

GOVERNMENT OF INDIA
MINISTRY OF HEALTH AND FAMILY WELFARE

Public Notice on draft Recruitment Rules for the post of Medical Record Technician in Central
Institute of Psychiatry, Ranchi.

In compliance of DoPT's OM No. AB.14017/61/2008-Estt.(RR) dated 13.10.2015, the
draft Recruitment Rules for the post of Medical Record Technician in Central Institute of
Psychiatry, Ranchi is annexed.

The stakeholders interested in making any objections/comments or suggestions on the
draft Recruitment Rules may do so in writing, within a period of 30 days from the date of
publication of draft Recruitment Rules to Sh. Ajaya Kumar KP, Under Secretary, Ministry of
Health and Family Welfare, Room No. 521-A, Nirman Bhawan, Maulana Azad Road, New Delhi –
110108 or e-mail address: ajaya59@gmail.com.

(Ajaya Kumar KP)
Under Secretary to the Govt. of India
Tele: 011-23061342

New Delhi

Dated:

Annexure

S. No.	As per Schedule	Provision in existing RRs	Revised Provisions in proposed draft RRs	Remarks/Reason for change
1.	Name of post.	Medical Record Technician	Medical Record Technician.	No change
2.	No. of posts.	1	1* (2017) (Subject to variation Dependent on work load).	No change
3.	Classification.	General Central Service Group 'C', Non-Gazetted, Non-Ministerial	General Central Service Group 'C', Non-Gazetted, Non-Ministerial.	No change
4.	Pay in the Pay Matrix.	Rs.1200-2040 (4th CPC) Rs.4000-100-6000 (5th CPC) PB-1, GP-2400 (6th CPC)) Level 4 of the Pay Matrix (Rs. 25500) (7th CPC)	Level 4 (Rs. 25500 - Rs. 81100).	As per the CCS (RP) Rules and 7th CPC recommendation
5.	Whether selection post or non-selection post.	Selection	Not applicable.	If the method of recruitment is Direct Recruitment then the method will not be applicable, As per DoPT guidelines vide O.M.No.AB.1401 7 /48/2010-Estt. (RR) dated 31.12.2010
6.	Age limit for direct recruits.	Between 18 and 25 years (Relaxable for Govt. Servants upto 35 years in accordance with instruction issued	Between 18 and 25 years (The upper age-limit is relaxable for departmental candidate	As per DoPT guidelines vide O.M.No.AB.1401 7/13/2013-Estt. (RR)

		<p>by the Central Government).</p> <p><u>Note</u> : The crucial date for direct recruitment for determining the age limit shall be the closing date of receipt of application from the candidates in India (other than those in the Andaman & Nicobar Island and Lakshadweep)</p> <p><u>Note-2</u> : In respect of post, the appointment to which is made through the Employment Exchange, the crucial date for determining the age limit shall, be the last date upto which the Employment Exchanges are asked to submit the names.</p>	<p>upto 40 years in accordance with the instructions or order issued by the Central Government)</p> <p><u>Note</u>: The crucial date for determining the age limit shall be the closing date of receipt of applications from the candidates in India 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 Pangi Sub-division of Himachal Pradesh and Union territory of Andaman and Nicobar Islands or Lakshadweep.</p>	<p>dated 31.03.2015, if the post is to be filled by All India Open Competition basis then the age limit will be between 18 and 27 years and if not then the age limit will be between 18 to 25 years.</p>
7.	Educational and other qualification required for direct recruits.	<p>1.Higher Secondary or equivalent of a recognised Board or University with English as one of the subject.</p> <p>2.Six months training in Medical Records from a recognised Institution or Training Center.</p>	<p>1. Intermediate (10 + 2) or equivalent.</p> <p>2. Diploma in Medical Records technician from a recognized Institution or Training Center.</p>	As proposed by CIP, Ranchi
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees.	Not Applicable	Not applicable.	No change
9.	Period	of 2 years	Two years.	No change

	probation, if any.			
10.	Method of recruitment: Whether by direct recruitment or by promotion or by deputation or by absorption and the percentage of the vacancies to be filled by various methods.	50% by direct recruitment 50% by promotion failing which by Direct Recruitment through Employment Exchange.	By direct recruitment.	There is only one post , so the method of recruitment can't be 50% by DR and 50% by Promotion.
11.	In case of recruitment by promotion/ deputation/ absorption grades from which promotion/deputation/ absorption to be made.	Promotion from LDC having three years experience in Medical Record Section.	Not Applicable.	The post is to be filled by 100% by Direct Recruitment.
12.	If a Departmental Promotion Committee exists What is its composition.	Departmental Promotion 1. Director of the Institute - Chairman 2. Office of Specialist Grade I - Member 3. Administrative Officer – Member	Departmental Confirmation Committee:- 1. Director, CIP - Chairman 2. Medical Officer- Member 3. Administrative Officer – Member.	DPC/DCC is essential for promotion/ confirmation.
13.	Circumstances in which Union Public Service Commission is to be consulted in making recruitment.	Not applicable	Not applicable.	No Change.