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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.

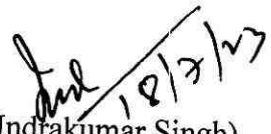
ORDER

Imphal, the 18th July, 2023

No. B/RR/2023-RIMS: In pursuance to Ministry of Health & Family Welfare letter No. U-12012/57/2022-NE-Part (7) dated 18th July, 2023 regarding "Review of Recruitment Rules of Group A, B and C Non-Faculty posts in NEIGRIHMS, RIMS and RIPANS for Administrative Division", the comments of all stakeholders including general public on the proposed amendments of Recruitment Rules of concerned posts are invited for a period of 30 days i.e. upto 4:30 p.m. of 18th 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)
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 Administrative Officer

1	Name of post	Administrative Officer
2	Number of post	02* (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' upto five years in accordance with the instructions or orders issued by the Central Government)
7	Educational and other qualifications required for direct recruits	Essential: i. Graduate from a recognized University ii. With 02 regular service in Level-7 of Pay Matrix or equivalent iii. With 06 regular service in Level-6 of Pay Matrix or equivalent iv. At least three years' experience in establishment and administrative work preferably in a hospital/ medical institution.
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 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>Promotion: Assistant Administrative Officer of the institute with 6 (six) years' regular service in Level – 6 of Pay Matrix.</p> <p>Deputation: Officers of the Central Government/ State Governments/ Union Territories/ Autonomous Organizations/ Statutory bodies/ Public Sector Undertaking/University/Recognized Research Institution:</p> <p>A.</p> <ol style="list-style-type: none"> 1. Holding analogous post on a regular basis in the parent cadre/department; or 2. with 02 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 3. with 06 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 <p>B. Possessing appropriate qualifications and experience prescribed for direct recruits mentioned at column 7..</p> <p>Note: The Period of deputation (ISTC) shall ordinarily not exceed 5 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	If a Departmental Promotion Committee exists what is its composition	<p>Deputation/ Direct Recruitment:</p> <ol style="list-style-type: none"> 1. Director, RIMS, Imphal - Chairman 2. Director/Deputy Secretary looking after the affairs of RIMS, Imphal in the MoHFW, Govt. of India - Member 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 4. Medical Superintendent, RIMS Hospital, Imphal- Member 5. One expert in the subject concerned-Member 6. Deputy Director (Admn.), RIMS, Imphal-Member Secretary <p>Promotion:</p> <ol style="list-style-type: none"> 1. Director, RIMS, Imphal - Chairman 2. Director (Health), Government of Manipur or its nominee not below the rank of Joint Director- Member 3. Medical Superintendent, RIMS Hospital, Imphal - Member 4. Subject Expert in the concerned area - Member 5. Deputy Director (Admn.), RIMS, Imphal - Member Secretary
13	Circumstances in which Union Public Service Commission to be consulted in making recruitment	Not applicable

Draft Recruitment Rules for Assistant Administrative Officer

1	Name of post	Assistant Administrative Officer
2	Number of post	06* (2023) *Subject to variation dependent on workload
3	Classification	Group 'B'
4	Level in the Pay Matrix	Level -6 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	Essential: Graduate from a recognized University/ institute Desirable: Having proficiency in computer application
8	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees.	No
9	Period of probation, if any	Two years for direct recruits
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 by Direct Recruitment
11	In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made	Promotion: Office Superintendent of the Institute with 5 (five) years regular service in Level-6 of Pay Matrix
12	If a Departmental Promotion Committee exists what is its composition	Direct Recruitment: <ol style="list-style-type: none"> 1. Director, RIMS, Imphal - Chairman 2. Director/Deputy Secretary looking after the affairs of RIMS, Imphal in the MoHFW, Govt. of India - Member 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 4. Medical Superintendent, RIMS Hospital, Imphal- Member 5. One expert in the subject concerned-Member 6. Deputy Director (Admn.), RIMS, Imphal-Member Secretary Promotion: <ol style="list-style-type: none"> 1. Director, RIMS, Imphal - Chairman 2. Director (Health), Government of Manipur or its nominee not below the rank of Joint Director- Member 3. Medical Superintendent, RIMS Hospital, Imphal - Member 4. Subject Expert in the concerned area - Member

		5. Deputy Director (Admn.), RIMS, Imphal - Member Secretary
13	Circumstances in which Union Public Service Commission to be consulted in making recruitment	Not applicable

Draft Recruitment Rules for Office Superintendent

1	Name of post	Office Superintendent
2	Number of post	12* (2023) *Subject to variation dependent on workload
3	Classification	Group 'B'
4	Level in the Pay Matrix	Level - 6 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>Essential:</p> <p>Graduate from a recognized University/ institute</p> <p>Desirable:</p> <p>Having proficiency in computer application</p>
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>Promotion: From UDC of the institute with 10 years regular service in Level-4 of Pay Matrix.</p> <p>Deputation: Officers of the Central Government/ State Governments/ Union Territories/ Autonomous Organizations/ Statutory bodies/ Public Sector Undertaking/University/Recognized Research Institution:</p> <p>A.</p> <ol style="list-style-type: none"> Holding analogous post on a regular basis in the parent cadre/department; or with 10 years' service in the grade rendered after appointment on a regular basis in Level-4 of the Pay Matrix or equivalent in the parent cadre /department and <p>B.</p> <p>Possessing appropriate qualifications and experience prescribed for direct recruits mentioned at column 7.</p> <p>Note:</p> <p>The Period of deputation (ISTC) shall ordinarily not exceed 5 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	If a Departmental Promotion Committee exists what is its composition	<p>Direct Recruitment/ Deputation:</p> <ol style="list-style-type: none"> Director, RIMS, Imphal - Chairman Director/Deputy Secretary looking after the affairs of RIMS, Imphal in the MoHFW, Govt. of India - Member

		<ol style="list-style-type: none"> 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 4. Medical Superintendent, RIMS Hospital, Imphal- Member 5. One expert in the subject concerned-Member 6. Deputy Director (Admn.), RIMS, Imphal-Member Secretary <p>Promotion:</p> <ol style="list-style-type: none"> 1. Director, RIMS, Imphal - Chairman 2. Director (Health), Government of Manipur or its nominee not below the rank of Joint Director- Member 3. Medical Superintendent, RIMS Hospital, Imphal - Member 4. Subject Expert in the concerned area - Member 5. Deputy Director (Admn.), RIMS, Imphal - Member Secretary
13	Circumstances in which Union Public Service Commission to be consulted in making recruitment	Not applicable

Draft Recruitment Rules for Upper Division Clerk (UDC)

1	Name of post	Upper Division Clerk (UDC)
2	Number of post	30* (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.	Non-Selection in case of promotion
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	Essential: i. Graduate from a recognized University/ Institute ii. Having proficiency in computer application iii. A typing speed of 35 words per minute in English on computer. (NB: 35 wpm correspond to 10,500 KDPH in an average of 5 key depressions for each word).
8	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees.	No
9	Period of probation, if any	2 (two) years for direct recruits
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 by Direct Recruitment
11	In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made	Promotion: From LDC of the institute with 8 years' regular service in Level-2 of Pay Matrix.
12	If a Departmental Promotion Committee exists what is its composition	Direct Recruitment: <ol style="list-style-type: none"> 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 Promotion: <ol style="list-style-type: none"> 1. Director, RIMS, Imphal - Chairman 2. Director (Health), Government of Manipur or its nominee not below the rank of Joint Director - Member 3. Medical Superintendent, RIMS Hospital, Imphal - Member 4. Subject Expert in the concerned area - Member

		5. Deputy Director (Admn.), RIMS, Imphal - Member Secretary
13	Circumstances in which Union Public Service Commission to be consulted in making recruitment	Not applicable

Draft Recruitment Rules for Lower Division Clerk (LDC)

1	Name of post	Lower Division Clerk (LDC)													
2	Number of post	56* (2023) *Subject to variation dependent on workload													
3	Classification	Group 'C'													
4	Level in the Pay Matrix	Level - 2 of Pay Matrix													
5	Whether Selection post or non-selection post.	Non-Selection in case of promotion													
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	Essential: i. 12 th Class or equivalent qualification from a recognized Board or University ii. A typing speed of 35 words per minute in English on computer. (NB: 35 wpm correspond to 10,500 KDPH in an average of 5 key depressions for each word).													
8	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees.	As stated at Col 10													
9	Period of probation, if any	2 (two) years for direct recruits													
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	<p>(I) 85% by Direct recruitment (II) 10% of the vacancy shall be filled from amongst the Group 'C' staff in Level-1 of Pay Matrix and who possess 12th Class pass or equivalent qualification and have rendered 3 years regular service in the grade, on the basis of departmental qualifying examination. The maximum age limit for eligibility for examination is 45 years (50 years of age for SC/ST).</p> <p>Details of Qualifying exam:</p> <table><tr><td>General Intelligence</td><td>15 marks</td></tr><tr><td>Numerical Aptitude</td><td>15 marks</td></tr><tr><td>English Language (Basic Knowledge)</td><td>35 marks</td></tr><tr><td>General Awareness</td><td>15 marks</td></tr><tr><td>Computer Application</td><td>20 marks</td></tr><tr><td>Total-</td><td>100 marks</td></tr></table> <p>Out of 100 marks, the cutoff marks for consideration is 35% and should pass Typing Skill Test of 35 wpm, which is of qualifying nature only.</p> <p>(III) 5% of the vacancies shall be filled on seniority-cum- fitness basis from Group C employees in Level-1 of Pay Matrix who have 3 years regular service.</p>		General Intelligence	15 marks	Numerical Aptitude	15 marks	English Language (Basic Knowledge)	35 marks	General Awareness	15 marks	Computer Application	20 marks	Total-	100 marks
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Total-	100 marks														
11	In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made	As stated at Col 10													
12	If a Departmental Promotion Committee exists what is its composition	Direct Recruitment: 1. Director, RIMS, Imphal - Chairman													

		<ol style="list-style-type: none"> 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 <p>Promotion:</p> <ol style="list-style-type: none"> 1. Director, RIMS, Imphal - Chairman 2. Director (Health), Government of Manipur or its nominee not below the rank of Joint Director- Member 3. Medical Superintendent, RIMS Hospital, Imphal - Member 4. Subject Expert in the concerned area - Member 5. Deputy Director (Admn.), RIMS, Imphal - Member Secretary
13	Circumstances in which Union Public Service Commission to be consulted in making recruitment	Not applicable