



REGIONAL INSTITUTE OF MEDICAL SCIENCES, IMPHAL – 795 004
(An Autonomous Institute under the Ministry of Health & Family Welfare, Govt. of India)

ORDER

Imphal, the 30th November, 2015

No. B/2943/ 2013-RIMS (Pt-I): The following officers of RIMS, Imphal are appointed as Group leaders of the Monitoring Group for the written test to be held on 12th December, 2015 for recruitment of Staff Nurse at RIMS, Imphal.

Group No.	Name/Designation of Group Leader
01	Prof. N. Saratchandra Singh, Professor, Anatomy Department and Sub-Dean
02	Prof. Akoijam Brogen Singh, Professor, Community Medicine Department
03	Prof. RK. Lenin Singh, Professor, Psychiatry Department
04	Prof. Kh. Maniram Singh, Professor, Anesthesiology Department
05	Prof. RK. Narendra Singh, Professor, Biostatistics Unit
06	Prof. L. Suresh Roy, Professor, Physiology Department and Sub-Dean
07	Prof. Th. Bijoy Singh, Professor, Forensic Department
08	Dr. Ng. Gunindro Singh, Associate Professor, Pharmacology Department
09	Prof. Th. Chito Singh, Professor, Cardio-thoracic Surgery
10	Prof. H. Rebachandra Singh, Professor, Microbiology Department
11	Prof. Th. Nandakishore Singh, Professor, Dermatology Department

Functions and duties of the Group:

Before Examination:

1. All Group leaders to submit a list of five officials (excluding group leader) to form its own group and submit passport photos of group members for making I-Cards.
2. To visit the assigned examination centre two days ahead of examination for spot assessment & arrangement of security.
3. To hand over the centre fees and other fees to the centre in-charge one/two days ahead of examination.
4. To report/brief the overall scenario of the concerned centre to the Monitoring Cell.



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Day of Examination:

1. To take sealed Test Booklets and OMR sheets to the assigned centre.
2. To brief the instructions to the concerned centre i/c.
3. To oversee the smooth conduct of the written test including security.
4. To co-ordinate among other groups for ensuring simultaneous start of exams.
5. To inform the Monitoring Cell if there is any discrepancy in Test Booklet.
6. Group leaders to resolve any dispute that may arise in the assigned centre and in case it is not possible to resolve at its level the leader should contact the Monitoring Cell.
7. To collect Test Booklets/ OMR sheets after examination is over and hand over the same to the Monitoring Cell.

(Prof. S. Rita Devi)

Director,
Regional Institute of Medical Sciences,
Imphal.

Copy to: -

1. The Chairman, Examination Committee of Staff Nurse Recruitment 2015, RIMS, Imphal.
2. The Deputy Director (Admn.), RIMS, Imphal- *For preparation of list of officials involved in exam and hire of vehicles for monitoring squads.*
3. The CAO/FA, RIMS, Imphal- *For sanctioning of funds.*
4. All Group leaders - *With the request to submit all relevant information to DDA/ Purchase Section.*
5. The System Administrator, RIMS, Imphal - *For uploading the order in the institute's website.*
6. Concerned Dealing Hand in Purchase Section, RIMS, Imphal - *For collecting information & making I-Cards of all officials involved in the conduct of examination.*
7. Notice Boards.