## ALL INDIA INSTITUTE OF MEDICAL SCIENCES

No.F.42-21/92-Estt.I(P.F.)

Ansari Nagar, New Delhi-29
Dated the:

112 MAY ONLY

### MEMORANDUM

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

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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 .

03. Classification	01.	Name of the post	T.	Madia-ID IT I :
O3. Classification			<u> </u>	
Pay Band   1	03.			
05. Method of Recruitment   10% by transfer from Institute employees for which by Direct recruitment   10% by transfer from Institute employees for which by Direct recruitment   10% by transfer from Institute employees for the control of the co	04.		_	
06. Age limit for Direct Recruitment  18. Between 18 and 30 years (Relaxable for employees of AIIMS upto 40 years)  19. Educational and other qualifications for Direct Recruits  19. Light class pass, preferably in Science or equalification are recognised Board/University; and constitute or authority issued after not less than months training course)  10. Whether benefit of added years of service admissible under rule 30 of the CCS(Pension) Rules, 1972  109. In case of Recruitment by promotion- (A) Whether by seniority-cum-fitness, i.e. non selection or by Merit-cum-seniority i.e. Selection'.  (B) Grades from which promotion is to be made and eligibility (C)Whether age and educational qualification prescribed for Direct recruits will apply in the case of promotees.  10. If a DPC exists, what is its composition:  1) Medical Superintendent  2) Sr. Medical Record Officer  3) Sr. Admn. Officer/Chief Admn. Officer  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.  5) One representative of Minority Community to be nominated by  2. Essential  1. 12th class pass, preferably in Science or equal from a recognised Board/University; and  2. Certificate in Medical Records (from a recognised Board/University; and  2. Certificate in Medical Records (from a recognised Board/University; and  2. Certificate in Medical Record of Minority Community to be nominated by  3. Not applicable  4. Not applicable  Not applicable  Not applicable  Not applicable  Not applicable  Not applicable  Member  Chairman  Member	05.		_	100% by transfer from Institute
3.				which by Direct recruitment
CRelaxable for employees of AIIMS upto 40 yr.	06.	Age limit for Direct Recruitment	:	Between 18 and 30 years
Direct Recruits    1.12th class pass, preferably in Science or equifrom a recognised Board/University; and     2. Certificate in Medical Records (from a recognistitute or authority issued after not less that months training course)     Desirable   Experience of having handled Medical record Hospital/Medical Institute, of repute.				(Relaxable for employees of AIIMS upto 40 years)
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		Community to be populated by	:	Member
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6) Admin (055-11/D (2)	6			
of Admit. Officer (D.O.) : Member-Secretary		o, radia. Officer (D.O.)	:	Member-Secretary

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

The amendments mentioned above shall be applicable from the date of issurof 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.

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