



REGIONAL INSTITUTE OF MEDICAL SCIENCES
(An autonomous Institute under Ministry of Health & Family Welfare, Government of India)
LAMPHELPAT, IMPHAL - 795004: MANIPUR

ADVERTISEMENT
Imphal, the 24th December, 2021

No. B/3520/2021-RIMS: As per the details given below, Regional Institute of Medical Sciences (RIMS), Imphal invites applications for preparing a panel of the Consultant (on Contract Basis):

Sl	Name of the Post	Essential Qualifications/ Experiences	Scope of Work/Job Responsibility
1	Consultant- (Audit)	<p>i) From amongst the persons who already retired 31.01.2021 from the post of Audit Officer/ Senior Accountant and above from the Central/State Government offices or Autonomous Bodies under Central/State Government with Grade pay of Rs.4800/- or above (6th CPC) or equivalent level in 7th CPC and having experience of working in Accounts matters.</p> <p>ii) Having knowledge of Rules and Regulations of the institute.</p> <p>iii) Knowledge of working in Computer.</p>	The Consultants will be required to submit cases/proposals in the light of Central Govt. Rules and Regulations, prepare briefs/presentations and analyze the proposals assigned to them by their Controlling Officers.

Terms & Conditions:

1. Period of Engagement

- 1.1. Initial contract would be for a period of 6 months extendable from time to time as may be decided by the Institute based on the performance of the Consultant.
- 1.2. The engagement of Consultant would be on full time basis and the Consultant may be required to work on holidays also, if need be, for which no additional fee will be paid.
- 1.3. The engagement of Consultant is of temporary nature and the engagement can be terminated at any time without assigning any reason. Engagement as Consultant shall not be considered as a case of re-employment.

2. Age Limit:

Not more than 64 years of age on the last date of receipt of the application, can apply.

3. Type of appointment:

The appointment will be purely on contract basis.

4. Accommodation:

The Consultant needs to have own accommodation facility at the place of posting or nearby places. No accommodation or House Rent will be provided by the Institute.

5. Entitlements for the Consultant:

5.1 Remuneration Fee: The Consultant will be paid consolidated remuneration equivalent to his/her pay drawn minus pension at the time of his retirement but shall not exceed ₹32,000/-.

5.2 Allowances: The Consultants shall not be entitled to any allowance such as Dearness Allowance, Residential Telephone, Residential Accommodation, Personal Staff, Medical Reimbursement, etc.

5.3 Leave: Consultants shall be eligible for 8 days leave in a calendar year on pro-rata basis. Any un-availed leave in a calendar year cannot be carried forward to next calendar year.

5.4 TA/DA: Consultants shall be allowed TA/DA for their travel inside the country in connection with the official work as per Govt. of India/Institute norms.

6. Tax Deduction at Source:

The Income Tax or any other tax liable to be deducted, as per the prevailing rules will be deducted at source before payment, for which the Institute will issue TDS Certificate/Service tax as applicable shall be payable extra, at the prevalent rates.

7. Confidentiality of data and documents:

During the course of engagement, the Consultants is likely to come into contact with confidential information crucial to the operation of the institute. And therefore, the Consultants at all-time maintain the secrecy and confidentiality of the institute. Intellectual Property Rights (IPR) of the data collected as well the deliverable produced for the institute shall remain with the Institute. No one shall utilize or publish or disclose or part with, to a third party, any part of the data or statistics or proceedings or information collected for the purpose of his/her assignment or during the course of the assignment for the institute, without the consent of the Institute.

8. Conflict of interest:

The Consultant appointed by the Institute, shall in no case represent or give opinion or advice to others in any matter which is not in the interest of the Institute.

9. The Institute reserves the right, which is as follows:

- The Institute may terminate a contract to which these Terms & Conditions apply if:
- a) The Consultant is unable to address the assigned works.
 - b) Quality of the assigned words is not to the satisfaction of the Institute.
 - c) The Consultant fails in timely achievement of the milestones as finally decided by the Institute.
 - d) The Institute reserves the right to terminate the contract, by giving fifteen days' notice to the Consultant.

Termination shall be by written notice served to the Consultant and shall take effect in 15 days of delivery of such notice, the termination shall be without prejudice to either party's right accrued before termination.

10. Governing law:

The contract shall be governed by and construed in accordance with the laws of the Republic of India. The Consultant shall provide a concept note on the Stamp Paper about his understanding of the task/scope of the work he is supposed to undertake while working for the Institute under the present contract.

11. Selection Procedure:

Application received in response to this advertisement will be shortlisted on the basis of experience and qualification of the applicant. Only shortlisted candidates will be intimated and the institute reserves the right to reject any or all applications without assigning any reason.

12. Office time and working hours:

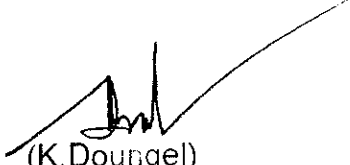
Engagement of Consultant would be on full time basis. Working hours shall be from 9:00 AM to 5:30 PM during working days including half an hour lunch break in between. The Consultant may be called on Saturday/Sunday/Other Gazetted holidays, if required.

13. Others:

Institute in line with the prevailing Government policies/procedures may specify any other conditions/guidelines as considered appropriate during the period of engagement of the Consultant.

Interested candidates may send their application in envelope marked "Application for Consultants -{Name of the Post}" in the enclosed format (Annexure-I) on or before 3rd January, 2022 to the office of the Director, RIMS, Imphal.

Incomplete application and application received after 5th January, 2022 will not be considered.


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

Copy to:

1. P.S. to Director, RIMS, Imphal – for kind information of the Director.
2. CAO/FA, RIMS, Imphal
3. The System Administrator, RIMS, Imphal to upload the advertisement in the RIMS, Imphal website.
4. Media Adviser, RIMS Imphal for publication in local newspapers.
5. Notice Boards.
6. File concerned.

Advt. No. B/3520/2021-2021 RIMS

REGIONAL INSTITUTE OF MEDICAL SCIENCES, IMPHAL

Proforma of Application for Consultant-2021

Space for Photograph Self attested

1. Name of the Post applying for:
2. Name of the applicant (in Capital letters):
3. Address (with Pin code):
4. Date of Birth:
5. Age as on 31.01.2021: _____ years _____ months _____ days
6. Date of retirement:
(Enclosed self-attested copy of the retirement order, if already retired)
7. Mobile Number:
8. E-mail ID:
9. Detail of the qualification: (enclosed self-attested copy of the certificate):

Qualification	Year of Passing the Examination	Name of the Institute
10 th		
12 th		
Graduate		
Post Graduate		
Other (Please specify)		

10. Detail of the Essential Qualification /Experience, as per essential qualification/experience requirement (enclose self-attested copy of PPO/Last appointment order):

Name of the Office	Post held with Grade pay	Period for which post was held	Matter dealt

11. Detail of knowledge of working on Computer:

Name of the organization	Period	Software on which worked

I certify that the above data is correct.

Signature of the Applicant with date