



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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C I R C U L A R

No. HGEN/MISC/1/2026-Gen(Hosp): Applications are hereby invited from the faculty members of this Institute, not below the rank of Associate Professor, who are willing to serve as **Additional Medical Superintendents(03 posts)**, RIMS, Imphal, without any additional remuneration.

2. The three posts of Additional Medical Superintendent, along with their respective areas of responsibility, are detailed below:-

A. Additional Medical Superintendent-I: OPD, Casualty and Main Hospital Block

The responsibilities shall include the following:-

- i. Administration and supervision of the Main Outpatient Department (OPD) and Emergency/Casualty services.
- ii. Management of OPD registration and patient flow.
- iii. Supervision of the main hospital wards and associated inpatient services.
- iv. Coordination of hospital administration relating to Operation Theatres (OTs) and Intensive Care Units (ICUs).
- v. Supervision of medical records and clinical documentation.
- vi. Addressal of patient grievances and issues relating to patient care.
- vii. Monitoring of e-Hospital/NextGen compliance within the assigned area.

B. Additional Medical Superintendent-II: Maternity, CCB and Allied Hospital Services

The responsibilities shall include the following:-

- i. Administration and supervision of the Maternity Block and its associated wards and services.
- ii. Coordination of Central Clinical/CCB services and hospital administration relating to Obstetrics and Gynaecology.
- iii. Coordination with neonatal services and other associated clinical services.
- iv. Coordination of nursing, sanitation, security and patient-care services within the assigned complex.
- v. Coordination of laundry and other related support services, as assigned.
- vi. Monitoring of e-Hospital/NextGen compliance within the assigned area.

C. Additional Medical Superintendent-III: Cardio-Nephro-PMR-Sports Medicine and Speciality Block

The responsibilities shall include the following:-

- i. Administration and coordination of Cardiology and associate cardiac/ Cardiothoracic and Vascular Surgery (CTVS) services located within the assigned complex.
- ii. Supervision and coordination of Nephrology service.
- iii. Supervision and coordination of Physical Medicine and Rehabilitation (PMR) services.
- iv. Supervision and coordination of Sports Medicine services.
- v. Coordination of other clinical and support services located within the assigned speciality block, as allocated by the Medical Superintendent.

vi. Monitoring of e-Hospital/NextGen compliance within the assigned area.

2. Accordingly, all interested and willing faculty members, fulfilling the above criteria, may submit their applications along with their Biodata/Curriculum vitae, to the Office of the Director, RIMS, Imphal, on or before **Friday, the 30th October, 2026**.

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

Digitally signed by
NONGTHOMBAM PADAMESHWAR SINGH
Date: 26-10-2026 10:11:11

(Nongthombam Padameshwar Singh)
Administrative Officer

Copy to:-

1. The P.S. to Director.
2. The Medical Supdt., RIMS Hospital, Imphal.
3. The Dean (Academics)i/c, RIMS, Imphal.
4. All Heads of Departments/Sections/Units, RIMS, Imphal.
5. The Principal, Dental College, RIMS, Imphal.
6. The Principal, College of Nursing, RIMS, Imphal.
7. The P.S. to Deputy Director (Admn.), RIMS, Imphal.
8. The C.A.O./F.A., RIMS, Imphal.
9. All Section Officers, RIMS & RIMS Hospital, Imphal.
10. The System Administrator, RIMS, Imphal - *for uploading the above order on the RIMS Website.*
11. Notice Boards.