



Applications are invited to fill up one (02) post of Medical Record Technician (General Central Service, Group 'C', Non- Gazetted, Non- Ministerial) in the Lady Hardinge Medical College & Smt. S.K. Hospital, New Delhi on Deputation basis (including Short-Term Contract). Eligible candidates, who fulfil the eligibility criteria, as mentioned below, may apply.

1.	Pay Matrix Level	Pay Matrix Level-4 (Rs. 25500-81100/-)
2.	Eligibility	<p>Officers of the Central Government or State Government or Union Territories or Universities or recognised research institutions or public sector Undertakings or Semi-Government or Statutory or autonomous organisations:</p> <p>a. (i) holding analogous post on regular basis; or (ii) holding post in Level 1 (Rs. 18000-56900) in the pay matrix with eight years regular service in the grade; and</p> <p>b. Possessing the following educational qualification and experience:</p> <p>i. Diploma or Certificate in Medical Record Technician from a recognised University or Institution and</p> <p>ii. Five years experience in Medical Records Department in a Government Hospital or Institute.</p>
3.	Period of Deputation	The period of Deputation (including Short-Term Contract) in other ex-cadre post held immediately preceding this appointment in the same or some other Organization/Department of the Central Government shall not exceed three years. Persons above 56 years of age (as on closing date of receipt of applications) shall normally not be considered for the above post.

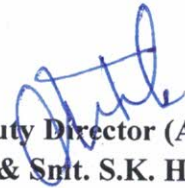
Interested applicants may send their applications through proper channel in the enclosed proforma in duplicate to the undersigned within a period of one month from the date of publication of this advertisement in the Employment News. Application received after the last date or otherwise incomplete are not likely to be considered.

The following papers/documents may also please be sent along with nomination (Annexure-I):-

- i. Statement of Bio-data in the prescribed proforma (as per Annexure-I) in duplicate duly signed and forwarded through proper channel.
- ii. Attested copies of the APAR dossiers of the last five years attested (on each page) by an Officer not below the rank of Under Secretary to the Govt. of India.
- iii. Vigilance Clearance Certificate.
- iv. Integrity Certificate.
- v. A statement of major/minor penalty, if any, imposed on the officer during the last 10 years.
- vi. Cadre Clearance Certificate.

The last date for submission of applications through proper channel to the said post will be one month from the date of publication of the advertisement in the Employment News.

The Competent Authority reserves the right of any amendment, cancellation and changes to this advertisement as a whole or in part without assigning any reason.


**Deputy Director (Admin),
LHMC & Smt. S.K. Hospital,
New Delhi-110001.**





BIO DATA PROFORMA
APPLICATION FOR THE POST OF MEDICAL RECORD TECHNICIAN

1. Name (In Block Letters):-								
2. Address (In Block Letters):-								
3. Date of Birth (in Christian era):-	D	D	M	M	Y	Y	Y	Y
4. Date of retirement under Central Govt. rules								
5. Educational Qualifications	Educational Qualifications Possessed by the Officer:							
6. Experience								
Exp. Required				Exp. Possessed by the Officer				
Five years of experience in the field of Medical Record Technician in a recognised Hospital or Institute.								
i)	Essential	1)						
		2)						
		3)						

7. Please state clearly whether in the light of Entries made by you above, you meet the Requirements of the post.					
8. Details of employment, in chronological order, enclose a separate sheet, duly authenticate by your signature, if the space below is insufficient:-					
Office/Instt./Organization	Post Held	From	To	Scale of Pay	Name of duties & basic pay
1.					
2.					
3.					
4.					
9. Nature of present employment (Ad-hoc/temp./permanent/quasi-permanent)					
10. In case present employment held on deputation please state: -					
a) The date of initial appointment: -					
b) Period of appointment on deputation: -					
c) Name of the parent office/organization: -					
11. Additional details about present employment:					
12. Are you in a revised scale of pay? If yes, the date from which date the revision took place and also indicate the pre-revised scale.					
13. Total emolument per month drawn now:					
14. Additional information, if any, which would you like to mention for your suitability for the post, enclosed a separate sheet, if the space is insufficient.					

15. Whether belongs to SC/ST: -

16. Remarks: -

Date: -

Signature of Candidate

Place: -

Name:- _____

Address:- _____

Tel. No:- _____