

**JIPMER, PUDUCHERRY-6**

**PROPOSED RECRUITMENT RULES FOR THE POST OF  
MEDICAL RECORDS TECHNICIAN**

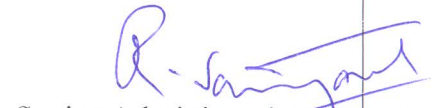
1	Name of the post	<b>MEDICAL RECORDS TECHNICIAN</b>
2	Number of posts	31 * (2014) * Subject to variation dependent on workload.
3	Classification	Group 'C' Non – Gazetted Non- Ministerial
4	Pay Band and Grade Pay	PB1 Rs.5200-20200+GP Rs.2400
5	Whether Selection post or Non Selection post	Non-Selection Post
6	Age limit for Direct Recruits	Not Applicable
7	Educational and other qualifications prescribed for Direct Recruits	Not Applicable
8	Whether age and Educational qualifications prescribed for Direct Recruits will apply in the case of promotee	Not Applicable
9	Period of Probation, if any	Two Years
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation/absorption and percentages of the vacancies to be filled by various methods.	By 100% Promotion
11	In case of recruitment by Promotion/Deputation/absorption on grade from which promotion/absorption to be made.	For Promotion: Promotion from Medical Records Clerk with 8 years regular service in the grade and successful completion of certificate Course in Medical Records Officer course conducted in this Institute during the Probation Period.

12	If the Departmental Promotion Committed(DPC) exists, what its composition	1. Medical Supt. – Chairman 2. Dean – Member 3. Faculty (Admin) – Member 4. Dy. Director (Admin)/Sr.A.O – Member.
13	Circumstances in which Union Public Service Commission is to be consulted in making recruitment	Not applicable

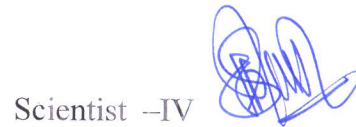
**Approval for RR Committee:-**

  
Law Officer

  
Administrative Officer

  
Senior Administrative Officer 7/9/14

  
Deputy Director

  
Scientist –IV

  
Chairman