



REGIONAL INSTITUTE OF MEDICAL SCIENCES,
(An Autonomous Institute under the Ministry of Health & Family Welfare, Govt. of India)
IMPHAL : MANIPUR - 795004

ADVERTISEMENT

Imphal, the 7th Dec, 2021

No: 11/A/72 - MC (Pt): 10198 Applications in the prescribed format are invited from the intending citizens of India for appointment to the following post of RIMS, Imphal, so as to reach the application to the office of the undersigned on or before 07/01/2022. Candidates in Govt. service should submit their applications through proper channel failing which the application will be rejected summarily.

Name and Number of post (s)	Pay	Qualification & Experience
Administrative Officer, 2 post.	PB2 Level 8	Essentials: <ol style="list-style-type: none">1. Graduate from a recognized University.2. Passed Accounts Trg. Conducted either by the A. G./State Government3. Passed Departmental examination in Office Procedure conducted by any State. or equivalent. Experience: <p>Minimum of 15 (fifteen) yrs. Regular service of which 5 (five) year as Section Officer or 20 (twenty) yrs service of which 5 (five) years as Assistant in a Medical College.</p> Desirable: <p>Knowledge in Administration and Academic work for 5 (five) years service in a Medical College.</p>

Upper age limit: 45 years. Relaxable as per Govt. Rules.

1. The application should be accompanied with (i) Certificate of Date of Birth, (ii) Attested copies of Certificates and Testimonials of qualification, experience, (iii) a Demand draft of Rs. 200/- drawn in favour of Director, RIMS, Imphal payable at Imphal or cash receipt of Rs. 200/- from the RIMS cash counter.

Contd. 2/-.....

2. Incomplete applications and applications received after the stipulated date shall be summarily rejected without any intimation to the candidates.
3. Date, time and venue of interview will be intimated in due course.
4. Prescribed format of application may be downloaded from RIMS website: www.rims.edu.in
5. Candidates who have applied earlier need not apply again and will be considered along with the new application. Accordingly, age limit will also be reckoned from last date of submission of application of the previous advertisement.
6. No advance copy shall be entertained.



(K. Doungel)

Deputy Director (Admn.),
Regional Institute of Medical Sciences,
Imphal.

Copy to:

1. P. S to Director, RIMS, Imphal - for kind information to the Director.
2. The Medical Superintendent, RIMS Hospital, Imphal.
3. The Director, DDK/ AIR, Imphal.
4. The Accounts Officer i/c, RIMS, Imphal.
5. The Cashier, A - Block, RIMS, Imphal.
6. The System Administrator, RIMS, Imphal - for uploading the above advertisement in RIMS website.
7. Notice Boards.