



Fax : 0385-2414625  
Phone : 0385-2414539  
0385-2414629  
e-mail : [rims@rims.edu.in](mailto:rims@rims.edu.in)  
website : [www.rims.edu.in](http://www.rims.edu.in)

**REGIONAL INSTITUTE OF MEDICAL SCIENCES,**  
(An Autonomous Institute under the Ministry of Health & Family Welfare, Govt. of India)  
IMPHAL : MANIPUR - 795004.

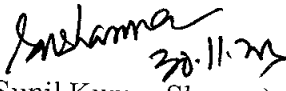
**OFFICE MEMORANDUM**

Imphal, the 30<sup>th</sup> November, 2023

No. B/RR/2023-RIMS: The undersigned is pleased to inform all concerned that the Ministry of Health and Family Welfare vide Letter No U-12012/57/2022-NE-Part (8) dated 22-08-2023 conveyed the approval of competent authority for amendment of Recruitment Rules of Library Section of RIMS, Imphal.

2. The post of Deputy Librarian, Cataloguer and Documentalist has been merged to Deputy Librarian. Further, the post of Librarian, Deputy Librarian and Library Assistant have been renamed to Library & Information Officer, Assistant Library & Information Officer and Library & Information Assistant respectively.

3. The undersigned is authorized by the Ministry for notification and publication of the RRs in the Gazette of India. Necessary actions are being taken up by RIMS for notification and publication in the Gazette of India.

  
(Prof. G. Sunil Kumar Sharma)  
Director,  
Regional Institute of Medical Sciences,  
Imphal.

Copy to:

1. The Medical Superintendent, RIMSH, Imphal.
2. The Deputy Director (Admn), RIMS, Imphal.
3. The CAO/FA, RIMS, Imphal.
4. The Librarian i/c, RIMS, Imphal.
5. The Section Officer (General/Bill/Hospital), RIMS, Imphal.
- ✓ 6. The System Administrator, RIMS, Imphal. -for uploading the O.M. and Ministry letter.
7. Order Book.w

F.No. U-12012/57/2022-NE-Part (8)  
Government of India  
Ministry of Health & Family Welfare  
(North East Section)

Nirman Bhawan, New Delhi  
Dated, 22-08-2023

To

The Director,  
RIMS, Imphal  
Manipur, 795004

**Subject: Review of Recruitment Rules of Group A, B and C Non-Faculty posts in NEIGRIHMS, RIMS and RIPANS for Central Library Section-reg.**

Sir,

I am directed to refer to your letter No. B/RR/2023-RIMS dated 04.07.2023 on the subject mentioned above and to convey the approval of competent authority for amendment of RRs of Central Library Section of RIMS, Imphal. The amended RRs are enclosed herewith.

2. You are requested to take necessary action to notify the amended RRs of Central Library Section in the Gazette of India. A copy of published Gazette notification may be sent to this Ministry.

3. It is further informed that the post of Deputy Librarian, Cataloguer, and Documentalist have been merged to Deputy Librarian. Further, the post of Librarian, Deputy Librarian and Library Assistant have been renamed to Library & Information Officer, Assistant Library & Information Officer, and Library & Information Assistant respectively.

Encl. As above.

Yours faithfully,

Signed by  
Anuradha Ramakrishnan  
Date: 22-08-2023 14:51:04

(Anuradha Ramakrishnan)  
Under Secretary to the Govt. of India  
Tel: 011-23061640  
Email ID: anuradha.ramakrishnan@nic.in

DDA

Anuradha  
21/8/23

Anuradha  
Ramakrishnan

**Recruitment Rules for 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/Selection Committee exists what is its composition	1. Director, RIMS, Imphal – Chairman 2. Director (Health), Govt. of Manipur or its nominee not below the rank of Joint Director - Member 3. One member of the RIMS Executive Council - Member 4. Medical Superintendent, RIMS, Hospital, Imphal – Member
13	Circumstances in which Union Public Service Commission to be consulted in making recruitment	Not applicable

Certified Copy

*Anuradha Ramakrishnan*  
(अनुराधा रामकृष्णन)  
(ANURADHA RAMAKRISHNAN)  
अवर सचिव / Under Secretary  
स्वास्थ्य एवं परिवार कल्याण मंत्रालय  
Ministry of Health & F.W.  
भारत सरकार / Govt. of India  
नई दिल्ली / New Delhi



**Recruitment Rules for 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/Selection 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 be consulted in making recruitment	Not applicable

*Certified Copy*  
*Anuradha*

(अनुराधा रामाकृष्णन)  
(ANURADHA RAMAKRISHNAN)  
अवर सचिव/Under Secretary  
स्वास्थ्य एवं परिवार कल्याण मंत्रालय  
Ministry of Health & F.W.  
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