



NEIGRIHMS

## पूर्वोत्तर इन्दिरा गांधी क्षेत्रीय स्वास्थ्य एवं आयुर्विज्ञान संस्थान शिलांग

NORTH EASTERN INDIRA GANDHI REGIONAL INSTITUTE OF HEALTH & MEDICAL SCIENCES, SHILLONG

( भारत सरकार स्वास्थ्य एवं परिवार कल्याण मंत्रालय स्वायत्त संस्थान )

(An Autonomous Institute, Ministry of Health and Family Welfare, Government of India)

निदेशक ब्लॉक मावडीयांगडीयांग, शिलांग - 793018 मेघालय

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No. NEIGR-E.III/3/2014/Pt-V

Dated the 22<sup>nd</sup> May 2024

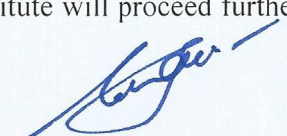
### NOTIFICATION

Sub : Uploading the proposed amendment of RR for Medical Record Department in NEIGRIHMS website for comments by stakeholder within a period of 30 days from the date of notification:

In response to Letter No.NEIGR/MRD/10(E)/2010/46 dated 17.04.2024 received from Medical Record Department of the Institute, the proposed draft amended RR of the following posts in the said Department are uploaded in the Institute's website for comments by Stakeholders:

1. Medical Record Officer
2. Registration Clerk
3. Record Clerk


Before placing the proposed draft amended RR in the Executive Committee for consideration/approval, all stakeholders are requested to go through the proposed amended Recruitment Rules of the above posts and furnish their comments, if any, to the undersigned within a period of 30 days from the date of publication of the notification and also send the soft copy via email at [neigrihms.e3@gmail.com](mailto:neigrihms.e3@gmail.com). In case no comments is received within the stipulated period of 30 days, the proposed amended draft Recruitment Rules will be treated as final and the Institute will proceed further for placing in the next Executive Committee for approval.

  
(Lt. Cdr. Pawan Deep)  
Deputy Director (Admn)  
NEIGRIHMS

Memo No. NEIGR-E.III/3/2014/Pt-V

Dated the 22<sup>nd</sup> May 2024

Copy to: Shri R. Lyngdoh for uploading in the Institute's website immediately for information of all concerned.

  
(Lt. Cdr. Pawan Deep)  
Deputy Director (Admn)  
NEIGRIHMS

**STATEMENT OF EXISTING APPROVED RECRUITMENT RULES AND PROPOSED AMENDED DRAFT  
RECRUITMENT RULES OF MEDICAL RECORD DEPARTMENT OF NEIGRIHMS**

Sl No	Description	Existing approved RR	Proposed amended Draft RR
1	Name of post	<b>Medical Record Officer</b>	<b>Medical Record Officer</b>
2	Number of post	01* (2012) *subject to variation dependent on workload	02* (2024) * Subject to variation dependent on workload
3	Classification	Group 'B'	Group 'B'
4	Pay Band and Grade Pay/Level in the Pay Matrix	Pay Band-2, Rs.9300-34800/- with grade Pay of Rs.4200/-	Level – 06 of Pay Matrix
5	Whether Selection post or non-selection post	Non-Selection in case of Promotion Not applicable in case of direct recruitment and deputation	Selection in case of Promotion Not applicable in case of deputation / direct recruitment
6	Age limit for direct recruits	Not exceeding 35 years (Relaxable for government servants up to 5 years in accordance with the instructions or orders issued by the Central Government).	Not exceeding 30 years (Relaxable for Government servants' upto 5 years in accordance with the instructions or orders issued by the Central Government).
7	Educational and other qualifications required for direct recruits	1. Bachelor Degree preferably in Science from recognized University 2. Should have undergone one year course for Medical Record Officer from a recognized Institute. 3. Two years' experience in organizing and maintenance of Medical Record in a Hospital/ Medical college.	<b>Essential:</b> 1. Bachelors' Degree preferably in Science from a recognized University / Institute. 2. Should have undergone one year course for Medical Record Officer from a recognized Institute. 3. 10 (ten) years' experience in organizing and maintenance of Medical Record in a Hospital / Medical College
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Age: Not applicable Educational Qualification: Should have under gone year course for Medical Record Officer from a recognized Institute.	Not applicable
9	Period of probation, if any	Two years for Direct Recruit and Promotees	2 (two) years for direct recruit and promotees
10	Method of recruitment whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods	By Promotion failing which by Deputation and failing both by Direct Recruitment.	By promotion failing which by deputation (ISTC) failing both by direct recruitment
11	In case of recruitment by promotion/ deputation / absorption grades from which promotion / deputation / absorption to be made	<b>Promotion:-</b> Registration Clerk in Pay Band-1, Rs-5200-20200/- with Grade Pay of Rs.2400/- with ten years' regular service in the Grade. <b>Deputation:-</b> Officer of the Central Government/ State Governments/Union Territories/ Autonomous Organisations/ Statutory Bodies /Public Sector Undertaking a) 1.holding analogous post on a regular basis in the parent cadre/department; or 2. With six years' service in the grade rendered after appointment on a regular basis in the Pay Band-1, Rs 5200-20200/- with Grade Pay of Rs. 2800/- or equivalent in the parent cadre/ department; or 3. With ten years, service in the grade rendered after appointment on	<b>Promotion:</b> Medical Record Technician (MRT) with 10 years' regular service in Level-04 of Pay Matrix and undergone 1 (one) year course for Medical Record Officer from a recognized Institute. <b>Deputation (Including Short Term Contract (ISTC)):</b> Officers of the Central Government / State Government/ Union Territories /Autonomous Organizations /Statutory Bodies / Public Sector Undertaking: <b>A.</b> 1. Holding analogous post on a regular basis in the parent cadre / department; or 2. With 6 (six) years' service in the grade rendered after appointment on a regular basis in Level – 05 of Pay Matrix or equivalent in the parent cadre / department: or

		<p>a regular basis in the Pay Band-1, Rs 5200-20200/- with Grade Pay of Rs. 2400/- or equivalent in the parent cadre/ department and</p> <p>b) possess the educational qualification and experience prescribed under column 7</p> <p>Note- The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other Organization or department of the Central Government shall ordinarily not exceed three years. The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of applications.</p>	<p>3. With 10 (ten) years' service in the grade rendered after appointment on a regular basis in Level-04 of the Pay Matrix or equivalent in the parent cadre / department and</p> <p><b>B.</b> Possessing appropriate qualifications and experience prescribed for direct recruits mentioned at Column 7.</p> <p><b>Note:</b> Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization /Department of the Central Government shall ordinarily not exceed five years. The maximum age limit for appointment on deputation (ISTC) shall not be exceeding 56 years as on the closing date of receipt of application.</p>
12	If a Departmental Promotion Committee exists what is its composition	<p>1. Director, NEIGRIHMS - Chairperson</p> <p>2. Under Secretary(NE)/Section Officer(NE) - Member</p> <p>3. Representative of North Eastern Council, (NEC) - Member Shillong (not below the rank of Under Secretary)</p> <p>4. An expert in the relevant subject - Member*</p> <p>5. A Co-opted member from SCs/STs - Member*</p> <p>6. Deputy Director (Administration), NEIGRIHMS - Member Secretary</p> <p>(* to be nominated by the Director, NEIGRIHMS)</p>	<p>1. Director, NEIGRIHMS - Chairman</p> <p>2. Under Secretary (NE)/Section Officer (NE) - Member</p> <p>3. Representative of North Eastern Council (NEC), - Member Shillong (Not below the rank of Under Secretary)</p> <p>4. An expert in the relevant subject - Member*</p> <p>5. A Co-opted member from SCs/STs - Member*</p> <p>6. Deputy Director (Administration), NEIGRIHMS - Member Secretary</p> <p>(*to be nominated by the Director, NEIGRIHMS)</p>
13	Circumstances in which Union Public Service Commission to be consulted in making recruitment	Not applicable	Not applicable

Sl No	Description	Existing approved RR	Proposed amended Draft RR
1	Name of post	<b>Registration Clerk</b>	<b>Medical Record Technician</b>
2	Number of post	13* (2012) *subject to variation dependent on workload	13* (2024) *subject to variation dependent on workload
3	Classification	Group 'C'	Group 'C'
4	Pay Band and Grade Pay/Level in the Pay Matrix	Pay band-1, Rs.5200-20200/- with Grade Pay of Rs.2400/-	Level – 4 of Pay Matrix
5	Whether Selection post or non-selection post	Non-Selection in case of Promotion Not applicable in case of direct recruitment	Selection
6	Age limit for direct recruits	Not exceeding 30 years (Relaxable for government servants up to 5 years in accordance with the instructions or orders issued by the Central Government).	Not applicable
7	Educational and other qualifications required for direct recruits	<b>Essential</b> Graduate from a recognized University/Board.  <b>Desirable:</b> Two years' experience in a registration work in reputed Hospital.	Not applicable
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable	Not applicable
9	Period of probation, if any	Two years for direct recruit	Not applicable
10	Method of recruitment whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods	By Promotion failing which by Direct Recruit.	100% By promotion
11	In case of recruitment by promotion/ deputation / absorption grades from which promotion / deputation /absorption to be made	<b>Promotion:-</b> Record Clerk in Pay Band-1, Rs.5200- 20200/- with Grade Pay of Rs. 1900/- with eight years' regular service in the Grade.	<b>Promotion:</b> Record Clerk in Level – 2 of Pay Matrix with eight years' regular service in the grade and undergone at least 6 (six) months Certificate course in Medical Record Keeping from a recognized Institute / University.
12	If a Departmental Promotion Committee exists what is its composition	1. Deputy Director(Administration), NEIGRIHMS - Chairperson 2. Under Secretary(NE)/Section Officer(NE) - Member 3. Representative of North Eastern Council, (NEC) - Member Shillong (not below the rank of Under Secretary) 4. An expert in the relevant subject - Member* 5. A Co-opted member from SCs/STs - Member 6. Administrative Officer, NEIGRIHMS - Member Secretary  (* to be nominated by the Director, NEIGRIHMS)	1. Deputy Director (Admn) NEIGRIHMS - Chairperson 2. Under Secretary(NE)/ Section Officer(NE) - Member 3. Representative of North Eastern Council, NEC - Member Shillong,(not below the rank of Under Secretary) 4. An expert in the relevant subject - Member* 5. A Co-opted member from SCs/STs - Member*  (*to be nominated by the Director, NEIGRIHMS)
13	Circumstances in which Union Public Service Commission to be consulted in making recruitment	Not applicable	NA

SI No	Description	Existing approved RR	Proposed amended Draft RR
1	Name of post	<b>Record Clerk</b>	<b>Record Clerk</b>
2	Number of post	20* (2012) *subject to variation dependent on workload	25* (2024) *subject to variation dependent on workload
3	Classification	Group 'C'	Group 'C'
4	Pay Band and Grade Pay/Level in the Pay Matrix	Pay band-1, Rs.5200-20200/- with Grade Pay of Rs.1900/-	Level – 2 of Pay Matrix
5	Whether Selection post or non-selection post	Not applicable	Not applicable
6	Age limit for direct recruits	Not exceeding 30 years (Relaxable for Government servants up to 5 years in accordance with the instructions or orders issued by the Central Government).	Between 18 years and 27 years (Relaxable for Government servants' up to 5 years in accordance with the instructions or orders issued by the Central Government.)
7	Educational and other qualifications required for direct recruits	<p><b>Essential</b></p> <p>1. 12<sup>th</sup> Class pass or equivalent qualification from a recognized Board or University.</p> <p>2. A typing speed of 35 words per minutes in English or 30 words per minutes in Hindi on computer.(35 words per minutes and 30 words per minutes correspond to 10500 KDPH or 9000 KDPH on an average of five key depression for each word)</p> <p><b>Desirable:</b> Certificate Course in Computer of at least three months duration.</p>	<p><b>Essential:</b></p> <p>i) 12<sup>th</sup> Class or equivalent qualification from a recognized Board or University</p> <p>ii) A typing speed of 35 words per minute in English on computer.</p> <p>(NB: 35 wpm correspond to 10,500 KDPH in an average of 5 key depressions for each word).</p>
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable	Not applicable
9	Period of probation, if any	Two years for direct recruit	2 (two) years for direct recruit
10	Method of recruitment whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods	By Direct Recruitment	By direct recruitment
11	In case of recruitment by promotion/ deputation / absorption grades from which promotion / deputation /absorption to be made	Not applicable	Not applicable
12	If a Departmental Promotion Committee exists what is its composition	<p>1. Deputy Director(Administration), NEIGRIHMS - Chairperson</p> <p>2. Under Secretary(NE)/Section Officer(NE) - Member</p> <p>3. Representative of North Eastern Council, (NEC) - Member Shillong (not below the rank of Under Secretary)</p> <p>4. An expert in the relevant subject - Member*</p> <p>5. A Co-opted member from SCs/STs - Member</p> <p>6. Administrative Officer, NEIGRIHMS - Member Secretary</p> <p>(* to be nominated by the Director, NEIGRIHMS)</p>	<p>1. Deputy Director (Admn) NEIGRIHMS - Chairperson</p> <p>2. Under Secretary(NE)/ Section Officer(NE) - Member</p> <p>3. Representative of North Eastern Council, NEC - Member Shillong,(not below the rank of Under Secretary)</p> <p>4. An expert in the relevant subject - Member*</p> <p>5. A Co-opted member from SCs/STs - Member*</p> <p>(*to be nominated by the Director, NEIGRIHMS)</p>
13	Circumstances in which Union Public Service Commission to be consulted in making recruitment	Not applicable	NA

