

ALL INDIA INSTITUTE OF MEDICAL SCIENCES
Ansari Nagar, New Delhi: 110029

No.F.1-26/2024-Estt.(RCT)

Dated the:

01 AUG 2025

CIRCULAR

Subject:- Recruitment to the post of Medical Record Technician in the Pay Matrix Level - 4 at the AIIMS, New Delhi(under transfer mode).

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Applications are invited from amongst the eligible regular Institute's employees for the post of Medical Record Technician in the pay Matrix Level-4 at the Institute under transfer mode. The required qualifications/experience for the post of Medical Record Technician as per extant recruitment rules of the post of M.R.T. are as under:-

Grades and sources from which transfer is to be made	:	All Group 'C' regular Institute's employees, working in the Pay Matrix Level- 2 (Pre Revised Grade Pay of Rs.1900) having 12 th qualification with 2 years of regular service in the grade/ having 10 th qualification with 5 years of regular service in the grade. OR All Group 'C' [erstwhile Group 'D'] regular Institute's employees working in the Pay Matrix Level -1 (Pre Revised Grade Pay of Rs.1800) having 12 th qualification with 5 years of regular service in the grade/having 10 th qualification with 7 years of regular service in the grade.
No. of Vacancy	:	29 (Clear-cut posts)- (05 for NCI Jhajjar and 24 for other Departments)
Age Limit	:	Not applicable

This exam result will be used to fill up for 29 vacancies only. Any request to use result of this exam for any vacancy which may occur after issue of this circular will not be entertained. It is also clarified that the incumbents selected/appointed against NCI, Jhajjar, will be posted at NCI Jhajjar only.

The Institute regular employee, who possess the above qualification/experience and are desirous of being considered for the post of Medical Record Technician, may submit their applications duly forwarded by the concerned Department/Officer-in-charge in the enclosed format along with recent passport size photograph duly attested through their respective Establishment Section to the Recruitment Cell.

The application duly completed should be **verified by their respective Establishment Section by 28.08.2025** and reach the undersigned **latest by 01.09.2025 through** their respective Establishment Section. **Last date of application i.e. 01.09.2025 will be the cut off date for determining eligibility for this post for this recruitment.**

The application received after the stipulated date, incomplete application and application not received through proper channel, will not be entertained.


[VISHWESH CHATURVEDI]
ADMINISTRATIVE OFFICER

Distribution

1. All Centers/Departments/Medical Record Sections.
2. All Establishment Section/ All notice Boards.
3. Professor In-charge, Computer Facility -

With the request to kindly arrange to upload this circular within a day from the issue of this circular to facilitate interested candidates to apply and reach their applications within stipulated period.