



भारत सरकार / GOVERNMENT OF INDIA
डॉ राम मनोहर लोहिया अस्पताल.
अटल बिहारी वाजपयी आयुर्विज्ञान संस्थान, नई दिल्ली
DR. RAM MANOHAR LOHIA HOSPITAL.



ATAL BIHARI VAJPAYEE INSTITUTE OF MEDICAL SCIENCES, NEW DELHI - 110001
No. Tech-14/1/2026-Tech. Section-Dr. RMLH/ 192 Dated: 17/02.2026

CIRCULAR

Twelve post (12) of Medical Record Assistant are lying vacant in this hospital and is to be filled up through Promotion as per the provisions of notified Recruitment Rules mentioned below:-

1. a. Name of the Post : Medical Record Assistant
- b. No. of Post : 12 (Twelve)
- c. Scale of pay : Level - 2 (19900-63200)
- d. Qualification:
 - i. 12th Class qualification from a recognized Board or University.
 - ii. Certificate of Medical Records Technician Training.
 - iii. Typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi on Computer.

2. Method of Recruitment: By Promotion

Multi Tasking Staff or equivalent post in Dr. Ram Manohar Lohia Hospital with three years of regular service in the grade in the pay band-1, Rs. 5200-20200 with grade pay of Rs. 1800.

All eligible and interested departmental candidates may submit their application along with duly filled proforma (Attached herewith) within 15 days from the issue of this circular with the photocopies of requisite certificates relating to date of birth, category, date of entry into Govt. Service, educational qualification, experience etc through central diary (e-office) in Technical Section. Applications received after the prescribed date will not be entertained.

Digitally signed by
VIJAY SHARMA (Vijay Sharma)
Date: 14-02-2026
Administrative Officer
14:12:31

Copy to:

1. All Additional Medical Superintendents
2. All HODs/CMOs
3. Deputy Director (Admn)
4. Administrative Officer (E-II) to provide the list & Service book of eligible candidates as per qualification criteria as mentioned above.
5. All In charges of Administrative Sections
6. P.S to M.S
7. Officer I/c (Medical Record Department)
8. Chairman, e.Governance with the request to upload the same to e-office & hospital website.
9. All Notice Board.

APPLICATION FOR THE POST OF MEDICAL RECORD ASSISTANT

1	Name & Designation	
2	Father/Husband name	
3	Date of Birth	
4	Category	
5	Complete Address	
6	Email	
7	Educational Qualification	
8	Technical Qualification	
9	Typing Speed (English/Hindi)	
10	Date of regular appointment in various: Grade along with pay scale attached(Including the present post held)	
11	Date of return from the previous Ex-cadre post	
12	Experience in detail	
13	Any other information	

Date:
Place:

I certified that the above said information is true and correct to the best of my knowledge and belief. If at any state the information is found to be false, incorrect or suppressed my candidature may be cancelled without any further notice.

Signature

Name in Block letter