

# MEDICAL RECORD

## 7.1 MEDICAL RECORD ATTENDANT (Gr. II)

S No.	Description	"As is" Recruitment Rules			Recommendation of Coordination Committee
		AIIMS	PGIMER	JIPMER	
1	Name of the Post	<b>Medical Record Attendant (Gr.II)</b>		<b>Medical Record Attendant (Gr.II)</b>	<b>Medical Record Attendant (Gr.II)</b> <b>It was decided to outsource this service /assign these Jobs to trainees.</b>
2	Number of Posts	15 posts	No Post	3posts	
3	Classification	Group 'C'		Group 'C'	,
4	Pay Band and Grade Pay	PB: 1 ( Rs.5200-20200) GP-Rs.1800		PB: 1 ( Rs.5200-20200) GP-Rs.1800	
5	Method of Recruitment	100% by Transfer failing which by Direct Recruitment		By Promotion	

## 7.2 MEDICAL RECORD ATTENDANT (Gr. I)

S No.	Description	“As is” Recruitment Rules			Recommendation of Coordination Committee
		AIIMS	PGIMER	JIPMER	
1	Name of the Post	<b>Medical Record Attendant (Gr.I)/ Medical Record Clerk</b>		<b>Medical Record Clerk</b>	<b>Medical Record Clerk. AIIMS will create additional posts of LDCs for its Medical Records Division. This job is to be handled by LDCs.</b>
2	Number of Posts	6 posts	No Posts	31 posts	
3	Classification	Group ‘C’		Group ‘C’	Group ‘C’
4	Pay Band and Grade Pay	PB: 1 ( Rs.5200-20200) GP-Rs.1900		PB: 1 ( Rs.5200-20200) GP-Rs.1900	Pay Band: 1 (Rs.5200-20200) GP-Rs.1900
5	Method of Recruitment	100% by Promotion		By Direct Recruitment	100% by Promotion

### 7.3 MEDICAL RECORD TECHNICIAN

S No.	Description	“As is” Recruitment Rules			Recommendation of Coordination Comm
		AIIMS	PGIMER	JIPMER	
1	Name of the Post	<b>Medical Record Technician</b>	<b>Medical Record Technician</b>	<b>Medical Record Technician</b>	<b>Medical Record Technician</b>
2	Number of Posts	30+10+12=52 posts	43 posts	23 posts	
3	Classification	Group ‘C’	Group ‘C’	Group ‘C’	Group ‘C’
4	Pay Band and Grade Pay	PB: 1 (Rs. 5200 - 20200) GP: Rs. 2400	PB-1, (Rs.5200-20200) GP: Rs.2400 ( Revised)	PB:1 ,(Rs.5200-20200) GP Rs.2400	PB: 1 (Rs. 5200 - 20200) GP: Rs. 2400
5	Method of Recruitment	By transfer failing which by direct recruitment	By transfer failing which by direct recruitment.	By promotion failing which by Direct recruitment	Direct Recruitment*
6	Age limit for Direct Recruits	Between 18 and 30 years (relaxable for employees of AIIMS upto 40 years)	18-30 years	27 Years	Between 18 and 30 years ( <i>Relaxable in accordance with the instructions or orders issued by the Government</i> )
7	Educational and other qualification required for Direct Recruits	<p><b>Essential</b></p> <p>(i) 12th class pass, preferable in science or equivalent from a recognised board/ university &amp;</p> <p>(ii) Certificate in medical records from a recognised institute or authority issued after not less than 6 months training course</p> <p><b>Desirable:</b> Experience of having handled medical records in a hospital / medical institute of repute</p>	<p><b>Essential</b></p> <p>1. 12th Class Pass preferably in Science or equivalent from a recognized Board/University.</p> <p>2. Certificate in medical records from a recognized institute or authority issued after not less than six months training course.</p> <p><b>Desirable:</b> 3-6 months practical experience of having handled medical records in a hospital/medical institute</p>	<p><b>Essential</b></p> <p>1. 10, +2 or equivalent qualification from a recognized Board or University.</p> <p>2. Diploma (minimum one year) in Medical Records Technology or equivalent from a recognized Institution</p>	<p><b>Essential:</b></p> <p>(i) 10+2 preferable in science or equivalent from a recognised Board &amp;</p> <p>(ii) Diploma in Medical Record Keeping (duration 1 year) from a recognised institute / university</p>

S No.	Description	“As is” Recruitment Rules				Recommendation of Coordination Comm	
		AIIMS	PGIMER	JIPMER			
			of repute..				
8	Whether benefit of added Years of service admissible under rule 30 of the CCS Pension Rules, 1972	Not Applicable	Not Applicable	Not Applicable		Not Applicable	
9	In case of Recruitment by Promotion:	Not Applicable	Not Applicable	Not Applicable		Not Applicable	
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Not Applicable	Not Applicable	Non Selection		Not Applicable	
9b	Grades from which promotion is to be made and eligibility	Not Applicable	Not Applicable	<b>For Promotion:</b> Promotion from Medical Records Clerk with 8 years regular service in the grade and successful completion of certificate Course in Medical Records Technician/Medical Records Officer course conducted in this Institute during the Probation period.		Not Applicable	
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable	Not Applicable	Age:No E.Q:Yes		Not Applicable	
10	If a DPC exists, what is its composition	1. Medical Superintendent	Chairman	Not Applicable	1. Medical Supdt.	Chairman	Not Applicable
		2. Chief Medical	Member		2. One	Member	

S No.	Description	“As is” Recruitment Rules				Recommendation of Coordination Comm
		AIIMS		PGIMER	JIPMER	
		Record Officer			Senior Prof.	
		3. One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation	Member		3. One Prof.	Member
		4. One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.*	Member		4. DDA/Sr. Admn. Officer -	Member
		5. Admm. Officer (D.O.)	Member – Secretary			
11	In case of Deputation, Grades and Sources from which deputation is to be made and	Transfer from institute employees <b>Essential:</b> Lower division clerks and have not less than 3 years		Not Applicable	Not Applicable	

S No.	Description	“As is” Recruitment Rules			Recommendation of Coordination Comm
		AIIMS	PGIMER	JIPMER	
	period of deputation	of experience in a medical record section or area. OR Medical record attendant gr possessing 10th qualification with 3 years of regular service in the grade. <b>Desirable:</b> Preference shall be given to those who have undergone a formal training course in medical records.			
12	Period of probation, if any	Two years	Two Years	Two Years	
13	Brief nature of the Job				

- In the case of JIPMER there are MRCs possessing one year Diploma in MRT. Therefore in the case of such incumbents in JIPMER the existing clause in their RRs that the post of MRT shall be filled up by promotion from amongst eligible MRCs would be retained. JIPMER shall not undertake any Recruitment for the post of MRCs henceforth.

**7.4 JR. MEDICAL RECORD OFFICER /MEDICAL RECORD SUPERVISOR/ASSTT. MEDICAL RECORD OFFICER (STATISTICIAN CUM DEMONSTRATOR)**

S No.	Description	“As is” Recruitment Rules			Recommendation of Coordination Committee
		AIIMS	PGIMER	JIPMER	
1	Name of the Post	<b>Jr. Medical Record Officer/</b>	<b>Jr. Medical Record Officer/</b>	<b>Medical Record Supervisor/ Asstt. Medical Record Officer (Statistician cum Demonstrator)</b>	<b>To be designated as Sr. Medical Record Technician</b>
2	Number of Posts	10 posts	8 posts	3 posts	
3	Classification	Group ‘C’	Group ‘C’	Group ‘C’	Group ‘C’
4	Pay Band and Grade Pay	PB-1 (Rs. 5200-20200) GP: Rs. 2800	PB-1, ( Rs.5200-20200) GP Rs.2800	PB-1 (Rs. 5200-20200) GP: Rs. 2800	PB-1 (Rs. 5200-20200) GP Rs. 2800
5	Method of Recruitment	100%. by Promotion	By Promotion	By Promotion	By Promotion
6	Age limit for Direct Recruits	Not Applicable	Not Applicable	Not Applicable	Not Applicable
7	Educational and other qualification required for Direct Recruits	Not Applicable	Not Applicable	Not Applicable	Not Applicable
8	Whether benefit of added Years of service admissible under rule 30 of the CCS Pension Rules, 1972	Not Applicable	Not Applicable	Not Applicable	Not Applicable
9	In case of Recruitment by Promotion:	Not Applicable	Not Applicable	Not Applicable	Not Applicable
9a	Whether by seniority-cum fitness i.e., ‘non selection’, or by ‘Merit-cum-seniority’ i.e., ‘selection’	Seniority-cum-fitness	Merit-cum-Seniority	Non Selection	Non – Selection: Seniority- cum-fitness
9b	Grades from which promotion is to be made and eligibility	Medical Record Technician possessing 12th Class pass/ Higher Secondary/ Matriculation or equivalent plus certificate in Medical Records (awarded	Medical Record Technicians with 5 years of regular service in the grade	Promotion from Medical Records Technician with 5 years regular service in the grade failing which 13 years	<b>Grade:</b> Medical Record Technicians <b>Eligibility:</b>

S No.	Description	“As is” Recruitment Rules				Recommendation of Coordination Committee
		AIIMS	PGIMER	JIPMER		
		<p>after not less than 6 months training) with 5 years of regular service in the grade;</p> <p style="text-align: center;">OR</p> <p>Medical Record Technician possessing Matriculation certificate or equivalent with 7 years of regular service in the grade.</p>	<p>possessing the qualifications of 12th pass preferably in science and diploma in Medical Record Technology.</p>	<p>of combined regular service in the grades of Medical Records Technician and Medical Records Clerk.</p>	<p>(i) 5 years of regular service in the grade</p> <p>(ii) Must have in the feeder post, undergone once in every two years a short-term training course/orientation programme, ‘in-service’ or at any recognised academy/institute, for upgrading their skills for the post to which they are being considered for promotion.</p> <p><b>Benchmark:</b> The minimum assessment of ACRs – Good</p>	
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable	Not Applicable	Not Applicable	Not Applicable	
10	If a DPC exists, what is its composition	1. Medical Superintendent	Chairman	Not Applicable	1. Medical Supdt. Chairman	Not Applicable
		2. Sr. Medical Record Officer	Member		2. One Senior Prof. Member	
		3. Sr.Admin. Officer/ Chief Administrative Officer	Member		3. One Prof. Member	
		4. One Representative of SC/ST to be nominated by the Director from persons	Member		4. DDA/Sr. Admn. Officer Member	



S No.	Description	“As is” Recruitment Rules				Recommendation of Coordination Committee
		AIIMS		PGIMER	JIPMER	
		of an appropriate status working at AIIMS or some other organisation.				
		5. One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member			
		6. Admn. Officer (D.O)	Member – Secretary			
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	Not Applicable		Not Applicable	Not Applicable	Not Applicable
12	Period of probation, if any	Nil		Nil	Nil	Nil
13	Brief nature of the Job					.

## 7.5 STATISCIAN-CUM-DEMONSTRATOR / MEDICAL RECORD OFFICER

S No.	Description	“As is” Recruitment Rules			Recommendation of Coordination Committee
		AIIMS	PGIMER	JIPMER	
1	Name of the Post	<b>Medical Records Officer / Statician-cum-Demonstrator</b>	<b>Medical Records Officer / Statician-cum-Demonstrator</b>	<b>Medical Records Officer / Statician-cum-Demonstrator</b>	<b>To be designated as Medical Record Officer.</b>
2	Number of Posts	5 posts	3 posts	1 post	
3	Classification	Group – B	Group ‘B’	Group ‘B’	Group – B
4	Pay Band and Grade Pay	PB: 2 (Rs. 9300-34800) GP: Rs. 4200	PB-2, Rs. 9300-34800 GP Rs. 4200 ( Revised)	PB2 ,Rs.9300-34800 GP Rs.4200	PB: 2 ,(Rs. 9300-34800) GP: Rs. 4200
5	Method of Recruitment	100% by Promotion failing which for Direct Recruitment	By promotion/ direct recruitment.	By Promotion	100% by Promotion
6	Age limit for Direct Recruits	Not Exceeding 40 years (Relaxable upto 5 years for employees of AIIMS)	18-30 years	Not Applicable	Not Applicable
7	Educational and other qualification required for Direct Recruits	<b>Essential:</b> (i) Bachelor's Degree Preferable of Science, from, & recognised University or Equivalent; (ii) Should have Undergone one-year course for Medical record Officer from recognised Institutional; and (iii) Not Less than 2 Years of experience in organising and maintenance of Medical records in a nominated/ medical	<b>Essential:</b> Bachelor's degree + Diploma in Computer Science for nine months.  One year's diploma in Medical Record Technology.	Not Applicable	.Not Applicable

S No.	Description	“As is” Recruitment Rules			Recommendation of Coordination Committee
		AIIMS	PGIMER	JIPMER	
		institute of science			
8	Whether benefit of added Years of service admissible under rule 30 of the CCS Pension Rules, 1972	Not Applicable	Not Applicable	Not Applicable	Not Applicable
9	In case of Recruitment by Promotion:	Not Applicable	Not Applicable	Not Applicable	Not Applicable
9a	Whether by seniority-cum fitness i.e., ‘non selection’, or by ‘Merit-cum-seniority’ i.e., ‘selection’	Not Applicable	Merit cum seniority	Non Selection	Non – Selection (Seniority- cum-fitness) *
9b	Grades from which promotion is to be made and eligibility	Not Applicable	Jr. Medical Record Officer with 5 years of regular service in the grade possessing the qualifications of Bachelor’s degree preferably in science from a recognized University or equivalent and one year’s diploma in Medical Record Technology.	<p><b>For Promotion:</b> Promotion from Medical Records Supervisor/Assistant Medical Records Officer (Statistician-Cum-Demonstrator) with 6 years regular service in the grade failing which 11 years of combined service in the grades of Medical Records Supervisor/Assistant Medical Records Officer (Statistician-Cum-Demonstrator) and Medical Records Technician subject to possessing a Degree from a recognized University.</p>	<p><b>Grade: Sr .Medical Record Technician</b> <b>Eligibility:</b> (i) 6 years of regular service in the grade (ii) Must have in the feeder post, undergone once in every two years a short-term training course/orientation programme, ‘in-service’ or at any recognised academy/institute, for upgrading their skills for the post to which they are being considered for promotion <b>Note:</b> Existing incumbents who are not qualified should have passed the qualifying exam / proficiency test <b>Benchmark:</b> The minimum</p>

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		AIIMS	PGIMER	JIPMER		
					assessment of ACRs – Very Good	
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable	Not Applicable	Age:No E.Q.: Yes	Not Applicable	
10	If a DPC exists, what is its composition	Not Applicable	Not Applicable	1. Medical Supdt.	Chairman	Not Applicable
				2. One Senior Prof.	Member	
				3. One Prof.	Member	
				4. DDA/Sr. Admn. Officer	Member	
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	Not Applicable	Not Applicable	Not Applicable	Not Applicable	
12	Period of probation, if any	Not Applicable	Two years	Two Years		
13	Brief nature of the Job					

## 7.6 STATISTICIAN -CUM-DEMONSTRATOR

S No.	Description	“As is” Recruitment Rules			Recommendation of Coordination Committee
		AIMS	PGIMER	JIPMER	
1	Name of the Post Statistician - Cum-Demonstrator			<b>STATISTICIAN -CUM-DEMONSTRATOR</b>	<b>STATISTICIAN -CUM-DEMONSTRATOR</b> <b>Re-designate as Medical Record Officer</b>
2	Number of Posts	No Post	No Post	1 post	
3	Classification			Group ‘B’	
4	Pay Band and Grade Pay			PB2 Rs.9300-34800 GP Rs.4200/-	
5	Method of Recruitment			By Promotion	

## 7.7 SENIOR MEDICAL RECORD OFFICER

S No.	Description	“As is” Recruitment Rules			Recommendation of Coordination Comm
		AIIMS	PGIMER	JIPMER	
1	Name of the Post	Senior Medical Record Officer			Senior Medical Record Officer
2	Number of Posts	2 posts	3 posts	No Post	
3	Classification	Group ‘B	Group ‘B		Group ‘B’
4	Pay Band and Grade Pay	PB: 2 (Rs. 9300-34800) GP: Rs. 4600	PB-2, Rs. 9300-34800 GP Rs. 4600		PB: 2 (Rs. 9300-34800) GP: Rs. 4600
5	Method of Recruitment	100% by Promotion	By promotion/ direct recruitment.		100% by Promotion
6	Age limit for Direct Recruits	Not Applicable	18-30 years		Not Applicable
7	Educational and other qualification required for Direct Recruits	Not Applicable	<b>Essential:</b> Master’s degree with one year diploma in Medical Record Technology  15 years experience as Medical Record Officer in a recognized Institution.		Not Applicable
8	Whether benefit of added Years of service admissible under rule 30 of the CCS Pension Rules, 1972	Not Applicable	Not Applicable		Not Applicable

S No.	Description	“As is” Recruitment Rules			Recommendation of Coordination Comm
		AIIMS	PGIMER	JIPMER	
9	In case of Recruitment by Promotion:				
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Merit-cum-seniority	Merit cum seniority		Selection(Merit cum Seniority)
9b	Grades from which promotion is to be made and eligibility	Medical Record Officer with 3 years of regular service in the grade.	Medical Record Officer with 5 years of regular service in the grade.		<p><b>Grade:</b> Medical Record Officer</p> <p><b>Eligibility:</b></p> <p>(i) 5 years of regular service in the grade</p> <p>(ii) Must have in the feeder post, undergone once in every two years a short-term training course/orientation programme, 'in-service' at any recognised academy/institute, for upgrading their skills for the post to which they are being considered for promotion</p> <p>should have published once in every two years a research paper in a journal of national standing and repute.</p> <p><b>Note:</b> Existing incumbents who are not qualified should have passed the qualifying exam / proficiency test</p> <p><b>Benchmark:</b> The minimum assessment of ACRs – Very Good</p>
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable; however, the promotee should possess a qualification of one year course of Medical Record Officer	Not Applicable		Not Applicable
10	If a DPC exists, what is its composition	1. Chief of a Centre	Chairman		
		2. By Director (Admn.)	Member		

S No.	Description	“As is” Recruitment Rules			Recommendation of Coordination Comm
		AIIMS	PGIMER	JIPMER	
		3. One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member		
		4. One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member		
		5. Dynamical SupdtAsstt. Medical Supdt of a Center.	Member		
		6. Chief Sr. Admin Officer	Member		
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	Not Applicable		Not Applicable	Not Applicable
12	Period of probation, if any	Not Applicable		Two years in case of direct recruits.	<b>Promotion: 2 years</b>
13	Brief nature of the Job				.





## 7.8 MEDICAL RECORD CUM TUTOR

S No.	Description	“As is” Recruitment Rules			Recommendation of Coordination Committee
		AIIMS	PGIMER	JIPMER	
1	Name of the Post			Medical Record cum Tutor	Re-designated as Senior Medical Record Officer
2	Number of Posts	No Post	No Post	1 post	
3	Classification			Group ‘B’	
4	Pay Band and Grade Pay			PB2 Rs.9300-34800 GP Rs.4600/-	
5	Method of Recruitment			By Promotion	

## 7.9 CHIEF MEDICAL RECORD OFFICER

S No.	Description	“As is” Recruitment Rules			Recommendation of Coordination Committee
		AIIMS	PGIMER	JIPMER	
1	Name of the Post	<b>Chief Medical Record Officer</b>			<b>Chief Medical Record Officer</b> <b>This Post exists in AIIMS only.</b>
2	Number of Posts	2 posts	No Post	No Post	
3	Classification	Group ‘B			Group ‘A’
4	Pay Band and Grade Pay	PB: 3 (Rs. 15600-39100) GP: Rs. 5400			PB: 3 (Rs. 15600-39100) GP: Rs. 5400
5	Method of Recruitment	100% by promotion			100% by Promotion failing which by Deputation
6	Age limit for Direct Recruits	Not Applicable			Not Applicable
7	Educational and other qualification required for Direct Recruits	Not Applicable			Not Applicable
8	Whether benefit of added Years of service admissible under rule 30 of the CCS Pension Rules, 1972	Not Applicable			Not Applicable
9	In case of Recruitment by Promotion:	Not Applicable			Not Applicable
9a	Whether by seniority-cum fitness i.e., ‘non selection’, or by ‘Merit-cum-seniority’ i.e., ‘selection’	Merit-cum-Seniority			Selection(Merit cum Seniority)
9b	Grades from which promotion is to be made and eligibility	Sr. Medical Record Officer 5 years of regular service in the grade.			<b>Grade:</b> Senior Medical Record Officer <b>Eligibility:</b>

S No.	Description	“As is” Recruitment Rules			Recommendation of Coordination Committee
		AIIMS	PGIMER	JIPMER	
					(i) 3 years of regular service in the grade below the post to which they are being considered for promotion [or] should have undergone once in every two years a short-term training course/orientation programme ‘in-service’ or at any recognised academy/institute, for upgrading skills for the post to which they are being considered for promotion [or] should have published once in every two years a research paper in a journal of national standing and repute. <b>Benchmark:</b> The minimum assessment grade for ACRs – Very Good
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable			Not Applicable
10	If a DPC exists, what is its composition	1. Director	Chairman		Not Applicable
		2. Chief of a centre (to be nominated by the Director)	Member		
		3. Medical Superintendent	Member		
		4. One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other	Member		

S No.	Description	“As is” Recruitment Rules			Recommendation of Coordination Committee
		AIIMS	PGIMER	JIPMER	
		organisation.			
		5. One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member		
		6. Deputy Director (Admn.)	Member – Secretary		
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	Not Applicable			<p>Officers of the Central / State / Union Territories Governments / Universities / Statutory Corporations / Autonomous Bodies / Public Sector Undertakings / Research &amp; Development Organizations</p> <p>(a)</p> <p>(i) Holding analogous posts on regular basis or</p> <p>(ii) With 5 - 8 years of regular service in the posts in the PB 2 with Grade Pay of Rs. 4600 or higher and</p> <p>(b) Possessing the following qualifications and experience:</p> <p>(i) <b>Essential:</b> Degree in Medical R</p>

S No.	Description	“As is” Recruitment Rules			Recommendation of Coordination Committee
		AIIMS	PGIMER	JIPMER	
					Keeping (duration 1 year) from a recognised institute / university (ii) Ability to use computers - Hands on experience in office applications, spread sheets and presentation Typing speed of 35 words per minute in English or 30 words per minute in Hindi <b>Period of deputation:</b> Shall not ordinarily exceed 3 years
12	Period of probation, if any	Two Years(for promotees only)			<b>Promotion:</b> 2 years
13	Brief nature of the Job				