



SREE CHITRA TIRUNAL INSTITUTE FOR MEDICAL SCIENCES & TECHNOLOGY

THIRUVANANTHAPURAM—695 011, INDIA.

(An Institute of National Importance under Govt. of India)

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**WALK-IN-INTERVIEW FOR SELECTION TO THE
POST OF SECRETARY (ON CONTRACT)**

1. Qualification & Experience : 1. Graduate with 6 years of experience in Office Management.
2. Proficiency in Computer operation and knowledge in software packages relevant to Office Management.
3. Candidates who have worked under a Head of Government Departments/Government undertaking with proficiency in dictation would be preferred.
2. Nature of Job : Manage secretarial and administrative support services of an advanced nature for a high level administrative official.
3. Nature/Period of employment : Temporary for a period of one year – likely to continue
4. No. of vacancy : 1+ Panel
5. Monthly consolidated remuneration : Rs.30,000/-
6. Age limit as on 30.06.2017 : Not above 35 years
7. Venue : IV FLOOR, Achutha Menon Centre for Health Science Studies of the Institute at Medical College Campus, Thiruvananthapuram
8. Time and Date of Interview : **10.30 a.m. on 24.07.2017**
9. Reporting time : **9 a.m.**

Interested candidates may appear for a Walk – in- interview along with bio-data, original and attested copies of certificates to prove their age, qualification, experience etc.

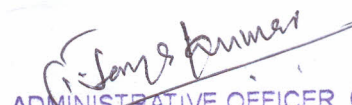
Note:- Apart from interview, a dictation test will also be conducted to assess the proficiency of candidates.

Sd/-
DIRECTOR

Advt.No.P&A.II/26/Secretary/SCTIMST/2017 dated.12.07.2017

To

Notice Board (Hospital / AMC / BMT Wing / Website)


ADMINISTRATIVE OFFICER Gr. I
SCTIMST