

[TO BE PUBLISHED IN THE GAZETTE OF INDIA, PART II, SECTION 3, SUB-SECTION (I)]
GOVERNMENT OF INDIA
MINISTRY OF HEALTH AND FAMILY WELFARE

Notification

New Delhi, the _____, 2017

G.S.R.....- In exercise of the powers conferred by the proviso to article 309 of the Constitution and in supersession of the Dr. Ram Manohar Lohia Hospital, New Delhi (Medical Record Assistant) Recruitment Rules, 1985 except as respects things done or omitted to be done before such supersession, the President hereby makes the following rules regulating the method of recruitment to the post of Medical Record Assistant, Dr. Ram Manohar Lohia Hospital, New Delhi namely:-

1. Short title and commencement. – (1) These rules may be called the Dr. Ram Manohar Lohia Hospital, Medical Record Assistant (Group 'C' posts), Recruitment Rules, 2017
(2) They shall come into force on the date of their publication in the Official Gazette.
2. Number of post, classification, level in the pay matrix. – The number of the said post, its classification and level in the pay matrix attached thereto shall be as specified in columns (2) to (4) of the Schedule annexed to these rules.
3. Method of recruitment, age-limit, qualifications, etc. – The method of recruitment, age-limit, qualifications and other matters relating to the said post shall be as specified in columns (5) to (13) of the said Schedule.
4. Disqualification. – No person,-
 - (a) who has entered into or contracted a marriage with a person having a spouse living; or
 - (b) who, having a spouse living, has entered into or contracted a marriage with any person,; shall be eligible for appointment to the said posts:

Provided that the Central Government may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.

5. Power to relax. – Where the Central Government is of the opinion that it is necessary or expedient so to do, it may, by order, for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons.
6. Saving :- Nothing in these rules shall affect reservation, relaxation of age-limit and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes, the Other Backward Classes, the Ex-servicemen and other special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard.

Name of the post.	Number of posts.	Classification.	Level in the Pay Matrix	Whether selection post or non selection post.
(1)	(2)	(3)	(4)	(5)
Medical Record Assistant	10* (2016) Subject to variation dependent on workload.	General Central Service, Group 'C' Non-Gazetted, Non-Ministerial.	Level 2 in the Pay Matrix (Rs. 19900-Rs.63200)	Selection.

Age limit for direct recruits.	Educational and other qualifications required for direct recruits.
(6)	(7)
<p>Between 18-25 years. (Relaxable for departmental candidates up to forty years in accordance with the instructions or orders issued by the Central Government)</p> <p>Note : The crucial date for determining the age limit shall be the closing date for receipt of applications and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti District and Pangti Sub-Division of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands and Lakshadweep).</p>	<p>Essential :</p> <p>(i) 12th Class qualification from a recognised Board or University;</p> <p>(ii) certificate of Medical Records Technician training.</p> <p>(iii) a typing speed of 35 words per minute in English or 30 words per minute 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.</p> <p>Note 1: The qualifications 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.</p> <p>Note 2: The qualifications 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 Scheduled Castes or Scheduled Tribes, if at any stage of selection the Staff Selection Commission or Competent Authority is of the opinion that sufficient number of candidates from these communities</p>

	possessing the requisite experience are not likely to be available to fill up the posts reserved for them.
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Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees.	Period of probation, if any.	Method of recruitment, whether by direct recruitment or by promotion or by deputation or absorption and percentage of the vacancies to be filled by various methods.
(8)	(9)	(10)
Age No. Qualification Yes	Two years for direct recruits	By promotion failing which by direct recruitment.

In case of recruitment by promotion or deputation or absorption grade from which promotion or deputation or absorption to be made.	If a Departmental Promotion Committee exists, what is its composition.	Circumstances in which Union Public Services Commission is to be consulted in making recruitment.
(11)	(12)	(13)
<p>Promotion: From Group 'C' employees with three years regular service in Level 1 in the Pay Matrix and possessing qualification prescribed for direct recruits in column No. (7).</p>	<p>Departmental Promotion Committee (for considering promotion and confirmation) consisting of:-</p> <p>Medical Superintendent, Dr. Ram Manohar Lohia Hospital, New Delhi</p> <p style="text-align: right;">Chairman</p> <p>Deputy Director, Medical Hospital Section, Directorate General of Health Services</p> <p style="text-align: right;">Member</p> <p>Deputy Director, Administration, Dr. Ram Manohar Lohia Hospital, New Delhi</p> <p style="text-align: right;">Member</p>	<p>Not applicable.</p>

[A.11018/03/2006-RR]

(Sanjay Pant)
Under Secretary to the Government of India.

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GOVERNMENT OF INDIA
MINISTRY OF HEALTH AND FAMILY WELFARE

Notification

New Delhi, the 2016.

G.S.R.....- In exercise of the powers conferred by the proviso to article 309 of the Constitution and in supersession of Dr. Ram Manohar Lohia Hospital, New Delhi (Group 'C') Recruitment Rules, 1986, in so far as they relate to the post of Medical Record Technician, except as respects things done or omitted to be done before such supersession, the ~~President hereby makes~~ the following rules regulating the method of recruitment to the post of Medical Record Technician, Dr. Ram Manohar Lohia Hospital, New Delhi namely:

1. Short title and commencement. - (1) These rules may be called the Dr. Ram Manohar Lohia Hospital, Medical Record Technician, (Group 'C' posts), Recruitment Rules, 2016.
(2) They shall come into force on the date of their publication in the Official Gazette.
2. Number of post, classification, level in the pay matrix. - The number of the said post, its classification and level in the pay matrix attached thereto shall be as specified in columns (2) to (4) of the Schedule annexed to these rules.
3. Method of recruitment, age-limit, qualifications, etc. - The method of recruitment, age-limit, qualifications and other matters relating to the said post shall be as specified in columns (5) to (13) of the said Schedule.
4. Disqualification. - No person -
 - (a) who has entered into or contracted a marriage with a person having a spouse living; or
 - (b) who, having a spouse living, has entered into or contracted a marriage with any person;shall be eligible for appointment to the said posts;

Provided that the Central Government may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.

5. Power to relax. - Where the Central Government is of the opinion that it is necessary or expedient so to do, it may, by order, for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons.
6. Saving - Nothing in these rules shall affect reservation, relaxation of age-limit and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes, the Other Backward Classes, the Ex-servicemen and other special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard.

Name of the post.	Number of posts.	Classification.	Level in the Pay Matrix.	Whether selection post or non-selection post.
(1)	(2)	(3)	(4)	(5)
Medical Record Technician	05* (2016) Subject to variation dependent on workload.	General Central Service, Group 'C' Non-Gazetted, Non-Ministerial.	Level 4 in the Pay Matrix (Rs. 25500-Rs. 81100)	Non selection.

Age limit for direct recruits.	Educational and other qualifications required for direct recruits.
(6)	(7)
Not applicable.	Not applicable.

Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees.	Period of probation, if any.	Method of recruitment, whether by direct recruitment or by promotion or by deputation or absorption and percentage of the vacancies to be filled by various methods.
(8)	(9)	(10)
Not applicable.	Not applicable.	By promotion

In case of recruitment by promotion or deputation or absorption grade from which promotion or deputation or absorption to be made.	If a Departmental Promotion Committee exists, what is its composition.	Circumstances in which Union Public Services Commission is to be consulted in making recruitment.
(11)	(12)	(13)
<p>Promotion:</p> <p>From the post of Medical Records Assistant in Dr. Ram Manohar Lohia Hospital with eight years regular service in Level 2 in the Pay Matrix.</p>	<p>Departmental Promotion Committee (for promotion and confirmation) consisting of:-</p> <p>Medical Superintendent, Dr. Ram Manohar Lohia Hospital, New Delhi</p> <p style="text-align: right;">Chairman</p> <p>Deputy Director, Medical Hospital Section, Directorate General of Health Services</p> <p style="text-align: right;">Member</p> <p>Deputy Director, Administration, Dr. Ram Manohar Lohia Hospital, New Delhi</p> <p style="text-align: right;">Member</p>	Not applicable.

[A.11018/03/2006-RR]

(Sanjay Pant)

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