



**REGIONAL INSTITUTE OF MEDICAL SCIENCES**

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

**LAMPHELPAT, IMPHAL - 795004: MANIPUR**

**ADVERTISEMENT**

**Imphal, the 19<sup>th</sup> April, 2021**

**No.242/ICMR-DENTAL/RIMS-19:**

In pursuance of meeting of Project Cell held on 4<sup>th</sup> July, 2020, the institute intend to recruit 1 (one) post of Office Assistant purely on temporary basis for a period of 1 year as under: -

Name of the post	No. of Post	Age	Consolidated Monthly Pay	Educational Qualification	Desirable
Office Assistant	01 (ST)	35 yrs (max)	Rs. 25, 000/-	a) Degree in Arts/Science b) Computer Typing Speed of 125 kdpm or 25 wpm (net).  Note: Net Stroke of 625 characters shall be considered as equivalent to 125 kdpm which again will be considered as equivalent to 25 wpm (net).	Ability to Speak and write in English & Hindi apart from local language

**Application:** Interested candidates can apply in the prescribed format and submit scan copy of the application along with attested copies of caste, experience, educational certificate etc to email Id: [rim.s.imphal@gov.in](mailto:rim.s.imphal@gov.in) by 4.00 p.m. of 22<sup>nd</sup> April, 2021. No hard copy shall be entertained.

**Shortlisting of Candidate for Walk-in-Interview:** - In case large number of applicant is received, the candidate for Walk-in-interview shall be shortlisted adopting suitable criteria as may be fixed by the institute and the candidate to be called for interview may be restricted to a few shortlisted candidates.

**Walk-In-Interview:** - Walk-in-Interview for recruitment of the above post along with date of Typing Test will be notified in the institute's website [www.rims.edu.in](http://www.rims.edu.in).

**Conditions of Appointment:** - The intending candidates should fulfil the terms and conditions of appointment and satisfied themselves before applying the post and can be downloaded from the institute website i.e. [www.rims.edu.in](http://www.rims.edu.in)

(Kaikam Dounge)  
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. The Medical Supdt., RIMSH, Imphal
3. The Chief Account Officer, RIMS Imphal
4. The System Administrator, RIMS, Imphal
5. Media Adviser, RIMS Imphal for publication in one local leading newspaper
6. Notice Boards/File concerned

**Condition of appointment:**

- (a) The Scrutiny Committee will scrutinize the applications of all intending candidates and only shortlisted candidates fulfilling eligibility criteria thereof will be called to attend the **WALK-IN-INTERVIEW at Conference Hall of Jubilee, RIMS, Imphal** (to be notified in the Institute's website and no interview call letter will be issued separately). Therefore, mere submission of application form shall not guarantee the candidates to be called for the interview.
- (b) Candidate shall attend the interview along with their original educational qualification certificates etc.
- (c) No TA/DA for attending the interview will be borne by the institute.
- (d) The candidate selected and appointed shall not be regarded as a member of the service to which he/she is appointed and shall not be entitled to have any preferential right for regular appointment.
- (e) The institute or the person may revoke the appointment or discontinue the engagement by giving one month's notice in writing on either side.
- (f) Director, RIMs, Imphal reserves the rights to terminate the engagement without giving any explanation or whatsoever with immediate effect without any remuneration or notice period on the ground of proven misconduct
- (g) This appointment would automatically cease to operate on Lapse unless it is extended by the institute.

**Other service conditions:**

- (a) No private Practice is allowed during the engagement period.
- (b) All the recruited candidates shall maintain bonafide headquarters.
- (c) Institute reserves the right to transfer the engaged employees to any other departments due to exigencies of work or administrative reasons.
- (d) Disciplinary control in accordance with provisions of CCS (CCA) Rules, 1991.
- (e) All persons appointed shall execute an agreement on a Non-Judicial Stamp Paper of Rs.100/- with two witnesses, and submit the same to the appointing authority concerned at the time of reporting for duty, agreeing to the terms and conditions of the engagement.

**Debarment:**

- (a) Candidates should make sure of their eligibility to the post applied for and that the declaration made by them in the format of application regarding their eligibility in all respects.
- (b) Any candidate furnishing incorrect information or making false declaration regarding his/her eligibility at any stage or suppressing any information or incorrect certificate including incomplete documents such as education qualification, caste certificate, typing certificate from a govt. recognized institute etc. is liable to be debarred from this recruitment and in all future recruitments conducted by the institute.

Contd.3/-

- (c) The Institute is vested with conducting recruitment and selection as per rules duly maintaining utmost secrecy and confidentiality and any attempt by any one causing or likely to cause breach of this duty in such manner or by such action to violate the fair practices will be construed as sufficient ground for debarment.

**Institute's decision is final:**

- (i) The decision of the Institute/ Selection Committee pertaining to the application and its acceptance or rejection, as the case may be, and conduct of counseling and at all consequent stages culminating in the selection or otherwise of any candidate shall be final in all respects and binding on all concerned under the powers vested with it.
- (ii) The institute/ Selection Committee also reserves its right to modify regarding terms and conditions laid down in the advertisement for conducting various stages of selection duly intimating details thereof to all concerned as warranted by any unforeseen circumstances arising during the course of this process.
- (iii) Any other terms and conditions not specified in the present notice shall be decided by the Authority of RIMS, Imphal from time to time and their decision shall be final and binding.

Sd/  
(Kaikam Dounjel)  
Deputy Director (Admn.)  
Regional Institute of Medical Sciences,  
Imphal

# REGIONAL INSTITUTE OF MEDICAL SCIENCES, IMPHAL

(Notification No.....)

Affix Latest  
passport size  
photo with self  
attestation

1. APPLICATION FOR THE POST OF \_\_\_\_\_

2. NAME OF THE APPLICANT :  
(as per SSC Marks List)

3. FATHER NAME :

4. DATE OF BIRTH :  
(As per SSC Marks List)

Date	Month	Year

5. Residential Address :

Mobile No:

E-mail ID :

6. Category: SC/ST/OBC/others (Tick and enclosed caste certificate)

## 7. EDUCATIONAL QUALIFICATION: -

(Attested copies of relevant certificates of qualifying examination, along with Marks Lists to be enclosed)

Name of the Course	Date of passing of the Course	Maximum Marks in the Course	Marks obtained in the Course

Registration Number of relevant  
Council/Board/University

## DECLARATION

I, \_\_\_\_\_ S/o / D/o \_\_\_\_\_  
solemnly declare that the particulars given above are correct to the best of my knowledge and belief and willing to be posted in COVID-19 ward as detailed by the Hospital. I also agree that in the event of any of the particulars furnished in my application being found to be incorrect or false at a later date, my candidature/ appointment may be cancelled summarily.

Signature of the candidate