College, Palakkad)
PROFORMA (CURRICULUM VITAE)

(Strike out whichever is not applicable)

- 1.Name and Office address(in Block letters) : _____
- 2.(a)Date of Birth(in Christian era) : _____
(b)Age as on closing date of application : _____
3. Whether belongs to(SC/ST/OBC) : _____
(please tick and if yes, attach certificates)
- 4.Educational Qualifications : _____
5. Whether Educational and other qualifications required for the post are satisfied (if any qualification has been treated as equivalent to the one prescribed in the rules, state the authority for the same) enclose relevant documents.

Qualification/Experience required Qualification/Experience possessed
by the official

6.Details of Employment, in chronological order. Enclose a separate sheet, duly authenticated, with your signature, if the space below is insufficient

Office/Dept.	Post held	From	To	Scale of Pay and basic pay	Nature of duties

7. Nationality :
8. Religion :
9. Mother Tongue :
10. Languages known :
11. i. Address for correspondence :
- (in Block letters)

Pincode

- ii. Telephone No. :
- (a)Office :
- (b)Residence :
- iii. Mobile No(Mandatory) :
- iv. Email ID(Mandatory) :
12. Present Pay :
- (i)Scale of Pay :

(Revised/Pre-revised)

- (ii) Basic Pay
- (iii) Other allowances
- (excluding HRA &CCA)
- (iv) Total Salary :
- [(ii) +(iii)]

13. Permanent Address
(in BLOCK LETTERS)

.....
.....
.....
.....
Pin Code
Telephone Number

14. Any other information you may wish to add:

[Like list of publications, Membership of learned
societies, awards and recognition, etc. [in brief] :

15. Details of Enclosures:

16. DECLARATION :-

I certify that the foregoing information is correct and complete to the best of my knowledge and belief and nothing has been concealed/distorted. If at any time I am found to have concealed/distorted any material information, my appointment shall be liable to be summarily terminated without notice/compensation.

Place :

Date :

Signature of the candidate

CERTIFICATE

(Applicable for candidates already working in Government

Department/Ministries/Public Sector Undertaking/Autonomous Institutions)

(To BE GIVEN BY THE HEAD OF ORGANISATION/OFFICE)

(i) Certified that the particulars have been verified and found to be correct. It is also certified that no disciplinary/vigilance proceedings are either pending or contemplated against the officer.

Integrity of the officer is also certified.

(ii) The application of Shri./Smt./Ms..... is recommended. In case of his/her selection, the Department/organization will relieve him/her.

(iii) Copies of ACRs/APARs for the last five years are also enclosed.

Place:

Date:

Signature of the Head of the

Organisation/Office with Office Seal