



RIMS/Estb-3/Advertisement No ...1516..... Dated 27/12/24 D.F.A

Walk in interview will be held for Filling-up the post of Office Superintendent and Head Clerk in RIMS, Ranchi, an autonomous institute under Govt. of Jharkhand on contractual basis for one year. Retired state/Central govt. employees are eligible to apply for above posts.

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	Date of interview
1.	Office Superintendent (Establishment Section)	योजना सह वित्त विभाग, झारखण्ड सरकार का संकल्प सं० 1243/वित्त दिनांक 28.04.2016 के अनुसार वेतनादि का भुगतान किया जायेगा।	01	01	00	00	00	00	00	UR-1	04.01.2025
2	Head Clerk (Establishment Section/Account Section)	योजना सह वित्त विभाग, झारखण्ड सरकार का संकल्प सं० 1243/वित्त दिनांक 28.04.2016 के अनुसार वेतनादि का भुगतान किया जायेगा।	02	01	01	00	00	00	00	UR-1 ST-1	04.01.2025

A. Education Qualification (for Both Posts) :-

i. Graduation in any Stream.

B. Work Experience

1- Minimal (Essential)

- Retired Clerk/Office Superintendent or equivalent from state govt.
- Retired Clerk/Office Superintendent or equivalent from Central Govt./PSU/Army.

2- The Maximum age limit will be as follows :

62 Years till 04.01.2025

INSTRUCTION FOR THE CANDIDATES

- Interested candidates should report on day of interview with following documents.
 - Complete application in prescribed Performa, with bio-data in all respects, signed by the candidate.
 - Self attested photocopies of the supportive documents (qualification & experience) 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.
- The candidate must enclose Application Fee : (i) for Genral, 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 must be attached along with application form.
- Canvassing in any form and /or bringing in any influence will be treated as disqualification.
- 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.

7. 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.
8. The Applicant should have sufficient experience in establishment/Accounts related work and no disciplinary proceeding should be pending against him/her.
9. All disputes shall lie in jurisdiction of Ranchi.
10. 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.

PHOTO

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. RELIGION : _____ 7. CATEGORY (Write whether Category out of Gen/ST/SC/BC-I/BC-II) _____

8. ADDRESS (Including Pin Code No., Mobile No. & Email)

i. CORRESPONDENCE: _____

ii. PERMANENT :- _____

9. EDUCATIONAL QUALIFICATIONS (Starting from matriculation) :

S.No.	Examination (s) passed	Name of College/ Institute	Board/University	Yr. of Passing with marks(%)	No. of attempts

10. WORK EXPERIENCES:

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

11. Whether any disciplinary/Criminal proceedings pending against him/her.

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.

Place:

Date:

Signature of the Candidate


 Administrative Officer,
 Rajendra Institute of Medical Sciences,
 Ranchi.