



REGIONAL INSTITUTE OF MEDICAL SCIENCES

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

LAMPHELPAT, IMPHAL - 795004: MANIPUR

ADVERTISEMENT

Imphal, the 6th Sept., 2021

No. B/3495/2020-RIMS: A walk-in-interview for engagement of the following post will be held on 16/9/2021 at 11:00 a.m. in the conference room of Jubilee Hall, RIMS, Imphal. The engagement is purely of daily wages basis for a period of 6 (six) months initially extendable on need basis.

Sl.	Name of post	No. of Post	Essential Qualification & Experience	Rate per day
1	Medical Receptionist Cum Operator (OPD)	10 (UR-6, OBC-1 & ST-3) *	i) Bachelor in Commerce. (ii) Diploma course (at least 1 year) in computer application from a recognized institute. Desirable:- 1 (one) year experience in a Hospital/Medical Institute	Rs. 438/-

* In case candidates for the reserved category are not available, the post will be filled up by UR category.

** The post may be increased or decreased based on the requirement of the Institute.

Age limit: 18-35 years relaxable in case of OBC/SC/ST as per rules/instructions/orders issued by the Central Government from time to time

Application: - Interested candidates can apply by submitting a neatly typed Bio-data along with copies of caste, experience, educational certificate etc to the office of the undersigned by 4.00 p.m. of 14/9/2021.

Conditions of Appointment: - The terms and conditions of appointment may be downloaded from the institute website i.e. www.rims.edu.in

In case large number of application is received, the institute shall shortlist candidate for interview 3 times the number of post. Shortlisted candidates shall be called for Typing Test and only those candidates who qualify the typing test will be called for interview.

(A. Shanti Devi)
Administrative Officer,
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 Deputy Director (Admn.), RIMS, Imphal
4. The CAO/FA, RIMS, Imphal
5. The System Administrator, RIMS, Imphal
6. The Caretaker, Jubilee Hall, RIMS, Imphal
7. Notice Boards
8. File concerned

CONDITIONS ON APPOINTMENT:

- a. The person engaged will not be cover under any insurance policy as at present there is no such policy of Central Government in currency. The institute shall not be held liable for any compensation/insurance in the event of unforeseen damages.
- b. 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** along with their original educational qualification certificates etc. Therefore, mere submission of application form shall not guarantee the candidates to be called for the interview.
- 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/contract appointment.
- e. The institute or the person may revoke the appointment or discontinue the engagement by giving 7 (seven) day 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.
- h. No private Practice is allowed during the engagement period.
- i. All the recruited candidates shall maintain bonafide headquarters.
- j. Institute reserves the right to transfer the engaged employees to any other departments due to exigencies of work or administrative reasons.
- k. Disciplinary control in accordance with provisions of CCS (CCA) Rules, 1991.
- l. 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.
- m. 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.
- n. Any candidate furnishing incorrect information or making false declaration regarding his/her eligibility at any stage or suppressing any information is liable to be debarred from this recruitment and in all future recruitments conducted by the institute.
- o. 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 construe as sufficient ground for debarment.
- p. 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.
- q. 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.



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APPLICATION FORM
REGIONAL INSTITUTE OF MEDICAL SCIENCES, IMPHAL
APPLICATION FOR THE POST OF _____, RIMS, IMPHAL

1. Full Name in Block Letters : _____
2. Father's/Husband's Name : _____
3. Date of birth : _____
4. Category (SC/ST/OBC/Gen) : _____
5. Gender : _____
6. Permanent Address in full : _____
7. Present Address in full : _____
8. Telephone/Mobile No. : _____
9. E-mail ID : _____
10. Nationality (State whether by birth or by domicile): _____
11. Details of Examination passed from Matriculation/School leaving certificate on wards:

Sl. No.	Name of School/ College with Address	Name of Board/Council/ University	Examination passed & year of passing	Division/ Class obtained	% of marks obtained

Contd./-...

12. (a) Experience:

Sl. No.	Name of Office/Institute/Org.	Post (s) held	Period of service		Nature of job	Reason of leaving
			From	To		

(b) Whether No Objection certificate from the Employer is attached, if not, reason thereof:

Declaration

I hereby declare that the entries made in this form as above are true and correct to the best of my knowledge and belief. In the event of any information being found false/incorrect my candidature/services are liable to be terminated without any notice.

Station: _____

Signature of applicant in full

Date: _____