



क्षेत्रीय आयुर्विज्ञान संस्थान, इंपाल: मणिपुर
REGIONAL INSTITUTE OF MEDICAL SCIENCES, IMPHAL, MANIPUR
 (स्वास्थ्य और परिवार कल्याण मंत्रालय, भारत सरकार के अंतर्गत एक स्वायत्त संस्थान)
 (An Autonomous Institute under the Ministry of Health & Family Welfare, Govt. of India)

Phone : 0385-2414720
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 website : www.rims.edu.in

**ADVERTISEMENT FOR THE POST OF 2 (TWO) ADMINISTRATIVE OFFICERS IN RIMS,
 IMPHAL, BY DEPUTATION**

NO.GEN/DEPU/1/2025-EST Sec: The Regional Institute of Medical Sciences, Imphal, is looking for suitable persons for two (2) posts of Administrative Officer in RIMS, Imphal, on deputation. The scale of pay for the said post is Level 8 of the 7th CPC. The details of the eligibility criteria for the post are as follows:-

1. Officers of the Central Government/ State Governments/Union Territories/ Autonomous Organizations/Statutory bodies/ Public Sector Undertaking/ University/ Recognized Research Institution:-

A)

- i. Holding analogous post on a regular basis in the parent cadre/Department; or
- ii. with 02 years' service in the grade rendered after appointment on a regular basis in Pay Level 07 of the Pay Matrix or equivalent, in the parent cadre/Department: or
- iii. with 06 years' service in the grade rendered after appointment on a regular basis in Pay Level-6 of the Pay Matrix or equivalent in the parent cadre/Department; and

B) Essential:

- i. Graduate from a recognized University/ Institute
- ii. With 02 regular service in Pay Level-7 of Pay Matrix or equivalent
- iii. With 06 regular service in Pay Level-6 of Pay Matrix or equivalent
- iv. At least three years' experience in establishment and administrative work, preferably in a hospital/medical institution.

Note: The maximum age limit for appointment on deputation (ISTC) shall not be exceeding 56 years, as on the closing date for receipt of applications.

2. The term of Deputation are as follows:-

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| (i) Period of Deputation | : 2 years initially, extendable upto 5 years. |
| (ii) Pay | : According to the option to be extend either or fix in the deputation or for pay in present deptt. plus deputation allowances as modified from time to time. |
| (iii) Pay of deputation post | : Level 8 of 7 th CPC. |
| (iv) Deputation Allowances | : According to option under "Pay". |
| (v) CCA / SCA | : To be regulated as per RIMS, rules & regulations. |
| (vi) Children Education | : Admissible under rules of Central Govt. |
| (vii) Reimbursement of Tuition Fees | : Admissible subject to fulfilling of terms & conditions of Central Govt. |
| (viii) Joining time pay & Transfer: | Admissible. |
| (ix) T.A. for journey on Deputation period | : Admissible under Rules of the Society of RIMS, Imphal. |
| (x) Provident Fund | : Subscription to be continued according to rules of parent Govt. |
| (xi) Pension & Leave Salary Contribution | : Shall be borne by RIMS, Imphal. |
| (xii) LTC | : Admissible under Rules of Central Govt. |
| (xiii) Medical facilities | : Admissible under Rules of Central Govt. |
| (xiv) Residential Accommodation | : To be provided under the essential Rule of RIMS, Imphal. |
| (xv) Conveyance | : To be provided by RIMS, Imphal, for official duties at office expenses. |

3. Interested candidates may apply for the post of Administrative Officer, RIMS, Imphal, **through proper channel** to the office of the Director, RIMS, Imphal. The application, through proper channel, may also be sent at this **Institute's email : rims.imphal@gov.in, latest by 31.05.2026 (4.30 P.M.)** in the prescribed format, which is attached below. Incomplete application or applications received after the stipulated date/time shall be summarily rejected without any intimation to the candidates.

4. The shortlisted Candidates will be notified at the Institute's website: www.rims.edu.in. and hence they are advised to check our website for latest updates on the matter.

5. The issues with the approval of the Director, RIMS, Imphal.

(R.K. Mecolt Singh)
Deputy Director (Admn.)

Copy to:-

1. P.S. to Secretary, MoH&FW, GOI – for kind information of the Chairperson of the Executive Council of RIMS, Imphal.
2. P.S. to Director, RIMS, Imphal.
3. Medical Superintendent, RIMS Hospital, Imphal.
4. Media Advisor, RIMS, Imphal – for publishing in 1(one) National, Employment News, 1(one) Regional and 2 (two) Local Dailies for one day and to submit the details to the undersigned.
5. System Administrator, RIMS, Imphal – *for uploading the above notice in the RIMS website for wide information.*
6. Notice Boards.
7. Concerned file.