



## REGIONAL INSTITUTE OF MEDICAL SCIENCES

(An autonomous Institute under Ministry of Health & Family Welfare, Government of India)

LAMPHELPAT, IMPHAL - 795004: MANIPUR

### ADVERTISEMENT

Imphal, the 9<sup>th</sup> February, 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 Consultants (on Contract Basis):

Sl	Name of the Post	Essential Qualifications/ Experiences	Scope of Work/Job Responsibility
1	Sr. Consultant (Admn.)	i) From amongst the persons who already retired on or before 31-01-2021 from the post of Under Secretary and above from the Central/State Government offices or Autonomous Bodies under Central/State Government with Grade pay of Rs.6600/- or above (6 <sup>th</sup> CPC) or equivalent level in 7 <sup>th</sup> CPC and having experience of working in Administrative matters. ii) Having knowledge of Rules and Regulations of the Central Govt. iii) Knowledge of working on Computer.	The Consultants will be required to examine 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.
2	Sr.Consultant (Budget & Accounts)	i) From amongst the persons who already retired on 31.01.2021 from the post of Accounts Officer and above from the Central /State Government offices or Autonomous Bodies under Central/State Government with Grade pay of Rs.5400/- or above (6 <sup>th</sup> CPC) or equivalent level in 7 <sup>th</sup> CPC above and having experience of working in Accounts matters. ii) Having knowledge of Rules and Regulations of the Central Govt. iii) Knowledge of working on Computer.	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.

Contd.2/-

**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.

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

**5.3 Leave:** Consultant 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/s. Service tax as applicable shall be payable extra, at the prevalent rates.

**7. Confidentiality of data and documents:**

During the course of engagement, the Consultant is likely to come into contact with confidential information crucial to the operation of the institute. And therefore, the Consultant 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:**

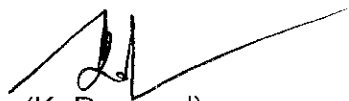
Engagement of Consultant would be on full time basis. Working hours shall be from 9:00 AM to 5:30 PM during working days including half an hour lunch break in between. The Consultant may be called on Saturday/Sunday/Other Gazetted holidays, if required.

**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 12<sup>th</sup> February, 2021 to the Director, RIMS, Imphal.

Incomplete application and application received after 12<sup>th</sup> February, 2021 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.