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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.

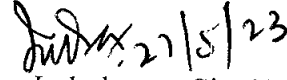
**ORDER**

Imphal, the 27<sup>th</sup> May, 2023

No. B/RR/2023-RIMS: In pursuance to Ministry of Health & Family Welfare letter No. U-12012/57/2022-NE-Part (10) dated 23<sup>rd</sup> May, 2023 regarding "Review of Recruitment Rules of Group A, B and C Non-Faculty posts in NEIGRIHMS and RIMS, Imphal for Central Library Section", 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 26<sup>th</sup> June, 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.

**Recruitment Rules for Library & Information Officer**  
**(Presently Librarian to be renamed as Library & Information Officer)**

1	Name of post	<b>Library &amp; Information Officer</b>
2	Number of post	01* (2023) *Subject to variation dependent on workload
3	Classification	Group 'A'
4	Level in the Pay Matrix	Level - 11 of the Pay Matrix
5	Whether Selection post or non-selection post.	Selection in case of Promotion
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.	No
9	Period of probation, if any	Two years for 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
11	In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made	<b>Promotion:</b> Assistant Library & Information Officer in Level 7 of Pay Matrix with 09 years' of regular service in the Grade having Master's Degree in Library Science or Library and Information Science of a recognized University / Institute.
12	If a Departmental Promotion Committee exists what is its composition	<ol style="list-style-type: none"> <li>1. Director, RIMS, Imphal – Chairman</li> <li>2. Director (Health), Govt.of Manipur or its nominee not below the rank of Joint Director - Member</li> <li>3. One member of the RIMS Executive Council - Member</li> <li>4. Medical Superintendent, RIMS, Hospital, Imphal – Member</li> </ol>
13	Circumstances in which Union Public Service Commission to be consulted in making recruitment	Not applicable

**Recruitment Rules for Assistant Library & Information Officer**  
**(Presently Deputy Librarian, Cataloguer and Documentalist to be renamed as**  
**Assistant Library & Information Officer)**

1	Name of post	<b>Assistant Library &amp; Information Officer</b>
2	Number of post	04* (2023) *Subject to variation dependent on workload
3	Classification	Group 'B'
4	Level in the Pay Matrix	Level - 07 of Pay Matrix
5	Whether Selection post or non-selection post.	Selection in case of Promotion
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.	No
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 Promotion
11	In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made	<b>Promotion:</b> Library & Information Assistant in Level 6 of Pay Matrix with 05 years' of regular service in the Grade
12	If a Departmental Promotion Committee exists what is its composition	<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	Circumstances in which Union Public Service Commission to be consulted in making recruitment	Not applicable

**Recruitment Rules for Library & Information Assistant  
(Presently Library Assistant to be renamed as Library & Information Assistant)**

1	Name of post	<b>Library &amp; Information Assistant</b>
2	Number of post	07* (2023) *Subject to variation dependent on workload
3	Classification	Group 'B'
4	Level in the Pay Matrix	Level - 06 of Pay Matrix
5	Whether Selection post or non-selection post.	Not applicable
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	<b>Essential:</b> (i) Bachelors Degree in Library Science or Library and Information Science of a recognized University / Institute; (ii) Two years' professional experience in a Library under Central/State Government / Autonomous or Statutory organization/ PSU/ University or Recognized Research or Educational Institution.
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 recruit
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	<b>Direct Recruitment</b> 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
13	Circumstances in which Union Public Service Commission to	Not applicable

	be consulted in making recruitment	
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