

GOVERNMENT OF INDIA
MINISTRY OF HEALTH AND FAMILY WELFARE

**Public Notice on draft Recruitment Rules for the post of Medical Record Technician in
LHMC & SSKH, New Delhi**

In compliance with 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 LHMC & SSKH, New Delhi 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. Thenkholal Baite, Section Officer (MH-II), Room No. 405A, Directorate General of Health Services, Nirman Bhawan, Maulana Azad Road, New Delhi-110108 or e-mail address: t.baite12@nic.in


(G.P. Samanta)

Under Secretary to the Govt. of India
Tele: 011-23061521

New Delhi
Dated:

G.S.R.....- In exercise of the powers conferred by the proviso to article 309 of the Constitution and in supersession of the Lady Hardinge Medical College and Shrimati Sucheta Kriplani Hospital, New Delhi, (Group 'C' posts) Recruitment Rules, 1992, in so far they relate to the post of Medical Record Technician, in the Lady Hardinge Medical College and Shrimati Sucheta Kriplani Hospital, New Delhi, 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, namely:-

1. Short title and commencement. - (1) These rules may be called the Lady Hardinge Medical College and Shrimati Sucheta Kriplani Hospital, New Delhi (Medical Record Technician), Recruitment Rules, 2019.

(2) They shall come into force on the date of their publication in the Official Gazette.

2. Application. - These rules shall apply to the posts specified in Column (1) of the Schedule annexed to these rules.

3. Number of post, classification, level in pay matrix or pay scale. - The number of the said post, its classification and level in the pay matrix or pay scale attached thereto shall be as specified in columns (2) to (4) of the Schedule annexed to these rules.

4. 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.

5. 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 post:

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.

6. Power to relax. - Where the Central Government is of the opinion that it is necessary or expedient so to do, it may, by order, and for reasons to be recorded in writing relax any of the provisions of these rules with respect to any class or category of persons.

7. 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 person in accordance with the orders issued by the Central Government from time to time in this regard.

SCHEDULE

Name of post.	Number of post.	Classification	Level in pay matrix or pay scale.	Whether selection post or non-selection post
(1)	(2)	(3)	(4)	(5)
Medical Record Technician	8 (Eight)* (2019) *Subject variation dependent on workload.	General Central Service, Group 'C', Non Gazetted, Non Ministerial	Level-4 (25500-81100) in the pay matrix.	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 promotes.	Period of probation, if any	Method of recruitment, whether by direct recruitment or by promotion or by deputation /absorption and percentage of the vacancies to be filled by various methods
(8)	(9)	(10)
Not applicable.	Not applicable.	By Promotion failing which by deputation(including short term contract)

<p>In case of recruitment by promotion or deputation or absorption grade from which promotion or deputation/ absorption to be made,</p>	<p>If a Departmental Promotion Committee exists, what is its composition?</p>	<p>Circumstances in which Union Public Services Commission is to be consulted in making recruitment.</p>
<p>(11)</p>	<p>(12)</p>	<p>(13)</p>
<p>Group 'C' staff of Lady Hardinge Medical College with 8 years regular service in level 1 in the pay matrix (Rs. 18000 – 56900) which includes 5 years experience in Medical Record Department in LHMC with Medical records training certificate or Diploma from govt. recognized hospital or institute.</p> <p>Deputation(including short term contract):</p> <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</p> <p>(ii) holding post in the Level 1 of the pay matrix (Rs.18000 –56900) with eight years regular service in the grade; and</p> <p>(b) Possessing the following the following educational qualification and experience :</p>	<p>Department promotion or Confirmation Committee:</p> <p>1.Additional Medical Superintendent, LHMC -Chairman</p> <p>2.Deputy Director in-charge of Medical Education department in Directorate General of Health Services -Member</p> <p>3.Deputy Director Administration, LHMC -Member</p>	<p>Not applicable.</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>		
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[A.11018/1/2001-RR]

(G.P. Samanta)
Under Secretary (Hospital).