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**GOVERNMENT OF KERALA**

No.12006(e-285/16)/F1/15/SCSTDD

**Scheduled Castes / Scheduled Tribe  
Development (F) Department,**  
Dated: 14/08/2017

**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.25/2015/SCSTDD dated 31/03/2015, 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. The said Society has been registered on 20/05/2015 with approved Memorandum of Association (MoA) and the Rules and Regulations (Rrs). As per G.O(Rt) No.1075/2015/SCSTDD dated 04/07/2015, Administrative Sanction has been issued for functioning of Institute of Integrated Medical Sciences Society for Medical College, Palakkad.

As per clause IV of MoA, the control, administration and management of the affairs of the Society shall be vested in the Governing Body (GB) of the Society in accordance with the RRs of the Society. As per Rule 8, there shall be an Executive Committee (EC) of five members with the Principal Secretary SC/STDD as Chairman and the Director, IIMS as Convenor.

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 .

**Essential Qualifications, Experience & other conditions**

**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) Direct Recruitment

or

(ii) Deputation basis

**Scale of pay :-** 81300 - 117600 (10<sup>th</sup> 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 **Deputy Secretary, SC/STDD, Government Secretariat, M.G.Road, Thiruvananthapuram, Pin Code- 695 001** on or before **30.11.2017** at 5.00 P.M. Scheduled Caste Scheduled Tribes Development Department will not be responsible for misplacement/non-receipt of any application sent through ordinary post. Nominations should carry Vigilance clearance and integrity certificate. No relaxation shall be given in this regard.

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) Applications received after the closing date or received incomplete in any respect are liable to be summarily rejected. SC/STDD shall not be responsible for any delay on the part of postal department- for delivery of application even if posted before the last date. No representation against such rejection will be entertained.

d) 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. List of eligible and non eligible candidates would be put up on department web site [www.scdd.kerala.gov.in](http://www.scdd.kerala.gov.in) within 4 weeks, from the last date of application.

(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.

**Miscellaneous**

Service conditions of selected candidates will be governed by Government of Kerala Rules/instructions issued from time to time.

Sd/-

**Dr. VENU V. IAS**  
**Principal Secretary to Government**

Copy to:-

All Secretaries, (All Departments) - with a request to do wide circulation of the post in those Departments,

The Director, Scheduled Caste Development Department - with a request to

(a) Publish the brief Advertisement – as per enclosed draft in one English

Daily viz i.e, all India Edition and two leading Malayalam Dailies, all Kerala Editions.

(b) For publishing the detailed vacancy circular on website of the Directorate.

(c) For wide publicity by other Medias

The Registrar, Government Medical College, IIMS, Palakkad – for information and necessary action for wide publicity

All Heads of the Departments/Public Sector Undertakings/Autonomous Bodies, Government of Kerala.

The Information Officer (Web & New Media I&PRD)

Stock File/Office copy

Encl. No. Bp- 21837/12/Dims. dt

copy communicated for information

rel n/a.

Agata Dailies  
Dims 12/11/12

to the RDD (S2) / the RDD (C2) / the RDD (S1)

17/11/12

**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 you 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 seperate 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 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