



क्षेत्रीयआयुर्विज्ञान 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 9th October, 2026

No.475/REC/CoE-RARE-DIS/RIMS-2026: Applications are invited from the intending eligible candidates, for appointment to the following post, on contractual basis, at the Centres of Excellence for Rare Diseases (CoEs), RIMS, Imphal. The Details of the post is as follows:-

Sl. No.	Name of Post	Essential Qualification	No. of Post	Salary/month	Duration
i.	Technical Coordinator	Essential Qualification: Desirable: - Master's in Public Health/Community Medicine/Health Management/Hospital Management/Public Health Informatics and related subjects OR MSW or equivalent from a recognized university with at least 5 years' experience of working in the Public Health Sector. - Familiarity with Public Health Systems (Rare Diseases) and Government Health Schemes Age Limit: 45 years	1 no.	Rs. 60,000/- consolidated pay with annual increment of upto 5% in line with the NHSRC/NHM guidelines for HR.	6 months (Extendable, as per requirement of the CoE and performance of the candidates)

2. Interested candidates, fulfilling the above-mentioned qualifications, experience and age limit, may apply for the posts, along with a copy of neatly typed bio-data, with two attested passport size colour photographs 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 plain paper should be submitted to the Office of the Director, RIMS, Imphal, **on or before, 26th October, 2026**. Applications received after **3:00 p.m. of 26th October, 2026**, will not be entertained. *Details of the advertisement is also available at the institute's [website:www.rims.edu.in](http://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, will be notified on the Institute's website, as and when the scrutiny of the Applications is completed. Accordingly, Candidates are advised to check our website for latest updates on the matter.

4. Key Responsibilities:

- Act as a focal point for Rare Diseases Clinic at the CoEs.
- Provide technical and strategic support for planning, coordination, and implementation of rare disease-related activities.
- Coordinate with clinical departments for diagnosis, investigations, and formulation of treatment plans.
- Facilitate documentation, application review, and approval processes for patient support.



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- Liaise with MoHFW, State Governments, and other stakeholders for fund disbursement and compliance.
- Coordinating with the spokes in matters of proposal for equipment & consumables procurement, demand for funds, submission of Utilization Certificates, etc.
- Track drug procurement and ensure timely availability and logistics for therapy.
- Guide and monitor ABHA ID generation and digital health record maintenance.
- Ensure timely and accurate data reporting and analytics for MoHFW and internal reviews.
- Organize capacity-building sessions, trainings, and awareness programs at the CoE.
- Develop and disseminate IEC materials and media content for public and stakeholder awareness.
- Support development of treatment guidelines, SOPs, and other technical documentation.
- Manage patient data and regularly update the Rare Disease Registry and associated digital platforms.
- Assist in preparation of reports, summaries, and digital dashboards.
- Maintain proper patient records in both digital and physical formats, ensuring confidentiality.
- Provide counseling, guidance, and continuous support to rare disease patients and their caregivers

Note: 1. The engagement is strictly co-terminus with the scheme and especially required for the above scheme for the period mentioned against the post or till the completion of the scheme, whichever is earlier.

2. 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 on the basis in RIMS, Imphal.

3. The engagement shall be made on finalization of a contract agreement after recommendation by the Selection Committee.

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


09/10/26
(R.K. Medolt 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
4. Notice Board, Director's Office, RIMS, Imphal
5. Office file.