



रीजनल इंस्टिट्यूट ऑफ पैरामेडिकल एंड नर्सिंग साइंसेज़
REGIONAL INSTITUTE OF PARAMEDICAL AND NURSING SCIENCES

(स्वायत्त संस्थान, अधीनस्थ स्वास्थ्य एवं परिवार कल्याण मंत्रालय, भारत सरकार)
(An autonomous Institute under Ministry of Health & Family Welfare, Govt. of India)

जेमाबोक, आइज़ोल, मिज़ोरम - 796017
Zemabawk, Aizawl, Mizoram - 796017

Phone: 0389-2350521
e-mail: admin@ripans.ac.in

RIPANS

website: www.ripans.ac.in

ORDER

Dated Aizawl the 19th July, 2023.

No.A.12018/2/2023-Estt/RIPANS/34 : In pursuance of the Ministry of Health & Family Welfare's letter No.U.12012/57/2022-NE -Part (9) dated 17.07.2023 regarding "Review of Recruitment Rules of Group A, B and C Non Faculty posts in RIPANS for Accounts Division i.e. the post of Finance & Accounts Officer, Accounts Officer and Accountant. The Ministry proposed the post of Finance & Accounts Officer, Accounts Officer and Accountant to be renamed as Accounts Officer, Assistant Accounts Officer and Junior Accounts Officer in line with NEIGRIHMS, Shillong. The Ministry's vide letter No.U.12012/57/2022-NE-Part (7) dated 18.07.2023 regarding "Review of Recruitment Rules of Group A, B and C Non Faculty posts in RIPANS for Administrative Division i.e. the post of Administrative Officer, Section Officer, Assistant, Upper Division Clerk (UDC) & Lower Division Clerk (LDC), the Ministry proposed the post of Administrative Officer, Section Officer, Assistant to be renamed as Senior Administrative Officer, Assistant Administrative Officer and Office Superintendent respectively in line with NEIGRIHMS, Shillong. Comments of Stakeholders on the proposed amendment of Recruitment Rules of concerned non - faculty posts are invited for a period of 30 days from the date of issue of this order.

If there are any views/comments regarding the draft Recruitment Rules, they are requested to submit their views and comments alongwith proper justification/relevant documents to the undersigned or emailed to admin @ripans.ac.in and director@ripans.ac.in.

In the event that the Institute does not receive any view/comments within the stipulated time, it shall be treated as final and no views/comments afterwards shall be entertained.

Sd/-डॉ. संजय डी. सावंत/Dr. SANJAY D. SAWANT

निर्देशक/Director

रीजनल इंस्टिट्यूट ऑफ पैरामेडिकल/Regional Institute of Paramedical
& नर्सिंग साइंसेज़ /Nursing Sciences
आइज़ोल : मिज़ोरम/Aizawl:Mizoram

Memo No. A.12018/2/2023-Estt/RIPANS/34 - A

Dated Aizawl, the 19th July, 2023.

Copy to:-

1. Under Secretary (NE), Min.of H&FW, Govt. of India, Nirman Bhawan, New Delhi for information.
2. PA to Director, RIPANS for information.
3. Officer In charge, Academic -I,II & III for information.
4. AO/FO for information.
5. System Engineer, RIPANS for information with a request to upload in the Institute website.
6. Office Order Guard file

(डॉ. संजय डी. सावंत/Dr. SANJAY D. SAWANT)

निर्देशक/Director

रीजनल इंस्टिट्यूट ऑफ पैरामेडिकल/Regional Institute of Paramedical
& नर्सिंग साइंसेज़ /Nursing Sciences
आइज़ोल : मिज़ोरम/Aizawl:Mizoram

Draft Recruitment Rules for Accounts Officer

1	Name of post	Accounts Officer
2	Number of post	01* (2023) *Subject to variation dependent on workload
3	Classification	Group 'A'
4	Level in the Pay Matrix	Level - 10 of Pay Matrix
5	Whether Selection post or non-selection post.	Not applicable
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.	Not applicable
9	Period of probation, if any	Not applicable
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 Composite Method: Deputation (including short term contract)/ Promotion
11	In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made	<u>Deputation (Including Short Term Contract (ISTC))/Promotion:</u> Officers of the Central Government/ State Governments/ Union Territories/ Autonomous Organizations/ Statutory bodies/ Public Sector Undertaking/ University/ Recognized Research Institution: A. 1. Holding analogous post on a regular basis in the parent cadre/department; or 2. with 4 years' service in the grade rendered after appointment on a regular basis in Level-8 of the Pay Matrix or equivalent in the parent cadre /department or 3. with 5 years' service in the grade rendered after appointment on a regular basis in Level-7 of the Pay Matrix or equivalent in the parent cadre /department and B. Should have passed Subordinate Accounts Service examination. Note: Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/ Department of the Central Government shall ordinarily not exceed five years. The maximum age limit for appointment on deputation (ISTC) shall not be exceeding 56 years as on the closing date of receipt of application. If the Departmental Candidate (Assistant Accounts Officer) in Level – 7 of Pay Matrix with 05 years' of regular service is selected for appointment to the post; it shall be treated as having been filled by promotion.

12	If a Departmental Promotion Committee exists what is its composition	<ol style="list-style-type: none"> 1. Jt. Secretary (NE) Min. of H & FW, Gol or his representative not below the rank of Director-Chairman 2. Dy. Secretary (NE) to Gol, MoH & FW - Member 3. Dy. Secretary, DP & AR Govt. of Mizoram - Member 4. One expert in the subject concerned –Member* 5. One co-opted member representing SC/ST - Member* 6. Director, RIPANS - Member Secretary (*To be nominated by Director, RIPANS)
13	Circumstances in which Union Public Service Commission to be consulted in making recruitment	Not applicable

Draft Recruitment Rules for Assistant Accounts Officer

1	Name of post	Assistant Accounts Officer
2	Number of post	01* (2023) *Subject to variation dependent on workload
3	Classification	Group 'B'
4	Level in the Pay Matrix	Level - 7 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' upto five years in accordance with the instructions or orders issued by the Central Government)
7	Educational and other qualifications required for direct recruits	Essential: 1. Degree from a recognized University/Institute 1. 3 (three) years' experience in Cash, Accounts and Budget work in a Government Office/ PSU/ Autonomous Body/ Statutory Body
8	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees.	Not applicable
9	Period of probation, if any	2 (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 Composite Method: Deputation (including short term contract)/ Promotion failing which by Direct Recruitment
11	In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made	<u>Deputation (Including Short Term Contract (ISTC))/Promotion:</u> Officers of the Central Government/ State Governments/ Union Territories/ Autonomous Organizations/ Statutory bodies/ Public Sector Undertaking/ University/ Recognized Research Institution: A. 1. Holding analogous post on a regular basis in the parent cadre/department; or 2. with 5 years' service in the grade rendered after appointment on a regular basis in Level-6 of the Pay Matrix or equivalent in the parent cadre /department and B. Possessing appropriate qualifications and experience prescribed for direct recruits mentioned at column 7. Note: Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/ Department of the Central Government shall ordinarily not exceed five years. The maximum age limit for appointment on deputation (ISTC) shall not be exceeding 56 years as on the closing date of receipt of application. If the Departmental Candidate (Junior Accounts Officer) in Level – 6 of Pay Matrix with 05 years' of regular service is selected for appointment to the post; it shall be treated as having been filed by promotion.

12	If a Departmental Promotion Committee exists what is its composition	<ol style="list-style-type: none"> 1. Director, RIPANS - Chairman 2. Representative of Director - Member of Health Services from beneficiary States not below the rank of Dy. Director (by Rotation). 3. Representative of Jt. Secy. – Member (NE) MH&FW, Govt. of India not below the rank of Under Secy. 4. One co-opted expert - *Member in the subject concerned 5. One co-opted member - *Member Representing SC/ST 6. Administrative Officer- Member Secretary RIPANS <p>(*To be nominated by Director, RIPANS)</p>
13	Circumstances in which Union Public Service Commission to be consulted in making recruitment	Not applicable

Draft Recruitment Rules for Draft Recruitment Rules for Junior Accounts Officer

1	Name of post	Junior Accounts Officer
2	Number of post	01* (2023) *Subject to variation dependent on workload
3	Classification	Group 'B'
4	Level in the Pay Matrix	Level - 6 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' upto five years in accordance with the instructions or orders issued by the Central Government)
7	Educational and other qualifications required for direct recruits	Essential: 1. Degree from a recognized University/Institute 1. 2 (two) years' experience in Cash, Accounts and Budget work in a Government Office/ PSU/ Autonomous Body/ Statutory Body
8	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees.	Not applicable
9	Period of probation, if any	2 (two) years
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 exists what is its composition	1. Director, RIPANS - Chairman 2. Representative of Director - Member of Health Services from beneficiary States not below the rank of Dy. Director (by Rotation). 3. Representative of Jt. Secy. – Member (NE) MH&FW, Govt. of India not below the rank of Under Secy. 4. One co-opted expert - *Member in the subject concerned 5. One co-opted member - *Member Representing SC/ST 6. Administrative Officer- Member Secretary RIPANS (*To be nominated by Director, RIPANS)
13	Circumstances in which Union Public Service Commission to be consulted in making recruitment	Not applicable

Draft Recruitment Rules for Senior Administrative Officer

1	Name of post	Senior Administrative Officer
2	Number of post	01* (2023) *Subject to variation dependent on workload
3	Classification	Group 'A'
4	Level in the Pay Matrix	Level - 10 of Pay Matrix
5	Whether Selection post or non-selection post.	Not Applicable
6	Age limit for direct recruits	Not exceeding 35 years (Relaxable for Government Servants' upto five years in accordance with the instructions or orders issued by the Central Government)
7	Educational and other qualifications required for direct recruits	Essential: i. Graduate from a recognized University ii. With five years regular service in Level 7 of Pay Matrix or equivalent iii. At least five years' experience in establishment and administrative work preferably in a hospital/ medical institution
8	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees.	Not applicable
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 Composite Method: Deputation (including short term contract)/ Promotion
11	In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made	<u>Deputation (Including Short Term Contract (ISTC))/Promotion:</u> Officers of the Central Government/ State Governments/ Union Territories/ Autonomous Organizations/ Statutory bodies/Public Sector Undertaking/University/Recognized Research Institution: A. 1. Holding analogous post on a regular basis in the parent cadre/department; or 2. with 04 years' service in the grade rendered after appointment on a regular basis in Level 08 of the Pay Matrix or equivalent in the parent cadre /department or 3. with 05 years' service in the grade rendered after appointment on a regular basis in Level 07 of the Pay Matrix in the parent cadre /department and B. Possessing appropriate qualifications and experience prescribed for direct recruits mentioned at column 7. Note: The Period of deputation (ISTC) shall ordinarily not exceed 5 years. The maximum age limit for appointment on deputation (ISTC) shall not be exceeding 56 years as on the closing date of receipt of application. If the Departmental Candidate (Assistant Administrative Officer) in Level – 7 of Pay Matrix with 05 years' of regular service is

		selected for appointment to the post; it shall be treated as having been filed by promotion.
12	If a Departmental Promotion Committee exists what is its composition	<ol style="list-style-type: none"> 1. Jt. Secretary (NE) Min. of H & FW, Gol or his representative not below the rank of Director-Chairman 2. Dy. Secretary (NE) to Gol, MoH & FW - Member 3. Dy. Secretary, DP & AR Govt. of Mizoram - Member 4. One expert in the subject concerned –Member* 5. One co-opted member representing SC/ST - Member* 6. Director, RIPANS - Member Secretary (*To be nominated by Director, RIPANS)
13	Circumstances in which Union Public Service Commission to be consulted in making recruitment	Not applicable

Draft Recruitment Rules for Assistant Administrative Officer

1	Name of post	Assistant Administrative Officer
2	Number of post	01* (2023) *Subject to variation dependent on workload
3	Classification	Group 'B'
4	Level in the Pay Matrix	Level - 7 of 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.	Not applicable
9	Period of probation, if any	Not applicable
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 failing which by Deputation (ISTC)
11	In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made	<p>Promotion: Office Superintendent of the Institute with 5 (five) years regular service in Level-6 of Pay Matrix.</p> <p>Deputation: Officers of the Central Government/ State Governments/ Union Territories/ Autonomous Organizations/ Statutory bodies/ Public Sector Undertaking/University/Recognized Research Institution:</p> <ol style="list-style-type: none"> 1. Holding analogous post on a regular basis in the parent cadre/department; or 2. with 05 years' service in the grade rendered after appointment on a regular basis in Level 06 of the Pay Matrix or equivalent in the parent cadre /department with good knowledge of Central Govt. rules related to medical institute/ college <p>Note: The Period of deputation (ISTC) shall ordinarily not exceed 5 years. The maximum age limit for appointment on deputation (ISTC) shall not be exceeding 56 years as on the closing date of receipt of application.</p>
12	If a Departmental Promotion Committee exists what is its composition	<ol style="list-style-type: none"> 1. Director, RIPANS - Chairman 2. Representative of Director - Member of Health Services from beneficiary States not below the rank of Dy. Director (by Rotation). 3. Representative of Jt. Secy. – Member (NE) MH&FW, Govt. of India not below the rank of Under Secy. 4. One co-opted expert - *Member in the subject concerned 5. One co-opted member - *Member Representing SC/ST

		6. Administrative Officer- Member Secretary RIPANS (*To be nominated by Director, RIPANS)
13	Circumstances in which Union Public Service Commission to be consulted in making recruitment	Not applicable

Draft Recruitment Rules for Office Superintendent

1	Name of post	Office Superintendent
2	Number of post	2* (2023) *Subject to variation dependent on workload
3	Classification	Group 'B'
4	Level in the Pay Matrix	Level - 6 of Pay Matrix
5	Whether Selection post or non-selection post.	Selection in case of promotion
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	Essential: Graduate from a recognized University/ Institute Desirable: Having proficiency in computer application
8	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees.	Not applicable
9	Period of probation, if any	2 (two) years for direct recruits and 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 failing which Deputation (ISTC) failing both by Direct Recruitment
11	In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made	Promotion: From UDC of the institute with 10 years regular service in Level-4 of Pay Matrix. Deputation: Officers of the Central Government/ State Governments/ Union Territories/ Autonomous Organizations/ Statutory bodies/ Public Sector Undertaking/University/Recognized Research Institution: A. 1. Holding analogous post on a regular basis in the parent cadre/department; or 2. with 10 years' service in the grade rendered after appointment on a regular basis in Level-4 of the Pay Matrix or equivalent in the parent cadre /department and B. Possessing appropriate qualifications and experience prescribed for direct recruits mentioned at column 7. Note: The Period of deputation (ISTC) shall ordinarily not exceed 5 years. The maximum age limit for appointment on deputation (ISTC) shall not be exceeding 56 years as on the closing date of receipt of application.
12	If a Departmental Promotion Committee exists what is its composition	1. Director, RIPANS - Chairman 2. Representative of Director - Member of Health Services from beneficiary States not below the rank of Dy. Director (by Rotation).

		<p>3. Representative of Jt. Secy. – Member (NE) MH&FW, Govt. of India not below the rank of Under Secy.</p> <p>4. One co-opted expert - *Member in the subject concerned</p> <p>5. One co-opted member - *Member Representing SC/ST</p> <p>6. Administrative Officer- Member Secretary RIPANS</p> <p>(*To be nominated by Director, RIPANS)</p>
13	Circumstances in which Union Public Service Commission to be consulted in making recruitment	Not applicable

Draft Recruitment Rules for Upper Division Clerk (UDC)

1	Name of post	Upper Division Clerk (UDC)
2	Number of post	2* (2023) *Subject to variation dependent on workload
3	Classification	Group 'C'
4	Level in the Pay Matrix	Level - 4 of Pay Matrix
5	Whether Selection post or non-selection post.	Non-Selection in case of promotion
6	Age limit for direct recruits	Between 18 years and 27 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	Essential: i. Graduate from a recognized University/ Institute ii. Having proficiency in computer application iii. A typing speed of 35 words per minute in English on computer. (NB: 35 wpm correspond to 10,500 KDPH in an average of 5 key depressions for each word).
8	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees.	Not applicable
9	Period of probation, if any	2 (two) years for direct recruits
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 failing which by Direct Recruitment
11	In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made	Promotion: From LDC of the institute with 8 years regular service in Level-4 of Pay Matrix.
12	If a Departmental Promotion Committee exists what is its composition	1. Director, RIPANS - Chairman 2. Representative of Director - Member of Health Services from beneficiary States not below the rank of Dy. Director (by Rotation). 3. Representative of Jt. Secy. – Member (NE) MH&FW, Govt. of India not below the rank of Under Secy. 4. One co-opted expert - *Member in the subject concerned 5. One co-opted member - *Member Representing SC/ST 6. Administrative Officer- Member Secretary RIPANS (*To be nominated by Director, RIPANS)
13	Circumstances in which Union Public Service Commission to be consulted in making recruitment	Not applicable

Recruitment Rules for Lower Division Clerk (LDC)

1	Name of post	Lower Division Clerk (LDC)												
2	Number of post	3* (2023) *Subject to variation dependent on workload												
3	Classification	Group 'C'												
4	Level in the Pay Matrix	Level – 4 of Pay Matrix												
5	Whether Selection post or non-selection post.	Non-Selection in case of promotion												
6	Age limit for direct recruits	Between 18 years and 27 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	Essential: i. 12 th Class or equivalent qualification from a recognized Board or University ii. A typing speed of 35 words per minute in English on computer. (NB: 35 wpm correspond to 10,500 KDPH in an average of 5 key depressions for each word).												
8	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees.	As stated at Col 10												
9	Period of probation, if any	2 (two) years for direct recruits												
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	<p>2/3 by Direct recruitment</p> <p>1/3 of the vacancy shall be filled from amongst the Group 'C' staff in Level-1 of Pay Matrix and who possess 12th Class pass or equivalent qualification and have rendered 3 years regular service in the grade, on the basis of departmental qualifying examination. The maximum age limit for eligibility for examination is 45 years (50 years of age for SC/ST).</p> <p>Details of Qualifying exam:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>General Intelligence</td> <td style="text-align: right;">15 marks</td> </tr> <tr> <td>Numerical Aptitude</td> <td style="text-align: right;">15 marks</td> </tr> <tr> <td>English Language (Basic Knowledge)</td> <td style="text-align: right;">35 marks</td> </tr> <tr> <td>General Awareness</td> <td style="text-align: right;">15 marks</td> </tr> <tr> <td>Computer Application</td> <td style="text-align: right;">20 marks</td> </tr> <tr> <td style="text-align: right;">Total-</td> <td style="text-align: right;">100 marks</td> </tr> </table> <p>Out of 100 marks, the cutoff marks for consideration is 35% and should pass Typing Skill Test of 35 wpm, which is of qualifying nature only.</p>	General Intelligence	15 marks	Numerical Aptitude	15 marks	English Language (Basic Knowledge)	35 marks	General Awareness	15 marks	Computer Application	20 marks	Total-	100 marks
General Intelligence	15 marks													
Numerical Aptitude	15 marks													
English Language (Basic Knowledge)	35 marks													
General Awareness	15 marks													
Computer Application	20 marks													
Total-	100 marks													
11	In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made	As stated at Col 10												
12	If a Departmental Promotion Committee exists what is its composition	<p>1. Director, RIPANS - Chairman</p> <p>2. Representative of Director - Member of Health Services from beneficiary States not below the rank of Dy. Director (by Rotation).</p>												

		<p>3. Representative of Jt. Secy. – Member (NE) MH&FW, Govt. of India not below the rank of Under Secy.</p> <p>4. One co-opted expert - *Member in the subject concerned</p> <p>5. One co-opted member - *Member Representing SC/ST</p> <p>6. Administrative Officer- Member Secretary RIPANS</p> <p>(*To be nominated by Director, RIPANS)</p>
13	Circumstances in which Union Public Service Commission to be consulted in making recruitment	Not applicable