

# राजेन्द्र आयुर्विज्ञान संस्थान

(झारखण्ड सरकार का एक स्वयत्तशासी संस्थान)  
राँची-834009(झारखण्ड)

दूरभाष: 0651-2541533, फ़ैक्स: 0651-2540629,  
E-mail: rimsranchi@rediffmail.com



**RAJENDRA INSTITUTE OF MEDICAL SCIENCES**

(An Autonomous Institute under Govt. of Jharkhand)

Ranchi-834009(Jharkhand)

Phone: 0651-2541533, Fax: 0651-2540629,

Email : [rimsranchi@rediffmail.com](mailto:rimsranchi@rediffmail.com)

RIMS/Estb-3/Advertisement No ..... Dated.....

Applications with complete Bio-Data are invited for filling-up the post of Manager/Office Superintendent in Dental College, RIMS, Ranchi and Head Clerk, Accountant and Cashier for RIMS Administration, Ranchi, an autonomous institute under Govt. of Jharkhand on contractual basis for one year.

## Description of Posts

There shall be horizontal reservation as follows :

Sl. No.	Name of post	Pay	No. of posts	UR	ST	SC	BC-I	BC-II	EWS	Remarks
1	Office Superintendent (Dental College, RIMS , Ranchi)	योजना सह वित्त विभाग, झारखण्ड सरकार का संकल्प सं0 1243/ वित्त दिनांक 28.04.16 के अनुसार वेतनादि का भुगतान किया जायेगा।	01	01	00	00	00	00	00	UR -1
2	Head Clerk, (Account Section/ Establishment Section )	योजना सह वित्त विभाग, झारखण्ड सरकार का संकल्प सं0 1243/ वित्त दिनांक 28.04.16 के अनुसार वेतनादि का भुगतान किया जायेगा।	02	01	01	00	00	00	00	UR -1 ST - 1
3	Accountant,	योजना सह वित्त विभाग, झारखण्ड सरकार का संकल्प सं0 1243/ वित्त दिनांक 28.04.16 के अनुसार वेतनादि का भुगतान किया जायेगा।	02	01	01	00	00	00	00	Working -1 (Gen) ST -1

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4	Cashier	योजना सह वित्त विभाग, झारखण्ड सरकार का संकल्प सं० 1243/वित्त दिनांक 28.04.16 के अनुसार वेतनादि का भुगतान किया जायेगा।	02	01	01	00	00	00	00	Working - I (ST) UR - I
5	Accountant –cum- Stenographer	योजना सह वित्त विभाग, झारखण्ड सरकार का संकल्प सं० 1243/वित्त दिनांक 28.04.16 के अनुसार वेतनादि का भुगतान किया जायेगा।	01	01	00	00	00	00	00	UR - I

### A. Education Qualification :-

- Graduation in any stream.

### B. Eligibility Criteria

#### 1- Minimal (Essential)

- Retired Head Clerk/Office Superintendent or equivalent from state govt. including State Finance Department.
- Retired Head Clerk/Office Superintendent or equivalent from Central Govt. including Central Finance Department.
- Retired Head Clerk/Office Superintendent or equivalent from Nigam.

#### 2- The age limit will be as follows :

60 years + 1year + 1year + 1year (Maximum Age limit is 65 years)

### INSTRUCTION FOR THE CANDIDATE

- Complete application in prescribed Performa, with bio-data in all respects, signed by the candidate, should reach in the office of the Director, Rajendra Institute of Medical Sciences, Ranchi – 834009 on/or before 07-01-2022 till 5:00 PM by Registered /Speed Post only. After the due date and time ( i.e 07-01-2022 till 5:00 PM.) applications or any other documents shall not be accepted. The institute shall not be responsible for any postal delay.
- The envelop should be super scribed with the post applied for.
- The discipline/subject for which the application(s) is/are being submitted needs to be indicated clearly.
- Self-attested photocopies of the supportive documents from the department previously served. Including the self attested photo copy of the last salary/pay slip.
- Incomplete application will not be considered.
- The candidate must be a Citizen of India.
- Director, RIMS. Ranchi reserves the right to reject all or any application without assigning any reason.
- The candidate must enclose Application Fee : (i) for General, BC-I Rs. 600/-(Rs. Six Hundred Only) & for SC & ST candidates Rs. 150/-(Rs. One Hundred Fifty Only), which is non refundable in any case payable by NEFT/RTGS in A/c no. 30041595075 of State Bank of India, RMCC, Bariatu, Ranchi (Jharkhand), IFS



Code: SBIN0001672. The Details of Receipt/proof of the online submission of application fee attached along with application form.

9. Canvassing in any form and/or bringing in any influence will be treated as disqualification.
10. The benefit of reservation shall be given only to the resident of Jharkhand and the certificate to that effect should and must be issued by the complete authority (ies) of Jharkhand state.
11. The candidate shall not be allowed to join the service of RIMS, Ranchi unless he/she is released after his/her retirement from the previous organization.
12. If any information/document given by candidate in application form is found to be false and forged, candidature will be cancelled or service will be terminated.
13. Director RIMS, Ranchi reserved right to cancel this advertisement at any time as per exigency.
14. All disputes shall lie in jurisdiction of Ranchi.
15. Advertisement also available on website <https://www.rimsranchi.org/> prescribe Application format is as under :

**APPLICATION FORMAT**

Advertisement No-----

Application for the post of-----at Rajendra Institute of Medical Sciences, Ranchi 09.

1. APPLICANT'S NAME (In block letters-----)
2. FATHER'S/HUSBAND'S NAME (In block letters-----)
3. DATE OF BIRTH -----
4. SEX ----- 5. NATIONALITY -----
6. RELEGION -----
7. 7. CATEGORY (Write whether Category out of Gen/ST/SC/BC-I/BC-II)-----
8. ADDRESS (Including pin Code No. , Mobile No. & Email)
  - i) CORRESPONDANCE -----
  - ii) PERMANENT -----
9. EDUCATIONAL QUALIFICATIONS (Starting from matriculation):

Sl. No.	Examination passed	Name of college/Institute	Board/University	Yr. of passing with marks(%)	No of attempts

**10. WORK EXPERIENCES :**

Sl. No.	Institute/Organisation	Post held	From	To	Total duration

11. Registration No. : CENRAL/STATE COUNCIL(Attached proof), if any: -----
12. DETAILS OF APPLICATION FEE: Bank name & Branch -----D.D. No. with Date ----- Amount-----
13. LIST OF SELF ATTESTED COPIES OF TESTIMONIALS WITH PAGE NO OF ENCLOSURES:-----
14. DECLARATION :

I..... S/o,W/o..... do hereby declare that all the statements made in this application are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect, I hereby convey my consent for cancellation of my candidature.

Signature of the candidate

Sd/-

Director

Rajendra Institute of Medical Sciences, Ranchi

Memo.....02...../RIMS, Ranchi, dated.....03/01/2022.....

Copy to :- Account Officer /Office Superintendent /Accountant /Chief Cashier /Cashier /Director Cell /Receiving Clerk and Notice Board, RIMS, Ranchi for information and needful.

Director

Rajendra Institute of Medical Sciences, Ranchi