

**ALL INDIA INSTITUTE OF MEDICAL SCIENCES**  
**Ansari Nagar, New Delhi-110029**

No.F.1-22/2018-Estt.(RCT)

Dated the:

**27 AUG 2018**

**CIRCULAR**

**Subject:- Recruitment to the post of Medical Record Technician in the Pay Matrix Level - 4 ( Pre revised Pay Band-1 of Rs.5200-20200+Grade Pay of Rs.2400/-)at the AIIMS, New Delhi(under transfer mode).**

#####

Applications are invited from amongst the eligible regular Institute's employees for the post of Medical Record Technician in the pay Matrix Level-4 (Pre -revised Pay Band-1 of Rs.5200-20200+Grade Pay of Rs.2400/-) at the Institute under transfer mode from regular Institute employees. The qualifications/experience for the post of Medical Record Technician are as under:-

Grades and sources from which transfer is to be made	: All Group 'C' regular Institute's employees, working in the Pay Matrix Level-2 ( Pre Revised Grade Pay of Rs.1900) having 12 <sup>th</sup> qualification with 2 years of regular service in the grade/ having 10 <sup>th</sup> qualification with 5 years of regular service in the grade. <b>OR</b> All Group 'C' [erstwhile Group 'D'] regular Institute's employees working in the Pay Matrix Level -1 (Pre Revised Grade Pay of Rs.1800) having 12 <sup>th</sup> qualification with 5 years of regular service in the grade/having 10 qualification with 7 years of regular service in the grade.
No. of Vacancy	: 05- ( 03 for NCI Jhajjar and 02 for Burns & Plastic Surgery Block.
Age Limit	: Not applicable

This exam result will be used to fill up for 05 vacancies only. Any request to use result of this exam for any vacancy which may occur after issue of this circular will not be entertained.

Posts created for Burns & Plastic Surgery Block, AIIMS, New Delhi will be filled whenever these post are needed i.e. after completion of ongoing construction work, at the time of commissioning of services there.

The Institute regular employee, who possess the above qualification/experience and are desirous of being considered for the post of Medical Record Technician may submit their applications duly forwarded by the concerned Department/Officer-in-charge in the enclosed format along with recent passport size photograph duly attested through proper Channel.

The application duly completed should be verified by their respective Establishment Section by 28.09.2018 and reach the undersigned latest by 30.09.2018 through their respective Establishment Section. Last date of application i.e. 30.09.2018 will be the cut off date for determining eligibility for this post for this recruitment. The application received after the stipulated date, incomplete application and application not received through proper channel, will not be entertained.

27/8/18  
[PALLAV KUMAR CHITTEJ]  
ADMINISTRATIVE OFFICER

**Distribution**

1. All Centers/Departments/Medical Record Sections.
2. All Establishment Section/ All notice Boards.
3. Professor In-charge, Computer Facility -

With the request to kindly arrange to upload this circular within a day from the issue of this circular to facilitate interested candidates to apply and reach their applications within stipulated period.

Sh. Pawan Kumar for n.c. please

28/08/18

Mr. Anand Jorwal  
28/08/18

**ALL INDIA INSTITUTE OF MEDICAL SCIENCES**  
**NEW DELHI: - 110029**  
**[ONLY FOR REGULAR INSTITUTE'S EMPLOYEES]**

**APPLICATION FOR THE POST OF MEDICAL RECORD TECHNICIAN**

1. Name of the applicant : -----
2. Complete Office Address  
With extension No. (in Block letters) : -----
3. Date of Birth (in Christian era) : -----
4. Whether belongs to SC/ST : -----
5. Mobile No. : ----- Office Ext. No.-----
6. E. Mail ID, if any : -----
7. Educational/Technical Qualifications:-

Paste White back  
ground passport  
size photograph  
duly attested by  
the present  
employer

Sr. No.	Educational/Technical Qualification	Year of passing	Board/University	Division	Subject
1					
2					
3					
4					

8. Initial Date of joining & post on regular basis at this Institute :-

7. Detail of Post hold only on regular basis:-

S. No.	Name of post	Pay Matrix Level/ Grade Pay	Regular Date of Joining	Place of posting	From	To
1						
2						
3						

Signature of the Candidate

**SIGNATURE OF THE HEAD OF THE DEPARTMENT  
WITH OFFICE STAMP**

**SIGNATURE OF THE VERIFYING OFFICE WITH STAMP & DATE  
[ESTABLISHMENT SECTION]**