



RIPANS

website: www.ripans.ac.in

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, आइजोल, मिज़ोरम - 796017
Zemabawk, Aizawl, Mizoram - 796017

Phone: 0389-2350521
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No.A.12019/1/2023-Estt/RIPANS/264

Dated Aizawl the 18th February, 2025.

EMPLOYMENT NOTICE NO 3 OF 2025-26

Applications are invited on prescribed form by the Director, Regional Institute of Paramedical & Nursing Sciences, Aizawl from Indian citizens for the following post on **Deputation** basis:

I. Details of post, required qualifications and experience:

| Sl. No. | Name of Post | No of post | Method of Recruitment and Eligibility Criteria |
|---------|------------------|------------|---|
| 1. | Accounts Officer | 1 | <p><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:</p> <p>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</p> <p>B. Should have passed Subordinate Accounts Service examination.</p> <p>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.</p> <p>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.</p> |

II. Pay Level and Age Limit:

| Post | Pay Level (as per 7 th CPC) | Age limit (as on the closing date of receipt of application) |
|------------------|--|--|
| Accounts Officer | Pay Level 10 in the Pay Matrix | Not exceeding 56 years |

Plus other allowances admissible under Govt. of India Rules.

III. Grade from which deputation is to be made:

| | |
|------------------|---|
| Accounts Officer | <p>Officers of the Central Government/ State Governments/ Union Territories/ Autonomous Organizations/ Statutory bodies/ Public Sector Undertaking/ University/ Recognized Research Institution:</p> <p>A.</p> <ol style="list-style-type: none">1. Holding analogous post on a regular basis in the parent cadre/department; or2. 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 or3. 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 <p>B.</p> <p>Should have passed Subordinate Accounts Service examination.</p> <p>Note:</p> <p>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.</p> |
|------------------|---|

Important instructions to candidates:

1. Application form and other formats should be submitted in A-4 size paper only.
2. The deputation period initially shall be for two years which may be extended by the authority upto five years in the exigencies of service taking the consent of the lending department.
3. The required pay level as mentioned in the required qualification and grade from which deputation is to be made, should be the pay level of the post in which the candidate was appointed. Financial upgradation of pay under MACP Scheme will not be counted as qualifying service for appointment.
4. The departmental officers of RIPANS in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for appointment by promotion.
5. **Applications from Non-Government employees will not be entertained.**
6. Applicants are advised to ensure their eligibility in all respects before applying, that they possess at least the minimum essential qualifications as laid down in the advertisement.
7. Mere fulfilling the minimum educational qualification and experience doesn't bestow right to a candidate to be called for interview.
8. Applications should be supported by relevant documents (self-certified) in all respects. Claims of educational qualifications should be supported by Certificates and Marksheets. Applications not supported by self-certified documents shall be summarily rejected.
9. Educational qualifications of recognized University and regulating Statutory bodies, as the case may be, will only be accepted.
10. The crucial date for determining the age limit, qualification and experience shall be the last date for receipt of application from candidates.
11. Incomplete applications will not be accepted. Applications and any fresh paper/enclosures submitted after the last date of submission of application shall not be considered.
12. The Officers who fulfil the prescribed qualifications/eligibility criteria given in I & III above may submit their application in the attached format (**Annexure I**) along with the following documents through proper channel to Director, RIPANS so as to reach on or before the cut-off date: -

| Annexure | Formats/Documents |
|-----------------|--|
| I | Application form completed in all aspects |
| II | Integrity, Vigilance Clearance and No penalty Certificates |
| III | No Objection Certificate from controlling authority. |
| - | Self-attested copies of educational qualification |
| - | Self-attested copies of experience certificates. |
| - | ACRs/APARs of latest five years. |

13. The completeness of the submitted application is the sole responsibility of the applicant. The Institute will not be responsible for non-receipt/late receipt of any communication sent by the applicants due to postal delay/lost in transit.
14. The Institute shall verify the antecedents or documents submitted by a candidate, at any time, at the time of appointment or during the tenure of service. In case of false/fake documents, clandestine antecedents or suppression of information, services in the Institute shall be terminated.
15. In case of any inadvertent mistake in the advertisement and in the process of selection, which may be detected at any stage, even after issue of appointment, the Institute reserves the right to modify/withdraw/cancel any communication made to the candidate.
16. The decision of the competent authority in respect of selection shall be final and no correspondence in this regard will be entertained.
17. The Institute reserves the right not to fill any of the post(s). There may be an increase or decrease in the number of posts advertised.
18. The Institute reserves the right of any amendment, cancellation, and changes to this advertisement as a whole or in part without assigning any reason thereof.
19. A candidate has to submit separate applications, if he/she desires to apply for more than one post.
20. No TA/DA will be paid for appearing in the interview/recruitment process which will be held at RIPANS or any other place as decided by the competent authority.
21. All the information / updates related to the recruitment will be uploaded on the website of RIPANS only. Candidates are advised to regularly visit the website of RIPANS for updates.
22. All the communication to candidates regarding recruitment process will be made through email ID provided by them in their application form.
23. Any change in the correspondence address, contact details and email address shall be communicated to the Institute in writing.
24. In case of any assistance or clarifications regarding the recruitment, candidates may contact the Institute through email: admin@ripans.ac.in. Candidate must mention his/her application ID & the name of post applied in the Subject line of e-mail.
25. While forwarding the applications, controlling authorities are requested to ensure that the following documents are enclosed along with the application form: -
 - i) Duly attested photocopies of up-to-date Confidential Reports (CRs / APARs) of the latest 05 years of the officer concerned (applicant).
 - ii) Integrity, Vigilance Clearance and No Penalty Certificates. (**Annexure-II**)
 - iii) No Objection Certificate (**Annexure-III**)
 - iv) **Experience Certificate:** All claims of experience shall be supported by an Experience Certificate which is clear and complete in all respects:
 - i) The experience certificate shall bear the Department/Institute's letter-head with the following :
 - Date of issue
 - Name of the post held
 - Pay level of the post (excluding financial upgradation under MACPS)
 - Specific period of work,
 - Name and designation of issuing authority along with signature and official seal.
 - ii) Appointment letter and such other documents issued at the initial stage of appointment/engagement i.e., before completion of the experience under consideration shall not be accepted as valid proof of the period of work.
 - iii) The experience certificate shall reflect the pay level in which the officer was appointed/promoted OR a separate supporting document reflecting the pay level such as appointment order shall be enclosed.

- iv) Experience acquired after regular appointment will only be accepted.
v) The decision of the Institute in any matters related to work experience shall be final.

Interested eligible candidates are requested to submit a signed copy of the original application in the prescribed form along with requisite documents and all required formats and one copy of recent passport size colour photograph. The envelope containing the application(s) should be super-scribed “**Application for the post ofon Deputation basis**” and should be sent to **Director, RIPANS, Zemabawk, Aizawl, Mizoram – 796 017.**

Last date of receipt of application is 02.04.2025.

Sd/-डॉ. संजय डी. सावंत/Dr. SANJAY D. SAWANT
निर्देशक/Director
रीजनल इंस्टिट्यूट ऑफ पैरामेडिकल/Regional Institute of Paramedical
& नर्सिंग साइंसेज़ /Nursing Sciences
आइज़ोल : मिज़ौरम/Aizawl:Mizoram

Regional Institute of Paramedical and Nursing Sciences (RIPANS)

Aizawl, Mizoram

(Candidates are advised to read the instructions, before filling up the Application Form)

| | | | | | | | | | | | | | | | | | |
|---|--|--|----------------------------|--|--|-----|--|--|------|--|--|-----|--|--|----|--|--|
| Application for the post of on deputation basis in RIPANS, Aizawl vide Employment Notice No 3 of 2025-26 | | | | | | | | | | | | | | | | | |
| 1. | Name and address (in block letters) | Affix recent colour passport size photograph (Do not staple) | | | | | | | | | | | | | | | |
| 2. | Father's Name | | | | | | | | | | | | | | | | |
| 3. | Date of birth (DD/MM/YYYY) | | | | | | | | | | | | | | | | |
| 4. | Date of retirement under Central/State Government rules | | | | | | | | | | | | | | | | |
| 5. | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 35%; padding: 5px;">Educational Qualification</td> <td style="width: 5%; padding: 5px;">i)</td> <td style="width: 60%;"></td> </tr> <tr> <td></td> <td>ii)</td> <td></td> </tr> <tr> <td></td> <td>iii)</td> <td></td> </tr> <tr> <td></td> <td>iv)</td> <td></td> </tr> <tr> <td></td> <td>v)</td> <td></td> </tr> </table> | Educational Qualification | i) | | | ii) | | | iii) | | | iv) | | | v) | | |
| Educational Qualification | i) | | | | | | | | | | | | | | | | |
| | ii) | | | | | | | | | | | | | | | | |
| | iii) | | | | | | | | | | | | | | | | |
| | iv) | | | | | | | | | | | | | | | | |
| | v) | | | | | | | | | | | | | | | | |
| 6. | Whether educational and other qualifications required for the post are satisfied (if any qualification has been treated as equivalent to the one prescribed in the rules, state the authority for the same) | | | | | | | | | | | | | | | | |
| | | Required | Possessed by the applicant | | | | | | | | | | | | | | |
| | Essential | As per advertisement | | | | | | | | | | | | | | | |
| | Desirable | | | | | | | | | | | | | | | | |
| 7. | Please state clearly whether in the light of entries made by you above, you meet the requirements of the post. | | | | | | | | | | | | | | | | |

| 8 | Details of employment (in chronological order). Enclose a separate sheet, duly authenticated by your signature. | | | | | | |
|--|--|-----------|-------------------------|----|--|---|---|
| Sl. No | Name of the Office/ Institute/ Organisation | Post held | Duration of experience | | Total duration of experience Year (s), month (s) | Pay Level in the pay matrix or Grade Pay (if it is in pre revised scale of pay) | Nature of duties (Teaching and/or research / administrative and/or accounts |
| | | | From | To | | | |
| i) | | | | | | | |
| ii) | | | | | | | |
| iii) | | | | | | | |
| iv) | | | | | | | |
| v) | | | | | | | |
| Total work experience required in Pay Level/ Grade Pay | | |years months | | | | |
| 9. | Nature of present employment (i.e.ad-hoc or temporary or quasi-permanent or permanent | | | | | | |
| 10. | In case the present employment is held on deputation/contract basis, Please state: (a) the date of initial appointment (b) period of appointment on deputation/contract (c) name of the parent office/organization to which you belong | | | | | | |
| 11. | Additional details about present employment please state whether working under: (a) Central Government (b) State Government (c)Autonomous Organization (d) Government undertaking (e) University | | | | | | |
| 12. | Are you enjoying revised scale of pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale. | | | | | | |
| 13. | Total emoluments per month now drawn. | | | | | | |
| 14. | Additional information, if any which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if the space is insufficient | | | | | | |
| 15. | Whether belongs to SC/ST/OBC (if yes, please specify) | | | | | | |
| 16. | Contact Numbers & E-mail ID: | | | | | | |
| | i) Office | | | | | | |
| | ii) Residence | | | | | | |
| | iii) Mobile | | | | | | |
| | iv) E-mail ID | | | | | | |
| 17. | If selected, specify the minimum required joining time | | | | | | |

| | |
|-----------------------------------|---|
| <i>Signature of the candidate</i> | Address of the candidate |
| | Date: |
| | Countersigned: |
| | Employer/Authorised Officer |
| | Office seal |

Check List

| Sl. No. | Particulars | Yes/No |
|---------|---|--------|
| 1. | Whether application forwarded by through proper channel/NOC attached? | |
| 2. | Whether attested copies of the up-to-date APARs for last 05 (five) years attached? | |
| 3. | Whether Vigilance Clearance Certificate attached? | |
| 4. | Whether Integrity Certificate attached? | |
| 5. | Whether No Penalty Certificate attached? | |
| 6. | Whether documents of educational qualifications, other qualifications and experience certificates attached? | |
| 7. | Statement of Minor/Major penalties imposed (if any) attached? | |

Name of the applicant :

Signature of the applicant :

Note: Applications without forwarding through proper channel, vigilance clearance certificate, integrity certificate and complete CRs/APARs dossiers will not be considered.

FOR OFFICE USE ONLY

1. Application received on :
2. Selected for the interview : YES NO
3. Contact details of Candidate : a) Mobile No. :
- b) email :

**FORMAT OF CERTIFICATE REQUIRED TO BE ENCLOSED SEPARATELY
ALONGWITH THE APPLICATION OF CANDIDATE
(On Organisation's letter head)**

INTEGRITY CERTIFICATE

After scrutinizing the ACR/APAR of Dr./Shri/Smt./Ms.
_____ who has applied for the post of
_____ in RIPANS, Aizawl, it is certified that his/ her
integrity is beyond doubt.

Date:

**Authorised signatory
Name & Office Seal**

VIGILANCE CLEARANCE CERTIFICATE

Certified that no vigilance case or disciplinary proceedings or criminal proceeding
is either pending or contemplated against Dr./Shri/Smt./Ms.
_____ who has applied for the post
of _____ in RIPANS, Aizawl on deputation
basis.

Date:

**Authorised signatory
Name & Office Seal**

NO PENALTY CERTIFICATE

Certified that no minor/major penalty has been imposed on Dr./Shri/Smt./Ms.
_____ who has applied for the post
of _____ in RIPANS, Aizawl on deputation
basis, during the last ten years.

Date:

**Authorised signatory
Name & Office Seal**

NO OBJECTION CERTIFICATE

(To be signed by employer/appointing authority)

1. Certified _____ that
Dr./Shri/Smt./Kumari_____ is presently
holding a post of _____ in this
department/office/institution/ organization. I have no objection to his/her application
being considered for the post.
2. Certified that he/she submitted his/her application to the department/office/institution/
organization on _____ for onward transmission to RIPANS, Aizawl.

Date:.....

Signature

Place:.....

Designation

Office Seal.....



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No.A.12019/1/2023-Estt/RIPANS/266

Dated Aizawl the 18th February, 2025

To,

The Director,
North Eastern Indira Gandhi Regional Institute of Health & Medical Sciences
Mawdiangdiang, Shillong -793018
Meghalaya, India

Subj: Vacancy Circular for the post of Accounts Officer (Level-10) Group 'A' Non - Faculty post on deputation basis in Regional Institute of Paramedical & Nursing Sciences (RIPANS), Aizawl-796017.

Sir,

With reference to the subject mentioned above, I have enclosed herewith a copy of Advertisement for the post of Accounts Officer to be filled on deputation basis for wide circulation in your Institute/organization/department.

It is requested to forward the duly completed applications of eligible and willing candidates to the undersigned by 02.04.2025.

Enclosure: as stated above.

Yours faithfully,

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

निर्देशक/Director

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