RAJENDRA INSTITUTE OF MEDICAL SCIENCES, RANCHI

Advertisement No. 3539 Dated : 25./..11./2026

REQUIRED

Applications are invited for filling up the post of **Executive Director / Eye Bank Manager** on the **Regular basis** for **Govt. Eye Bank, Regional Institute of Ophthalmology (RIO), Rajendra Institute of Medical Sciences, Ranchi** an autonomous institution under Government of Jharkhand.

S. No	Name of the Post	No. of Posts	Category
1	Executive Director / Eye Bank Manager	01	This post is single and according to letter No. 4423 dated 05.08.2022, issued by the Department of Personnel, Administrative Reform and Rajbhasha, Govt. Jharkhand, reservation rules do not apply to this post.

EDUCATIONAL QUALIFICATION:

B.Sc.(H) & Diploma in Para Ophthalmology (Ophthalmic Assistant/Diploma in Optometry) from Medical College & Hospital under NPCB guideline with Minimum 15 yrs regular service experience as Ophthalmic Assistant in Govt. Hospital. Must be registered in State paramedical Council. Trained in Eye Banking & Minimum 2(two) year experience as Eye Bank Manager.

OR

Diploma in Para Ophthalmology (Ophthalmic Assistant/Diploma in Optometry) from Medical College & Hospital under NPCB guideline, must be registered in State paramedical Council & MBA in Hospital Administration, Trained in Eye Banking & Minimum 5(five) year experience as Eye Bank Manager Post MBA.

AGE LIMIT (Maximum age limit counted as on the last date for submission of application)

The maximum age limit for the post of Executive Director/Eye Bank Manger shall be 55(Fifty-five) years.

PAY SCALE:

Pay Scale(15600-39100, Grade Pay- 6600) Pay Level-11 with basic Pay (Rs. 67,700) + NPA (if applicable)

Screening process :–

The process will involve two screening stages. The screening stage will involve a scrutiny committee assessing applications for eligibility based on advertised qualifications. The second stage will involve another committee, chaired by the Dean (Academics), which will shortlist candidates for interview. The objective criteria have been approved by the competent authority for more six applicants for vacancy, the **objective screening criteria* (Annexure-I)** will be used to shortlist candidates for interviews. In case more than one candidate has similar scores, all with the same score will be called for interview even if the number of shortlisted candidates is more than six for that vacancy.

Interview and Selection Process:-

The list of shortlisted candidates will be displayed on the institutional website, and they will be called for the interview

Verification and Disqualification :-

Shortlisted candidates must bring original documents for all parameters listed in the application form for verification on the interview day. Failure to produce documents , provide false information, or engage in any other illegal action will lead to disqualification and potential cancellation of candidature at any stage.

INSTRUCTIONS FOR THE CANDIDATES

1. 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 i.e **15.12.2026** till 5:00 PM by Registered/speed post only. After the due date and time (i.e **15.12.2026** till 5:00 PM) applications or any other documents shall not be accepted. The institute shall not be responsible for the postal delay.
2. The Envelops should be super-scribed with the post applied for.
3. Self-attested photocopies of all certificates such as mark sheets (Undergraduate, Graduate & Diploma), certificate of registration, Eye Bank (EDC cum ERT) Training Certificate along with one attested passport size photograph must be attached with the application form.
4. Attested copy of the appointment letter or service book, duly attested by the head of the office, as evidence of the date of joining in Government service.
5. (a) All the Original Certificates will be verified at the time of interview.
   (b) Candidates are advised to fill their correct and actual E-mail ID in the application, as all correspondences will be made by the institute through e-mail, Interview Schedule will be mailed in due course to the candidate in their Registered E-mail.
6. Applications not filled in prescribed format will not be considered. Incomplete application will not be considered.
7. **Candidates are requested to send the soft copy of their application on e-mail address- rimsranchi@rediffmail.com**
8. The candidate must be a citizen of India.
9. The candidates for the post of Executive Director / Eye Bank Manager must enclose Application fee Rs.1000/- (Rs. One Thousand Only), which is non-refundable in any case payable in favor of Director in RIMS RANCHI Through NEFT/RTGS in **A/c No. 50200047672661 of HDFC, Bariatu Ranchi (Jharkhand) IFSC Code: HDFC0002728**. The details of Receipt/proof of the online submission of application fee must be attached along with application form.
10. Theperiod of probation will be two years from the date of joining for this post.
11. Employees of Government or Semi Government institutions must bring No Objection Certificate from employer/ Controlling officer.
12. Employees of Govérnment or Semi-Government department should apply through proper channel. However advance copy shall also be accepted provided proof of seeking No Objection Certificate from the employer, is annexed with the application.
13. In case of selection of Central/State Government employee he/she shall be allowed to join only when he/she shall give declaration that he/she will be absorbed in the service of RIMS, Ranchi as per Rule 11(2) of RIMS Rules 2002.
14. The candidate shall not be allowed to join the service of RIMS, Ranchi unless he/she is relieved from previous organization.

15. If any information/document given by candidates in application form is found to be false and forged, candidature will be cancelled or service will be terminated.
16. Âge and all other qualification will be counted on the last date for submission of application.
17. The post is full time and private practice of any kind will not be allowed.
18. No TA/DA will be given to the candidate(s) if called for interview.
19. Reservation policy as per Jharkhand Government rules will apply.
20. Canvassing in any form and/or bringing in any influence will be treated as disqualification.
21. Director, RIMS Ranchi reserves the right to cancel the advertisement without assigning any reason.
22. All disputes are subject to Ranchi jurisdiction.
23. Advertisement is also available on website **www.rimsranchi.ac.in**
24. Note: The above file has approval of the Director, RIMS, Ranchi.

Sd/-
Dean,
Rajendra Institute of Medical Sciences,
Ranchi.

Memo. No. 3839 **/RIMS, Ranchi Dated** 25/11/2026

Copy to: Nodal officer I/C Website, RIMS, Ranchi for information and necessary action.

Copy to: Dean/ Medical Superintendent/ Principal, Dental Institute/ Accounts Officer/Accountant/Chef Cashier/Cashier/Receiving Clerk/legal Cell/ Office Superintendent/ Estb. (Gazetted) /Director Cell, RIMS, Ranchi for information and necessary action.

25.11.2026.

Dean,
Rajendra Institute of Medical Sciences,
Ranchi.

19/11/2026

Rajendra Institute of Medical Sciences, Ranchi-834009

Application Format

Recent Photo

Advertisement No.: .....

Application for the post and dept. of: .....

1. Applicant's Name (in block letters): .....

2. Father's / Spouse's Name: .....

3. Date of Birth: .....

4. Age: ..... **5. Sex:** .....**6. Nationality:** .....

7. Address (including Pin Code, Mobile No..... **& Email**.....**)**

I. Correspondence Address: .....

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II. Permanent Address: .....

8. EDUCATIONAL QUALIFICATION (Starting from matriculation)

S. No	Examination(s) passed	Subject	College/ Institute	Board/ Institute	Year of passing with marks (%)	No. of attempts

9. Work Experience:

S. No	Institute /Organization	Post held	From	To	Total Duration

10. Registration No: - State Para Medical Council: _____

11. DETAILS OF APPLICATION FEE: Bank Name & branch _____NEFT/RTGS No._____ with Date _____ Amount _____

13. LIST OF SELF-ATTESTED COPIES OF TESTIMONIALS WITH PAGE NO OF ENCLOSURES _____

12. Declaration:

I_____ hereby declare that all the statements made in this application are true and correct to the best of my knowledge and belief. If any information is found false, my candidature may be cancelled.

Place: _____

Date: _____

Signature of the Candidate

Sd/-
Dean,
Rajendra Institute of Medical Sciences,
Ranchi.

Memo.....3539...../RIMS, Ranchi, dated:.....25.11.2026

Copy to: Account Officer/ Office Superintendent/ Accountant/ Chief Cashier/ Cashier/ Director Cell/ Nodal Officer Website, RIMS, Ranchi for information and necessary action.

Dean,
Rajendra Institute of Medical Sciences,
Ranchi.

ANNEXURE – I

Objective Screening Criteria*

Serial No.	Objective Screening Score		Maximum Score
A	Educational Qualification 1) Bachelor B.Sc. (H)		
	Obtained Percentage	>50%-60%	5
		>60%-70%	10
		>70%	15
	2) Diploma in Para- Ophthalmology		
	Obtained Percentage	>50%-60%	5
		>60%-70%	10
		>70%	15
	3) MBA in Hospital Administration		
	Obtained Percentage	>50%-60%	5
		>60%-70%	10
		>70%	15
B	Training in Eye Banking		
	1) Hands on Training – Eye Donation Counselling		5
	2) Hands on Training- Eye/Cornea Retrieval Technique		5
	3) Eye Bank Observership		5
C	Work Experience		
	1) Work experience in Govt. Hospital		
		>15 yrs. – 20 yrs.	10
		>20 yrs. – 25 yrs.	15
		>25 yrs	20
	2) Work experience as Eye Bank Manager		
		> 2 yrs. – 5 yrs.	5
		> 5 yrs.	10