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

**ORDER**

Imphal, the 18<sup>th</sup> July, 2023

No. B/RR/2023-RIMS: In pursuance to Ministry of Health & Family Welfare letter No. U-12012/57/2022-NE-Part (9) dated 18<sup>th</sup> July, 2023 regarding "Review of Recruitment Rules of Group A, B and C Non-Faculty posts in NEIGRIHMS, RIMS and RIPANS for Accounts Division", the comments of all stakeholders including general public on the purposed amendments of Recruitment Rules of concerned posts are invited for a period of 30 days i.e. upto 4:30 p.m. of 18<sup>th</sup> August, 2023. If there are any comment/view regarding the draft Recruitment Rules, they are requested to submit their view and comment alongwith proper justification/relevant documents to the office of the Director.

In event that the institute does not receive any view/comment within the stipulated date and time, it shall be treated as final and no view/comment afterwards shall be entertained.

This issues with the approval of the Director, RIMS, Imphal.

*Naorem Indrakumar Singh*  
18/7/23

(Naorem Indrakumar Singh)  
Deputy Director (Admn),  
Regional Institute of Medical Sciences,  
Imphal

Copy to:

1. The Under Secretary (NE), MoH&FW, Govt. of India – for kind information.
2. P.S. to the Director, RIMS, Imphal – For kind information.
3. The Medical Superintendent, RIMS Hospital, Imphal.
- ✓ 4. The System Administrator, RIMS, Imphal. – for uploading in the draft RRs and notification order in RIMS website.
5. Order Copy.

**Draft Recruitment Rules for Chief Accounts Officer cum Financial Adviser**

1	Name of post	<b>Chief Accounts Officer cum Financial Adviser</b>
2	Number of post	01* (2023) *Subject to variation dependent on workload
3	Classification	Group 'A'
4	Level in the Pay Matrix	Level – 12 of Pay Matrix
5	Whether Selection post or non-selection post.	Not Applicable
6	Age limit for direct recruits	Not Applicable
7	Educational and other qualifications required for direct recruits	Not Applicable
8	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees	Not Applicable
9	Period of probation, if any	Not Applicable
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of vacancies to be filled by various methods	By Deputation
11	In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made	<p><b>Deputation:</b> Officers from any of the Central/State Government organized Finance/ Accounts Services or subordinate Finance/ Accounts Services or officers in the Finance/ Account Departments of Central Statutory/ Autonomous Bodies /Public Sector Undertaking:</p> <p><b>A.</b></p> <ol style="list-style-type: none"> <li>1. Holding analogous post on a regular basis in the parent cadre/department; or</li> <li>2. with 5 years' service in the grade rendered after appointment on a regular basis in Level 11 of the Pay Matrix or equivalent in the parent cadre /department out of which at least 3 years' experience in Accounts or</li> <li>3. with 10 years' service in the grade rendered after appointment on a regular basis in Level 10 of the Pay Matrix or equivalent in the parent cadre /department out of which at least 5 years' experience in Accounts</li> </ol> <p><b>Note:</b> Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/ Department of the Central Government shall ordinarily not exceed five years. The period of deputation will be initially for one year, which is extendable not exceeding five years based on the review of the performance. The maximum age limit for appointment on deputation (ISTC) shall not be exceeding 56 years as on the closing date of receipt of application.</p>
12	If a Departmental Promotion Committee exists what is its composition	<ol style="list-style-type: none"> <li>1. Director General of Health Services. Govt of India- Chairman</li> <li>2. Joint Secretary looking after the affairs of RIMS, Imphal in the MoHFW, Govt. of India – Member</li> </ol>

		<ol style="list-style-type: none"><li>3. One member of the Executive Council, Society of RIMS, Imphal (by rotation) – Member</li><li>4. One expert in the subject concerned from outside the institute -Member</li><li>5. Director, RIMS, Imphal-Member Secretary</li></ol>
13	Circumstances in which Union Public Service Commission to be consulted in making recruitment	Not applicable



**Draft Recruitment Rules for Accounts Officer**

1	Name of post	<b>Accounts Officer</b>
2	Number of post	01* (2023) *Subject to variation dependent on workload
3	Classification	Group 'B'
4	Level in the Pay Matrix	Level - 8 of Pay Matrix
5	Whether Selection post or non-selection post.	Selection in case of promotion
6	Age limit for direct recruits	Not exceeding 30 years (Relaxable for Government servants up to 5 years in accordance with the instructions or orders issued by the Central Government)
7	Educational and other qualifications required for direct recruits	<p><b>Essential:</b></p> <ol style="list-style-type: none"> <li>1. Degree from a recognized University</li> <li>2. 2 years' experience in the Accounting works as Assistant Accounts Officer or equivalent in an Officer under Central Government/ State Governments/ Union Territories/ Autonomous Organizations/ Statutory bodies/ Public Sector Undertaking/University/Recognized Research Institution on regular basis in Level-7 of Pay Matrix or</li> <li>3. 6 years' experience in the Accounting works as Assistant Accounts Officer or equivalent in an Officer under Central Government/ State Governments/ Union Territories/ Autonomous Organizations/ Statutory bodies/ Public Sector Undertaking/University/Recognized Research Institution on regular basis in Level-6 of Pay Matrix</li> <li>4. Should have passed Subordinate Accounts Service examination.</li> </ol>
8	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees.	Not applicable
9	Period of probation, if any	2 (two) years for direct recruits and promotees
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of vacancies to be filled by various methods	By Promotion failing which Deputation (ISTC) failing both by Direct Recruitment
11	In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made	<p><b>Promotion:</b> From Accounting Assistant of the institute with 16 years' regular service in Level-4 of Pay Matrix and undergone successful training in cash and accounts work in ISTM or have passed Subordinate Accounts Service examination.</p> <p><b>Deputation:</b> Officers of the Central Government/ State Governments/ Union Territories/ Autonomous Organizations/ Statutory bodies/ Public Sector Undertaking/University/Recognized Research Institution:</p> <p><b>A.</b></p> <ol style="list-style-type: none"> <li>1. Holding analogous post on a regular basis in the parent cadre/department; or</li> <li>2. with 2 years' service in the grade rendered after appointment on a regular basis in Level-7 of the Pay Matrix or equivalent in the parent cadre /department or</li> <li>3. with 6 years' service in the grade rendered after appointment on a regular basis in Level-6 of the Pay Matrix or equivalent in the parent cadre /department and</li> </ol> <p><b>B.</b></p>

		<p>Should have passed Subordinate Accounts Service examination.</p> <p><b>Note:</b> Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/ Department of the Central Government shall ordinarily not exceed five years. The maximum age limit for appointment on deputation (ISTC) shall not be exceeding 56 years as on the closing date of receipt of application.</p>
12	<p>If a Departmental Promotion Committee exists what is its composition</p>	<p><b>Deputation/Direct Recruitment:</b></p> <ol style="list-style-type: none"> <li>1. Director, RIMS, Imphal - Chairman</li> <li>2. Director/Deputy Secretary looking after the affairs of RIMS, Imphal in the MoHFW, Govt. of India - Member</li> <li>3. One member of the Executive Council, Society of RIMS, Imphal or a nominee of the beneficiary States not below the rank of Deputy Secretary/Joint Director (by rotation) - Member</li> <li>4. Medical Superintendent, RIMS Hospital, Imphal- Member</li> <li>5. One expert in the subject concerned-Member</li> <li>6. Deputy Director (Admn.), RIMS, Imphal-Member Secretary</li> </ol> <p><b>Promotion:</b></p> <ol style="list-style-type: none"> <li>1. Director, RIMS, Imphal - Chairman</li> <li>2. Director (Health), Government of Manipur or its nominee not below the rank of Joint Director- Member</li> <li>3. Medical Superintendent, RIMS Hospital, Imphal - Member</li> <li>4. Subject Expert in the concerned area - Member</li> <li>5. Deputy Director (Admn.), RIMS, Imphal - Member Secretary</li> </ol>
13	<p>Circumstances in which Union Public Service Commission to be consulted in making recruitment</p>	<p>Not applicable</p>



### Draft Recruitment Rules for Accounting Assistant

1	Name of post	<b>Accounting Assistant</b>
2	Number of post	02* (2023) *Subject to variation dependent on workload
3	Classification	Group 'C'
4	Level in the Pay Matrix	Level - 4 of Pay Matrix
5	Whether Selection post or non-selection post.	Not Applicable
6	Age limit for direct recruits	Between 18 years and 27 years (Relaxable for Government servants up to 5 years in accordance with the instructions or orders issued by the Central Government)
7	Educational and other qualifications required for direct recruits	<b>Essential</b> Graduate from a recognized University
8	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees.	Not applicable
9	Period of probation, if any	Two years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of vacancies to be filled by various methods	By Direct Recruitment
11	In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made	Not applicable
12	If a Departmental Promotion Committee exists what is its composition	1. Director, RIMS, Imphal - Chairman 2. One member of the Executive Council, Society of RIMS, Imphal or a nominee of the beneficiary States not below the rank of Deputy Secretary/Joint Director (by rotation) - Member 3. Medical Superintendent, RIMS Hospital, Imphal - Member 4. Deputy Director (Admn.), RIMS, Imphal - Member Secretary
13	Circumstances in which Union Public Service Commission to be consulted in making recruitment	Not applicable