



GOVERNMENT OF INDIA  
DR. RAM MANOHAR LOHIA HOSPITAL, NEW DELHI

F.NO.9-215/2014/RMLH/TECH/

Dated, the... ..2018

**CIRCULAR**

Applications are invited in the enclosed ~~Per~~forma from the interested and eligible staff of this hospital for filling up one post of Medical Record Assistant in the pay scale of in pay matrix level -2 (from 19900 – 65200) pre-revise Pay Band-1, Rs. 5200-20200 + GP 1900 ) by promotion failing which by Direct Recruitment as per details mentioned in Annexure-I.

- Method of Recruitment : By Promotion failing which by D.R.
- Mode of Selection : By Selection
- Promotion from : Promotion from Group 'C' employees with three years regular service in level 1 in the Pay matrix.
- Educational Qualification : :12<sup>th</sup> class qualification from a recognized Board or University; (ii) certificate of Medical record Technician training and (iii) a typing speed of 35 word per minute in english or 30 words/ min. in Hindi on computer (35 words per minute and 30 words per minute correspond to 10500 key depressions per hour or 9000 key depressions on an average of 5 key depressions for each word.
- Note-1: The qualification are relaxable at the discretion of the Staff Selection Commission or competent authority for reasons to be recorded in writing in the case of candidates otherwise well qualified.
- Note-2: The qualification regarding experience is relaxable at the discretion of the Staff Selection Commission or Competent Authority in the case of candidates belonging to the category of the SC or ST, if at any stage of selection the SSC or Competent authority is of the opinion that sufficient number of candidates from these communities possessing the requisite experience oare3 not likely to be available to fill up the posts reserved for them.
- Age : Not Applicable



(Dibakar Mishra)  
Deputy Director (Admn.)

Note: Applications may be sent to Technical Section in the prescribed Performa enclosed as Annexure-1, latest by 10 days through proper from the date of dispatch positively, after which no application will be accepted in any condition.

FORMAT OF THE APPLICATION FORM

Affix Recent Passport Size Photograph Here
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1. Name Of The Post Applied For: \_\_\_\_\_
2. Name (IN BLOCK LETTERS): \_\_\_\_\_
3. Mother's Name: \_\_\_\_\_
4. Father's/Husband's Name \_\_\_\_\_
5. Category (Whether Belongs to SC/ST/OBC/UR

EX-SERVICEMAN: \_\_\_\_\_

6. Date of Birth : \_\_\_\_\_
7. Nationality : \_\_\_\_\_

**10. Educational/Professional  
Qualifications Possessed:**

<i>Examination Passed</i>	<i>Name of Board/ University</i>	<i>Year of Passing</i>	<i>Division</i>	<b>Obtained</b>

9. No. of years of Experience, if any \_\_\_\_\_
10. Whether copies of experience certificate (s) enclosed: \_\_\_\_\_  
Permanent Address (with Pin Code): \_\_\_\_\_

Correspondence Address (with Pin Code) & E-Mail address, (if any)  
\_\_\_\_\_

**11. Undertaking:-**

- ❖ I undertake that all the information given by me in the application form is true and correct.
- I also certify that I fulfil the eligibility conditions laid down for the post.

Place:

Date:

Signature of the Candidate.