



क्षेत्रीय आयुर्विज्ञान संस्थान, इंपहाल: 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)

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N O T I F I C A T I O N

No.GEN/11/2026-EST Sec: The Institute is in the process of finalizing the amended **Recruitment Rules for the Stenographer Cadre of RIMS, Imphal**, comprising the posts of **Private Secretary, Personal Assistant and Stenographer Grade-II**. In this connection, objections/representations/comments, if any, are hereby invited from all stakeholders, including the general public, on the proposed Amended Recruitment Rules.

2 . Any objection/comment/view on the draft Recruitment Rules may be submitted, along with proper justification and relevant supporting documents, to the office of the Director, RIMS, Imphal, within a period of 30 days, i.e., up to 4:30 p.m. on 23rd October, 2026. Soft copies of the same may also be sent via email at the institute's email ID: **rims.imphal@gov.in**.

3 . In the event that no views/comments are received within the stipulated date and time, the draft Recruitment Rules shall be treated as final, and no objections/comments will be entertained thereafter.

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

Digitally signed by
 NONGTHOMBAM PADAMESHWAR SINGH
 Date: 24-09-2026 15:46:39

(Nongthombam Padameshwar Singh)
 Administrative Officer

Copy to:-

1. The Under Secretary, Hospital -III, MoH&FW, Govt. of India, Kartavya Bhawan- for kind information.
2. P.S. to the Director, RIMS, Imphal- for kind information of Director, RIMS, Imphal.
3. The Medical Superintendent, RIMS Hospital, Imphal.
4. The System Admin., RIMS, Imphal- for uploading the draft RRs and Notification order in RIMS, website.
5. The Media Adviser, RIMS, Imphal- for publication, the notification in 01(one) local newspaper.
6. Order Copy.

STATEMENT OF EXISTING APPROVED RECRUITMENT RULES AND AMENDED DRAFT RECRUITMENT RULES OF ADMINISTRATIVE & ACCOUNTS DIVISION OF RIMS, IMPHAL

S1. No.	Description	Existing approved RR	Proposed RR
1	Name of post	Private Secretary	Private Secretary
2	Number of post	1 No. *subject to variation dependent on workload	1 No. *subject to variation dependent on workload
3	Classification	G.C.S Group "B" (Ministerial)	Group "B" (Ministerial)
4	Pay Band and Grade Pay/Level in the Pay Matrix	Pay Band - 2 Rs. 9300-34800 + Grade Pay Rs. 4600/- (6 th CPC)	Level-7 of the 7 th CPC, and on completion of 4 years regular service in the Pay Level-7, granted non-functional grade in Level-10 of Pay Matrix.
5	Whether Selection post or non-selection post	Selection (Selection cum Seniority)	Non-Selection
6	Age limit for direct recruits	Not applicable	Not applicable
7	Educational and other qualifications required for direct recruits	Not applicable	Not applicable
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable	Not applicable
9	Period of probation, if any	Not applicable	Not applicable
10	Method of recruitment whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods	100% by promotion	100% by promotion
11	In case of recruitment by promotion/ deputation / absorption grades from which promotion / deputation /absorption to be made	Promotion: - Stenographer Gr.-I at Pay Band -2 with Grade Pay of Rs. 4200 with five years regular service in the grade.	Promotion: - Stenographer/Personnel Assistant in the Pay Level 6 of Pay Matrix with 5 (five) years of regular service in the grade.
12	If a Departmental Promotion Committee exists what is its composition	Promotion: - 1. Director, RIMS, Imphal - Chairperson 2. Director Health Service, Govt. of Manipur or its nominee - Member 3. Medical Superintendent, RIMSH - Member 4. Subject Expert in the concerned area - Member 5. Deputy Director (Admn.), RIMS - Member Secretary	Promotion: - 1. Director, RIMS, Imphal - Chairperson 2. Director Health Service, Govt. of Manipur or its nominee - Member 3. Medical Superintendent, RIMSH - Member 4. Subject Expert in the concerned area - Member 5. Deputy Director (Admn.), RIMS - Member Secretary
13	Circumstances in which Union Public Service Commission to be consulted in making recruitment	Not applicable	Not applicable

STATEMENT OF EXISTING APPROVED RECRUITMENT RULES AND AMENDED DRAFT RECRUITMENT RULES OF ADMINISTRATIVE & ACCOUNTS DIVISION OF RIMS, IMPHAL

Sl. No.	Description	Existing approved RR	Proposed RR
1	Name of post	Personal Assistant	Personal Assistant
2	Number of post	2 Nos. *subject to variation dependent on workload	2 Nos. *subject to variation dependent on workload
3	Classification	G.C.S Group "B" Ministerial	Group "B" (Ministerial)
4	Pay Band and Grade Pay/Level in the Pay Matrix	Level-6 of the 7 th CPC	Level-6 of the 7 th CPC
5	Whether Selection post or non-selection post	Non-Selection	Non-Selection
6	Age limit for direct recruits	Not applicable	Not applicable
7	Educational and other qualifications required for direct recruits	Not applicable	Not applicable
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable	Not applicable
9	Period of probation, if any	-	2 years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods	100% by promotion	100% by promotion
11	In case of recruitment by promotion/ deputation / absorption grades from which promotion / deputation /absorption to be made	Promotion:- Stenographer Grade-II or Stenographer Grade-III who is on regular basis shall be eligible for appointment to Stenographer Grade-I, if he/ she acquires a speed of 120 words per minute in Shorthand (English) and 60 words per minute in Typing (English) relaxable for SC/ST candidates upto 100 words per minute in shorthand (English) and 50 words per minute in Typing (English). The speed test shall be conducted by the authority. Such test shall be conducted in the manner twice in a year preferably in the months of April and November. Prescribed given Recruitment Rules for the post of Stenographer of North Eastern Regional Medical College Society, Imphal.	Promotion:- Stenographer Grade-II with 10 (ten) years regular service in the grade.
12	If a Departmental Promotion Committee exists what is its composition	Promotion:- 1. Director, RIMS, Imphal - Chairperson 2. Director Health Service, Govt. of Manipur or its nominee - Member 3. Medical Superintendent, RIMSH - Member 4. Subject Expert in the concerned area - Member 5. Deputy Director (Admn.), RIMS - Member Secretary	Promotion:- 1. Director, RIMS, Imphal - Chairperson 2. Director Health Service, Govt. of Manipur or its nominee - Member 3. Medical Superintendent, RIMSH - Member 4. Subject Expert in the concerned area - Member 5. Deputy Director (Admn.), RIMS - Member Secretary
13	Circumstances in which Union Public Service Commission to be consulted in making recruitment	Not applicable	Not applicable

STATEMENT OF EXISTING APPROVED RECRUITMENT RULES AND AMENDED DRAFT RECRUITMENT RULES OF ADMINISTRATIVE & ACCOUNTS DIVISION OF RIMS, IMPHAL

S1. No.	Description	Existing approved RR	Proposed RR
1	Name of post	Stenographer Gr.-III	Stenographer Gr.-II (Erstwhile Stenographer-III)
2	Number of post	13 Nos.	13 Nos. *subject to variation dependent on workload
3	Classification	G.C.S Group "C" Ministerial	Group "C" (Ministerial)
4	Pay Band and Grade Pay/Level in the Pay Matrix	Level-4 of the 7 th CPC	Level-4 of the 7 th CPC
5	Whether Selection post or non-selection post	Selection	Not applicable
6	Age limit for direct recruits	18-35 years	18 to 27 years (Relaxable for Govt. servants upto 40 years in accordance with instructions or orders issued by the Central Govt.)
7	Educational and other qualifications required for direct recruits	Essential: - 10 th Class pass or equivalent from a recognized Board/University. Skill test norms (Stenography):- 1. Dictation: 80 (eighty) words per minutes and speed not less than 30 words per minute in typing (English)	Essential: - 12 th Class pass or equivalent from a recognized Board/University. Skill test norms (Stenography):- 1. Dictation: 10 minutes at the rate of 80 (eighty) words per minutes [60 w.p.m. for SC/ST] 2. Transcription time: 50 minutes (English) on computer. Desirable: - Diploma in Stenography from a recognized Institute.
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable	Not applicable
9	Period of probation, if any	2 (Two) Years	2 (Two) years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods	By Direct Recruitment	By Direct Recruitment
11	In case of recruitment by promotion/ deputation / absorption grades from which promotion / deputation /absorption to be made	Not applicable	Not applicable
12	If a Departmental Promotion Committee exists what is its composition	Promotion: - 1. Director, RIMS - Chairperson 2. Medical Superintendent, RIMSH - 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. Deputy Director (Admn.), RIMS - Member Secretary	1. Director, RIMS - Chairperson 2. Medical Superintendent, RIMSH - 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. Deputy Director (Admn.), RIMS - Member Secretary
13	Circumstances in which Union Public Service Commission to be consulted in making recruitment	Not applicable	Not applicable