



**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 10 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 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 30.04.2016 : Not above 40 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 : **10.00 am on 17-5-2016**
9. Reporting Time : 9.00 am

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.

Sd/-
DIRECTOR

No: P & A.II/SECRETARY/SCTIMST/17/2016 dt 27-4-2016.

To
Notice Boards (Hosp/AMC/BMT)/Website

G. Jayaraman
ADMINISTRATIVE OFFICER
Sree Chitra Tirunal Institute For
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Thiruvananthapuram - 695 011