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

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

Dated the 12 MAY 2016

**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 regular Institute's employees 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 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 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 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.
Age Limit	: Not applicable

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 verified by their respective Establishment Section by 31.05.2016 and reach the undersigned latest by 02.06.2016 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.

Mamta  
12/5/2016

[MAMTA KUKRETI]  
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  
NEW DELHI-110029**

**[ONLY FOR REGULAR INSTITUTE'S EMPLOYEES]**

**APPLICATION FOR THE POST OF \_\_\_\_\_**

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. Educational/Technical Qualifications:-

**Passport Size  
photograph  
duly attested by  
the present  
employer**

S.No.	Educational/Technical Qualification	Year of passing	Board/University		

8. Initial Date of joining & post on regular basis at this Institute :-
9. Detail of Post hold **only on regular** basis:-

S.No.	Name of post & Grade pay	Date of joining	Place of posting	From	To

Signature & mobile No. of the Candidate with E-mail ID

SIGNATURE OF THE HEAD OF THE DEPARTMENT  
WITH OFFICE STAMP

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