



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

F.NO.9-254/2013/RMLH/TECH/-748

Dated, the 31/10/2018

Circular

Sub.: Training for Medical Record Technician for the period 1st. January 2019 to 30th June, 2019.

With reference to Central Bureau of Health Intelligence (CBHI), Min. of Health & Family Welfare circular No. Z.22025/2/2011-CBHI dated 14.9.2018 for MRT training, the applications are invited from interested eligible candidates- as per the eligibility criteria given below:-

S. No	Eligibility Criteria
1.	<p>Essential</p> <p>1.1 In Service: The candidate should be employed as Group-/c and above levels and working as medical record Technician / Medical Record Clerk with 2 years experience in Government/ Non-government Institutions".</p> <p>Or</p> <p>Other Group-C and above level employee who is already appointed for other Technical expertise like nursing/ Physiotherapy/ Laboratories & Vocational Therapies/ Radiography/ MPHWP & supervisor (Male/ Female) Pharmacist etc. and working in Medical Record Department/ Unit and actively involved in maintenance/ Compilation of Medical Records for at least two years. In this case the candidate is to attach certificate from the sponsoring authority that his / her present post is included into the feeder category to the promotion to the posts(s) of Medical Record Technician and after completion of this MRT training course his/ her services will be utilized in the Medical Record Department/ unit only.</p> <p>(1.2) Educational Qualification (i) 10 + 2 schooling or equivalent from a recognized Board/ Institution.</p> <p>(1.3) However, the Govt. applicant who is already appointed as MRT or medical Record Clerk with academic qualification as 10th pass, may be considered for MRT training, if he / she has at least three years working experience in Medical Record Department/ Unit.</p> <p>1.4 The candidates, whose Grade have been upgraded from Group-D to "multi-Tasking Staff" under group-C consequent upon the implementation of 6th Central Pay Commission Recommendation, are not eligible for MRT Training Course irrespective of their post and nature of duty. However, 5 seats are reserved for erstwhile Group -D employees.</p> <p>Note: Persons with higher educational qualifications and more experience will be given preference.</p> <p>Desirable -----Computer Knowledge</p>

Note: Application duly forwarded along with necessary documents may be sent to Technical Section through proper channel latest by 10 days from the date of dispatch positively, after which no application will be accepted in any condition.

Schedule/ Conditions of MRT Training course is also attached with circular.


(G.A. Raghuvanshi)
Dy. Director (Adm.)

Copy to:-

1. All Addl. M.S.
2. All HOD's/ CMOs
3. DLWC
4. Sanitary Superintendent
5. All Notice Boards
6. President, Dr. RML Hospital, Karamchari Union.

7. NIC Lab. For uploading the Circular.

(b) Schedule for MRT Training course

S. N.	Item	Description
1.	Name of the training course	Medical Record Technician (MRT)
2.	Duration	6 months in-class training
3.	Batch size	20 candidates for each of the 3 Training Centres
4.	Venue of training	1. Safdarjung Hospital, New Delhi 2. Dr. RML, New Delhi 3. JIPMER, Puducherry
5.	Dates of MRT training course	In-class training First Batch :- 1 st January 2019 to 30 th June, 2019 Second Batch :- 1 st Jul, 2019 to 31 st Dec 2019
6.	Last date of receipt of application	30th November, 2018 for 1st Batch and 30th May, 2019 for 2nd Batch The complete and duly recommended/sponsored application(s) in the prescribed format will to be accepted at CBHI, New Delhi
7.	Eligibility criteria for admission of candidates in the MRT training course	
	<p>1. Essential</p> <p>1.1 In-Service: The candidate should be employed as Group - C and above level and working as Medical Record Technician / Medical Record Clerk <u>with 2 years' experience in Government / Non - Government Institutions</u></p> <p style="text-align: center;">Or</p> <p>Other Group - C and above level employee who is already appointed for other technical expertise like, Nursing / Physiotherapy / Laboratory & Vocational Therapies / Radiography / MPH & Supervisor (Male / Female), Pharmacist etc., and working in Medical Record Department / Unit and actively involved in maintenance / compilation of medical records for at least two years. <u>In this case, the candidate is to attach a certificate from the sponsoring authority that his / her present post is included into the feeder category to the promotion to the post(s) of Medical Record Technician and after completion of this MRT Training course his / her services will be utilized in Medical Record Department / Unit only.</u></p> <p>1.2. Educational Qualification: The applicant should be 10+2 or equivalent from a government recognized Board/Institution. However, the government applicant already appointed as Medical Record Technician or Medical Record Clerk with academic qualification as 10th pass, may be considered for MRT training, if he / she has at least three years working experience in Medical Record Department / Unit.</p> <p>1.5: The candidates upgraded from Group-D to 'Multi-Tasking Staff' under Group-C consequent upon the implementation of 6th Central Pay Commission recommendations, are not eligible for MRT training course irrespective of their post and nature of duty. However, 5 seats are reserved for erstwhile Group-D employees.</p>	
	3. Desirable	Working Knowledge of MS Office in Computer

***Institutions:** CHC / Taluka / Sab District / District Hospitals / Medical Colleges under Central Govt. / State Govt. / Local Govt. Bodies / Public Sector Undertakings / Autonomous Govt. Establishments / Registered Non - Government Organizations.

Note:

- Person(s) with higher educational qualifications and more experience will be given preference.
- Applications of candidates from registered Non-Govt. Medical establishments (more than 30 Bedded) / contractual in Govt. Hospital / Institution involved in Medical and health fields will be considered only against any vacancy existing after considering the eligible candidates from Govt. establishments indicated above.