

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

No.F.42-21/92-Estt.I

Dated the:

22 JAN 2015

CIRCULAR

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

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Applications are invited from amongst the eligible **Lower Division Clerks/Medical Record Attendant Grade-I & II** for the post of Medical Record Technician in the 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 prescribed for the post of Medical Record Technician are as under:-

Qualification and experience	:	<u>Essential</u> 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 10 th pass. <u>Desirable:</u> Preference shall be given to those who have undergone a formal training course in Medical Records.
Age Limit	;	Not applicable

The Lower Division Clerks/Medical Record Attendant Grade-I & II 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 reach the undersigned **latest by 07.02.2015 through their respective Establishment Section**. The application received after the stipulated date, incomplete application and application not received through proper channel, will not be entertained.


(K.K. GIRIDHARI)

SR. ADMINISTRATIVE OFFICER

Distribution:

1. All Centres/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.**

ALL INDIA INSTITUTE OF MEDICAL SCIENCES
ANSARI NAGAR, NEW DELHI-29.

APPLICATION FOR THE POST OF :

1. Name in Block Letters :
2. Father's / Husband's Name :
3. Date of Birth :
4. Whether belongs to SC/ST/OBC :
5. Address for Correspondence :

**Affix here duly
attested recent
passport size
photograph**

6. Employment Exchange Registration
Number and valid upto :

7. Educational/Technical Qualifications:

Sr. No.	Name of the Examination	Board/University	Year of Passing	Division	Subjects
1.					
2.					
3.					

8. Experience:

Sr. No.	Name of Department	Section / Centre	Name of the Post Held	Date of Joining	Date of Leaving
I.					
II.					
III.					
IV.					

SIGNATURE OF THE CANDIDATE

SIGNATURE OF THE HEAD OF THE
DEPARTMENT WITH OFFICE STAMP

SIGNATURE OF VERIFYING OFFICER WITH STAMP
(ESTABLISHMENT SECTION)

