

1	Name of Post	Medical Record Officer
2	No. of Post	01 (Subject to variation)
3	Whether selection post or non-selection post	Selection/Non selection
4	Classification	B
5	Scale of pay	5500-175-9000
6	Whether benefit of added years of service admissible under Rule 30 of the Central Services (Pension) Rules 1972	Not applicable
7	Age limit for direct recruits	Not exceeding 35 years (Relaxation as per GOI norms)
8	Educational Qualification and other qualification required for direct recruits	Essential Qualification: (a) Graduate in any discipline from a recognized University (b) Degree/ diploma in medical records from a recognized Institution. Desirable: 1 year experience in the field in a hospital or a medical Institution of a Govt./ Autonomous Institution.
9	Whether age and educational qualifications prescribed for direct recruit will apply in the case on promotes.	Not applicable
10	Period of probation if any	2 Years
11	Method of recruitment whether by direct recruit or by promotion or by transfer on deputation and percentage of vacancies to be filled by various methods.	By Promotion failing which Direct recruitment.
12	In case of recruitment is done directly or by promotion or by transfer on deputation etc., the grades from which promotion/ deputation /transfer to be made.	From the post of medical record technician with 10 years of regular service in the grade.
13	If Departmental Promotion Committee/Selection Committee exists, what is the composition?	As constituted by the competent authority
14	Circumstance in which Union Public Service Commission is to be consulted in making recruitment.	Not applicable


DEPUTY DIRECTOR
LGBRIMH, Tezpur
Sonitpur, Assam