

MEMORANDUM

Subject: Amendment of Recruitment Rules to the post of Medical Record Technician at the AIIMS.

#####

The undersigned is directed to convey the approval of the Director, AIIMS for amendment of Recruitment Rules for the post of Medical Record Technician at AIIMS. The amended Recruitment rules are as under:-

**RECRUITMENT RULES FOR THE POST OF MEDICAL RECORD TECHNICIAN**

01.	Name of the post	:	Medical Record Technician
02.	No. of post	:	52
03.	Classification	:	Group 'C'
04.	Pay Band	:	Pay Band-I of Rs.5200-20200+GP Rs.2400
05.	Method of Recruitment	:	100% by transfer from Institute employees failing which by Direct recruitment
06.	Age limit for Direct Recruitment	:	Between 18 and 30 years (Relaxable for employees of AIIMS upto 40 years)
07.	Educational and other qualifications for Direct Recruits	:	<u>Essential</u> 1. 12 <sup>th</sup> class pass, preferably in Science or equivalent from a recognised Board/University; and 2. Certificate in Medical Records (from a recognised Institute or authority issued after not less than 6 months training course) <u>Desirable</u> Experience of having handled Medical records in a Hospital/Medical Institute, of repute.
08.	Whether benefit of added years of service admissible under rule 30 of the CCS(Pension) Rules, 1972	:	No
09.	In case of Recruitment by promotion-	:	
	(A) Whether by seniority-cum-fitness, i.e. non selection or by Merit-cum-seniority i.e. 'Selection'.	:	Not applicable
	(B) Grades from which promotion is to be made and eligibility	:	Not applicable
	(C) Whether age and educational qualification prescribed for Direct recruits will apply in the case of promotees.	:	Not applicable
10.	If a DPC exists, what is its composition:	:	
	1) Medical Superintendent	:	Chairman
	2) Sr. Medical Record Officer	:	Member
	3) Sr. Admn. Officer/Chief Admn. Officer	:	Member
	4) One representatative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	:	Member
	5) One representative of Minority Community 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

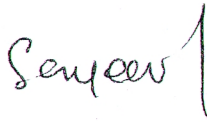
11.	In case of transfer, grades and sources from which transfer is to be made .	:	<b><u>Transfer from regular Institute Employees Essential</u></b> LDCs of the Institute with 3 years of regular service in the grade. <b>OR</b> Medical Record Attendant Gd.I/Gd.II of the Institute with 3 years of regular service in the grade and having 10 <sup>th</sup> pass. <b><u>Desirable:</u></b> Preference shall be given to those who have undergone a formal training course in Medical Records. <b>Note: Age limit mentioned in Column(3) above not applicable for Transfer mode.</b>
12.	Period of Probation	:	2 years

The amendments mentioned above shall be applicable from the date of issue of this Office Memorandum.

  
(K.K. GIRIDHARI)  
SR. ADMINISTRATIVE OFFICER

**Distributions:-**

1. Medical Superintendent, Hospital/Dr. R.P. Centre
2. PPS to Director
3. PS to DD(A)/Sr. Financial Advisor
4. PS to Chief Admn. Officer
5. All Centres/ Departments/Sections/Units/CRHS Project Ballabharh.
6. Prof. I/C(Computer Facility)- with the request to arrange these recruitment rules to be displayed on the Institute website.
7. All Medical Record Sections/All Establishment Section
8. All Notice Boards
9. President, Karamchari Union.
10. The Guard File.

  
18/5/14