

INDIAN MEDICAL ASSOCIATION

Applications are invited in the prescribed format for contractual engagement to the following posts in the Indian Medical Association (HQ)

| S No | Name of the post | No of Posts |
|------|------------------------------|-------------|
| 1 | Chief Administrative Officer | 1 |
| 2 | Chief Manager | 1 |
| 3 | Accounts Assistant | 1 |
| 4 | Stenographer | 2 |
| 5 | Computer operator | 2 |
| 6 | Data Entry Operator | 2 |

The detailed Notification and Application form are available on our official website www.ima-india.org

The Application form (Hard Copy) in the prescribed format with enclosures and soft copy through email hsg@ima-india.org should reach the office of the undersigned by 5 PM on or before 13.06.2018

Sd/=

Honorary Secretary General

For IMA Website

INDIAN MEDICAL ASSOCIATION

NOTIFICATION

Applications are invited in the prescribed format for contractual engagement to the following posts in the Indian Medical Association (HQ)

| S No | Name of the post | No of Vacancies | Age limit as on 01.04.2018 | Qualification & Experience |
|------|------------------------------|-----------------|----------------------------|---|
| 1 | Chief Administrative Officer | 1 | 45 -55 | 1. Graduate from a Recognized University 2. 10 Years Experience in the Managerial/Administrative post in Public/Private Sector |
| 2 | Chief Manager | 1 | 45 -55 | 1. Graduate from a Recognized University 2. 8 Years Experience in the Managerial/Administrative post in Public/Private Sector |
| 3. | Accounts Assistant | 1 | 25 -40 | 1. Post Graduate in Commerce with specialization in Accountancy / Finance. 2. Experience in accounting package (Tally) will be preferred. |
| 4 | Stenographer | 2 | 22 - 35 | 1. Graduate from a Recognized University 2. Higher/Senior Grade Certificate course in Shorthand and Typewriting in English 3. Certificate Course in Computer on office Automation |
| 5 | Computer operator | 2 | 22 - 35 | Degree or Diploma in Computer Science OR |

| | | | | |
|---|---------------------|---|--------|--|
| | | | | Graduate from a Recognized University with Certificate Course in Computer Applications |
| 6 | Data Entry Operator | 2 | 18 -30 | Matriculation with Certificate course in Computers or Equivalent |

The remunerations are negotiable. The interviews for posts at S. No. 1, 2 and 3 will be held on 18th June and for posts 4, 5 and 6 on 19th June from 2 PM onwards at IMA House, ITO, New Delhi.

The Application form (Hard Copy) in the prescribed format with enclosures and soft copy through email hsg@ima-india.org should reach the office of the undersigned by 5 PM on or before 13.06.2018

Sd/=

Honorary Secretary General

APPLICATION FORM

POST APPLIED FOR

Name of the Candidate :

Father's Name :

Date of Birth :

Address :

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Email : Mobile

Educational Qualification :

Experience :

Previous Organisations :

Present Organisation :

Last Salary drawn :

Signature: Date :