



क्षेत्रीय आयुर्विज्ञान संस्थान, इफाल: मणिपुर
REGIONAL INSTITUTE OF MEDICAL SCIENCES, IMPHAL, MANIPUR
(स्वास्थ्य और परिवार कल्याण मंत्रालय, भारत सरकार के अंतर्गत एक स्वायत्त संस्थान)
(An Autonomous Institute under the Ministry of Health & Family Welfare, Govt. of India)

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No. GEN/APPT/CON(GrpB)/1/2025-EST Sec. 18591* Applications are invited from the retired Administrative Officers and Section Officers, for appointment to the post of 1 (one) Administrative Officer and 6 (six) Section Officers, RIMS, Imphal, on contract basis. Interested and eligible candidates may submit an application on plain paper with details such as qualifications, experience, their bio-data such as Name, Date of Birth, Address, Contact details, their Date of Joining in the previous service, Date of Retirement, Post from which retired, Name of Office / Department from which retired, Last Pay Drawn, PPO No. (Xerox copy of the pension book) along with any other relevant documents, should reach the office of the Director, RIMS, Imphal, or to this Institute's email: rims.imphal@gov.in, latest by 18.03.2025 (4.30 P.M.). The details of the posts are as follows:-

Name/ Number of post	Edn. Qualification & Experience
Administrative Officer (1 Post)	Essential Qualifications: i) Graduate from a recognized University. ii) Desirable: Master's Degree / Degree / Diploma in Hospital Administration iii) Experience: 3 years experience as Administrative Officer or above, in any Govt. Dept. or equivalent posts in any Government Organization. Preference will be given to those with experience in Medical College/Hospital Administration.
Section Officer (6 Posts)	Essential Qualifications: i) 5 Years regular service as Section officer or above, in any Govt. Dept. or equivalent posts in any Government Organization. ii) Should have passed Accounts Test and office procedure examination, conducted by the Central or any State Government.

ii). **Upper age limit :-**
Not exceeding 63 years as on 18.03.2025 (closing date for submission of application).

iii). **Remuneration & Allowances :-**

a. **For retired employees from pensionable govt. employment :** A consolidated monthly remuneration equivalent to last pay drawn minus pension drawn, according to the level/ rank at the time of retirement / superannuation.

b. **For retired employees from non-pensionable govt. / Semi-govt. employment like Autonomous bodies, PSU etc:** A consolidated monthly remuneration of Rs.72,828/- for the Administrative Officer and Rs.54,162/- for the post of Section Officer.

c. In addition to the above, the selected candidates may be allowed TA & DA for tour undertaken for official work, at rates applicable as per their entitlement at the time of retirement. No other perks / benefits such as HRA, TA, CCA, Medical Reimbursement are admissible.

d. Paid leave of absence shall be allowed at the rate of 1.5 days for each completed month of service. Accumulation of leave beyond a calendar year shall not be allowed.

2. The initial engagement would be for a period of 06 (six) months, which may be extended further, depending on the requirement of RIMS, Imphal, subject to the review of the task and the performance of the contract appointee, provided it shall not be extended beyond 5 years after superannuation.

3. The Institute shall reserve the right to terminate their engagement at anytime without giving any notice and reason whatsoever. The appointee can

also resign after giving 15 days notice in advance or remuneration in lieu thereof.

4. The appointee shall sign an agreement of confidentiality containing a clause of Ethics and Integrity.

5. The candidates have to produce the original certificates and testimonials before the Selection Board.

6. Incomplete application or applications received after the stipulated date/time shall be summarily rejected without any intimation to the candidate(s).

7. The shortlisted Candidates will be notified at the Institute's website: www.rims.edu.in. and hence they are advised to check our website for latest updates on the matter.

8. The issues with the approval of Director, RIMS, Imphal.

Signed by

Mecolt Rajkumar Singh

Date: 19-02-2025 15:44:58

(R.K. Mecolt Singh)
Deputy Director (Admn)

Copy to:

1. P.S. to Director, RIMS, Imphal.
2. Medical Superintendent, RIMS Hospital, Imphal.
3. System Administrator, RIMS, Imphal - for uploading the above notice in the RIMS website for wide information.
4. Notice Boards.
5. Concerned file.