



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
0385-2414750
e-mail : rims@rims.edu.in
website : www.rims.edu.in

ADVERTISEMENT

Imphal, the..... August, 2026

No.464/RECP/IFETP/RIMS-2026: Applications are invited from the eligible candidates, for appointment to the following post, on contractual basis, for the project "Intermediate Field Epidemiology Training Programme (I-FETP)", in the Department of Community Medicine, RIMS, Imphal, supported from the approved Grant-in-Aid provided by the National Centre for Disease Control (NCDC), Ministry of Health and Family Welfare, GOI. *Details of the posts are as follows:*

SI. No.	Name of Post	Essential Qualification	No. of Post	Salary/month	Duration
i.	Programme Support Associate (I-FETP)	Essential Qualification: - Graduate from a recognized University Desirable Qualification: Prevalence may be given to candidates having qualifications in one or more of the following disciplines: - Public Health, Hospital Administration, Health Management, Business Administration, Commerce, Statistics, Computer Applications, Information Technology Essential Experience: Minimum three (3 years) post qualifications experience in any of the following organizations: - Government Department, Central Government Institution, State Government Institution, Autonomous body under Central/State Government, Public Sector Undertaking (PSU), National Health Mission (NHM), Government funded Public Health Institution, National Health Programme. Experience should preferably include one or more of the following: Programme coordinator, office administration, maintenance of official records, preparation of reports, procurement documentation, workshop/event coordination, Government correspondence, financial documentation Desirable Experience: Preference shall be given to candidates having experience in:	1 no.	Rs. 50,000/- Inclusive of all allowances	6 month (Extendable as per Satisfactory performance; continuation of the I-FETP programme; availability of Grant-in-Aid and approval of the competent authority of the host institution.)

[Signature]



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	• Epidemiology or public Health programmes, • PM-ABHIM, • National Health Mission, • Field Epidemiology training Programmes, • GeM Portal, • PFMS, • E-Office, • Microsoft Office (Word, Excel and PowerPoint), • Data Management and MIS Upper Age Limit: • 45 years on the date of engagement.			
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2. Interested candidates, fulfilling the required qualification, experience and age limit, may apply for the interview along with a copy of neatly typed bio-data with two attested passport size colour photograph and attested copies of testimonials. The original certificates and documents are to be produced before the Selection Committee at the time of interview. The Application in a plain paper should be submitted to the Office of the Director, RIMS, Imphal, on or before **24th August, 2026**. **Application received after 3.00 p.m. of 24th August, 2026 will not be entertained.** Details of the advertisement is also available at the institute's website: www.rims.edu.in

3. The list of shortlisted eligible Candidates, as well as the date/venue for their Interview/Personal Interaction by the Selection Committee, would be notified on the Institute's website, as and when the scrutiny of their Applications is completed. Accordingly, Candidates are advised to check our website for latest updates on the matter.

4. **Nature of Duties and Responsibilities:** The selected candidate shall provide programme coordination and administrative support to the I-FETP Hub, including:

- Registration of trainees, maintenance of trainee database, training schedules and programme calendar.
- Coordination of contact sessions, field assignments, workshops, meetings, coordination with faculty and mentors.
- Maintenance of programme files and digital records; drafting official correspondence and minutes.
- Coordination with NCDC, State Governments, partner institutions and other stakeholders.
- Assistance in procurement proposals, GeM/quotation documentation and maintenance of procurement records.
- Assistance in preparation and maintenance of PFMS records, Statements of Expenditure and Utilization Certificates.
- Preparation of monthly progress reports, programme reports, attendance records, certificates, inventory and asset registers.
- Any other programme-related work assigned by the Nodal Officer/Hub Coordinator or Competent Authority.

Note:

- The engagement is strictly co-terminus with the project and especially required for the above research project, for a period of 1 year, against the post or till the completion of the project, whichever is earlier.
- The engagement shall be purely contractual in nature.
- The appointee shall have no right to claim or shall not make claim or shall not claim for regular appointment, on the basis of his/her engagement, extension of engagement, in RIMS, Imphal.

(Signature)

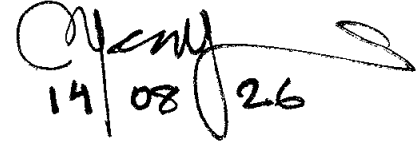


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- iv. The engagement shall be made on execution of a contract agreement, after recommendation by the Selection Committee.
 - v. The selected candidate may be required to work beyond office hours, on weekends or holidays for training programmes, workshops, field visits, meetings or other programme activities, without additional remuneration.
 - vi. The engagement may be terminated by either party by giving one month's notice or one month's remuneration in lieu thereof, subject to the terms of the contract. However, the engagement may be terminated with immediate effect by the Competent Authority in cases of misconduct, fraud, breach of confidentiality, unsatisfactory performance, indiscipline, submission of false information or documents, conflict of interest, dis-continuation of the programme, withdrawal or non-availability of Grant-in-Aid, or any act prejudicial to the interests of the I-FETP programme or the Institute.
 - vii. The decision of the Competent Authority, RIMS, Imphal, shall be final and binding in all matters relating to this engagement.
 - viii. All terms and conditions of the engagement shall be governed by the approved Terms of Reference (ToR) for the Programme Support Associate under the Intermediate Field Epidemiology Training Programme (IFETP) and the applicable rules, regulations, and administrative procedures of RIMS, Imphal.
5. This issues with the approval of the Director, RIMS, Imphal.


14/08/26

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

Copy to:

1. P.S to Director RIMS, Imphal for kind information to Director.
2. The Medical Superintendent, RIMS Hospital, Imphal.
3. The System Administrator, RIMS, Imphal- for uploading the advertisement on the RIMS Website.
4. Notice Board, Director's Office, RIMS, Imphal
5. Office file.