



**RE-OPEN NOTICE**

Online applications are invited for filling up the posts of Maternity and Child Welfare Officer, Medical Record Officer, Medical Record Technician in All India Institute of Medical Sciences Rishikesh on Direct Recruitment Basis.

The qualification and experiences etc. are as under: -

Advertisement No. 2017/128 Dated 02.09.2017
<p><b>Name of Post: Maternity and Child Welfare Officer</b> <b>Group:- B</b> <b>Pay Scale:</b> Level 7 as per 7th CPC (Rs. 44900-142400) <b>Age Limit:</b> 21 – 35 years <b>No. of Posts*:</b> 01 (UR-01) <b>Essential Qualification:</b> Degree or Diploma in General Nursing and Midwifery or equivalent from a recognized University/ Institutions. Experience in Family Welfare programmer: 01 year for degree holders. 02 years for Diploma holders.</p>
Advertisement No. 2017/129 Dated 02.09.2017
<p><b>Name of Post: Medical Record Officer</b> <b>Group:- B</b> <b>Pay Scale:</b> Level 6 as per 7<sup>th</sup> CPC (Rs. 35400-112400) <b>Age Limit:</b> 21 – 35 years <b>No. of Posts*:</b> 04(UR-03,OBC-01) <b>Essential Qualification:</b> I. Bachelor Degree preferable with Science &amp; Recognized University or equivalent. II. Should have done one year course in Medical record from recognized Institution. III. Not Less than 5 years of experience in organizing and maintenance of Medical records in not less than 200 Bedded Medical Hospital / Institution.</p>
Advertisement No. 2017/142 Dated 02.09.2017
<p><b>Name of Post: Medical Record Technician</b> <b>Group:- C</b> <b>Pay Scale:</b> Level 4 as per 7<sup>th</sup> CPC (Rs. 25500-81100) <b>Age Limit:</b> 18-30 Years <b>No. of Posts*:</b> 38(UR-21,OBC-10, SC-05, ST-02) <b>Essential Qualification:</b> B.sc. (Medical Records) <p style="text-align: center;"><b>Or</b></p>10+2 (Science) from a recognized Board with at least 6 months Diploma / certificate course in Medical Record keeping from a recognized institute / University and 2 years' experience in Medical Record keeping in a hospital setup. <p style="text-align: center;"><b>And</b></p>Ability to use computers – Hands on experience in office Applications, spread sheets and presentations. Typing speed of 35 words per minute in English or 30 minute in Hindi.</p>

\*Number of posts is tentative and is liable to change based on Institute's requirements.

\*\*The candidates who had already successfully applied (with applicable application fee) in earlier response to above mentioned advertisements need not to apply again.

DIRECTOR  
AIIMS, Rishikesh



### INSTRUCTIONS

- (I) Date for on-line registration of Applications Form is **19.05.2021**  
(II) Last date of submission of Application Form is **18.06.2021**  
(III) Date of Examination and centres of examination and any information recruitment will be uploaded on AIIMS, Rishikesh website i.e. [www.aiimsrishikesh.edu.in](http://www.aiimsrishikesh.edu.in).  
(IV) Date of Downloading of Admit Card etc. will be uploaded on website in due course.  
(V) In case of any technical queries related to filling up application form or fee submission problem please contact:  
Email : [it@aiimsrishikesh.edu.in](mailto:it@aiimsrishikesh.edu.in)

For any query related to post detail please contact between 10:00 AM to 05:00 PM on all working days:

Email : [job@aiimsrishikesh.edu.in](mailto:job@aiimsrishikesh.edu.in)  
Phone No. : 0135-2462953

### GENERAL CONDITIONS

- Aspiring applicants satisfying eligibility criteria in all respect can submit their ONLINE application only. On-line application(s) will be available on AIIMS, RISHIKESH web site [www.aiimsrishikesh.edu.in](http://www.aiimsrishikesh.edu.in) w.e.f 19.05.2021 (10.00 hrs) to 18.06.2021 (23:59 hrs).
- Applicants must fulfill all essential eligibility criteria (educational qualification, age limit, etc.) **by last date of submission of application forms** in respect to that post for which they are applying.
- Amount of non-refundable fee to be paid in respect of one post is as under:-

Category	Total Amount Payable	
UR/OBC Candidate	Group "B"	Rs. 3000/-
	Group "C"	Rs. 2000/-
SC/ST/OPH Candidate	Group "B" & "C"	Rs. 1000/-

- Individual application and application fee is required to be submitted/remitted for each post (s) (in case of candidates applying for more than one post).
- On-line Registration and Submission process will be **terminated by 23:59hrs on 18.06.2021** Candidature of such applicants who fail to complete online submission of application form by stipulated date and time will not be considered and no correspondence in this regard will be entertained.
- Age relaxation for SC/ST candidate up to a maximum period of 05 years, and in case of OBC candidates up to a maximum period of 03 years **as on last date of submission of application** as specified above.
- In case of Orthopaedic Physical Handicapped (OPH) candidates, relaxable up to maximum period of 10 years for General Category, 13 years for OBC category and 15 years for SC/ST category candidates **as on last date of submission of application** as specified above.



8. In case of Permanent Government Employees who have rendered not less than 3 years regular and continuous service in the relevant field as on closing date for receipt of application, relaxable up to maximum period of 5 years.
9. Relaxation in upper age limit in favour of Contractual employees of AIIMS Rishikesh considered for a period of his or her continuous service in AIIMS Rishikesh in equivalent post or up to 5 years, whichever is less, as a one-time dispensation.
10. Relaxation to upper age limit in favour of Ex-servicemen will be as per Govt. of India rule.
11. Reservation in vacancies is as per Govt. of India rules & regulations.
12. No documents including printed/hard copy of online application form are required to be sent by post. However, applicants are advised to keep one printed/hard copy of their application forms for submission at time of Interview.
13. Candidates are required to give their preferences amongst three choices of centres. Exact centre will be given at time of issue of admit card. Effort will be made to allot centre to a candidate according to their given preferences. However, in case of non-availability of a slot at their preferred choices, closest other centres will be allotted. Decision of AIIMS, Rishikesh will be final in this regard.
14. Applicants in regular employment must submit a "NO OBJECTION CERTIFICATE" from employers at time of Interview.
15. Candidates with valid application shall be issued **call letter & admit card**. These can be downloaded by candidates directly from the AIIMS, Rishikesh website [www.aiimsrishikesh.edu.in](http://www.aiimsrishikesh.edu.in) by entering their Registration Number/application Number, Date of Birth. **Call letters will not be sent by post.** This facility would be available on **website 15 days before actual date of examination.**
16. No TA/DA shall be admissible for appearing in Written Test / Skill Test / Interview.
17. Period of Probation shall be of 2 years.
18. Director AIIMS, Rishikesh reserves rights to fill any or all of advertised posts or not to fill same without assigning any reason.