



भोपाल स्मारक अस्पताल एवं अनुसंधान केन्द्र

BHOPAL MEMORIAL HOSPITAL AND RESEARCH CENTRE

(Indian Council of Medical Research (ICMR), Department of Health Research (MoH&FW), Govt. of India)

Affiliated with MP Medical Science University, Jabalpur

रायसेन बायपास रोड, भोपाल- 462 038 (म.प्र.) Raisen Bypass Road, Bhopal - 462038 (M.P.)

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Adv. No. 148/BMHRC/Bhopal/2024

Dated 27.03.2024

VACANCY – 01 (UR)

MEDICAL RECORD OFFICER ON CONTRACTUAL BASIS

LAST DATE OF SUBMISSION OF APPLICATION : 12/04/2024 (FRIDAY).

Bhopal Memorial Hospital & Research Centre, Bhopal (BMHRC) invites applications from Indian Citizens in the prescribed format for the post of **Medical Record Officer on contractual Basis** for a period of **Six months**. The appointment will be only on contractual basis and shall be discontinued on expiry of **period 06 months (Contractual period)** or till the time regular incumbents are available whichever is earlier and may be extended as per discretion of Competent Authority.

Sl. No	Name of Post	No. of vacancy	Consolidated Remuneration	Essential Educational Qualification	Experience	Age
1	Medical Record Officer	01 no. (UR)	Rs.51684/- per month.	i) Bachelor's degree from a recognized University; and ii) Diploma in Medical Record Technology from a recognized University or Institution.	Two years' experience in Medical Record keeping from a hospital.	Not Exceeding 30 years

GENERAL CONDITIONS :

- Mode of application** : **Application Form** can be downloaded from BMHRC website www.bmhrc.ac.in.
- Application should be accompanied by a Demand Draft of Rs.590/- (inclusive of GST) for un-reserved, EWS & OBC candidates (non refundable), issued after the date of advertisement, drawn on a scheduled bank in India, in favour of Bhopal Memorial Hospital and Research Centre, Bhopal payable at Bhopal. SC/ST candidates and Persons with disability (PWD) candidates are exempted.
- Application Process**: **Application Form (hard copy only)** should be accompanied by copies of necessary documents (duly Self attested) and should be submitted in person or by post to the office of the Director, BMHRC, Bhopal on above mentioned address **latest by 12th April 2024 (Friday)**. Covers containing applications must be super scribed in bold letters as **APPLICATION FOR THE POST OF MEDICAL RECORD OFFICER ON CONTRACTUAL BASIS**.

4. Candidates are advised to go through the official website of BMHRC, www.bmhrc.ac.in regularly for further updates.
5. The offer of appointment to the said post will be subject to physical fitness from the competent medical board for which he/she will be sent to the designated Medical Authority by the concerned Institution before joining the post.
6. In case, any information given or declaration by the candidate is found to be false or if the candidate has willfully suppressed any material information relevant to his/her appointment, he/she will be liable to be removed from the service and any action taken as deemed fit by the appointing authority.
7. The posts of Medical Record Officer on Contractual Basis for a period of **Six months**. The appointment will be only on contractual basis and shall be discontinued on expiry of **period 06 months (Contractual period)** or till the time regular incumbents are available whichever is earlier and may be extended as per discretion of Competent Authority. The appointment can be terminated by giving a notice of one month from either side.
8. The Competent Authority reserve the right to make any amendment, cancellation and changes in this advertisement in whole or in part without assigning any reason.
9. The appointee will not be granted any claim or right for regular appointment.
10. No traveling allowance will be paid for appearing for examination/Interview/verification/ appointment.
11. The candidates are advised to ensure that they fulfill the eligibility criteria as mentioned in the advertisement before applying for the posts.
12. Crucial date for determination of eligibility with regards to Educational Qualification and Experience will be the closing date of application **i.e. 12th April 2024**.
13. Candidates are advised in their own interest to apply much before the closing date and should not wait till the last date.
14. In case the last date of receipt of application is declared holiday, the last date for receipt of the application will be considered as next working day.
15. The list of the short listed candidates, eligible for interview will be uploaded on BMHRC website www.bmhrc.ac.in . Therefore, candidates are advised to visit the institutes website frequently.
16. **Incomplete applications in any respect will not be considered**. Only applications in response to this advertisement on prescribed pro forma attached herewith will be considered.
17. Applications received late, unsigned and or without fee will not be entertained. The Hospital will not be responsible for late receipt of application due to postal delay.
18. It is not obligatory on the part of the Hospital to call for interview every candidate who possess the essential qualifications. The competent authority reserves the right to shortlist candidates on the basis of higher qualification/years of experience in the subject. The decision of the Director, BMHRC will be final in this regard.

19. Any canvassing by or on behalf of candidates or to bring political or other outside influence with regard to selection / recruitment will lead to disqualification.
20. No correspondence or personal inquiries shall be entertained.
21. Candidates serving in Govt./Autonomous bodies should apply Through Proper Channel.
22. The contractual appointee will not be entitled to any allowances, financial benefits or concessions as admissible to Govt. employees.
23. Tax will be deducted at source on monthly basis.
24. **JURISDICTION OF ANY DISPUTE** :- In case of any legal dispute the jurisdiction of the court will be Bhopal.

Application Form (hard copy only) should be accompanied by copies of necessary documents (duly Self attested) and should be submitted in person or by post to the office of the Director, BMHRC, Bhopal on above mentioned address **latest by 12th April 2024**, along with non refundable Demand Draft of Rs.590/- for General, OBC, EWS, SC and ST Candidates drawn in favour of “**Bhopal Memorial Hospital & Research Centre**” and payable at Bhopal, purchased after the date of advertisement.

Director
BMHRC, Bhopal

- Note :**
1. Application Form attached herewith.
 2. For any further amendment/corrigendum please visit the above website.

APPLICATION FORM
BHOPAL MEMORIAL HOSPITAL & RESEARCH CENTRE

(A 350 Bed Super- Specialty Hospital Indian Council of Medical Research (ICMR),
Department of Health Research (MoH&FW), Govt. of India)
Affiliated with MP Medical Science University, Jabalpur
Raisen Bypass Road, Karond, Bhopal-462038 (MP)

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Port Size
Photograph

Adv. No. 148/BMHRC/Bhopal/2024

Dated 27.03.2024

Application for the Post of : **MEDICAL RECORD OFFICER – ON CONTRACTUAL BASIS**

<u>Details of Demand Draft</u>	<u>Category (Tick the Applicable Word)</u>
DD No. <input style="width: 80px;" type="text"/> Date <input style="width: 80px;" type="text"/> Amount <input style="width: 80px;" type="text"/> Name of the Bank <input style="width: 180px;" type="text"/>	General <input type="checkbox"/> Scheduled Caste <input type="checkbox"/> Scheduled Tribe <input type="checkbox"/> Other Backward Class <input type="checkbox"/> Physically Handicapped <input type="checkbox"/> Economically Weak Section (EWS) <input type="checkbox"/> (Enclose proof of Caste Certificate issued by Competent Authority)

1. Name of the Applicant : _____
2. Sex : Male Female Marital Status : Married Unmarried
3. Father's / Spouse Name : _____
4. Date of Birth : _____
5. Age as on **12th April 2024**

Years	Months	Days
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6. Present Address : _____
: _____
Telephone No. _____ email : _____
7. Permanent Address : _____
: _____
: _____ Telephone No. _____
8. Nationality : _____

Contd...

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9. Educational Qualification : (Enclose photocopies of degree/diploma certificates & mark sheets)

Examination	Subjects	Board/ Council/University	Month & Year of Passing	Aggregate Score & % of Marks	No. of Attempts	Award / Distinction

11. Current Activities :

12. Experience : (Enclose copies of Work Experience Certificates)

Name of the Present & Previous Employer with Address /Contact Nos.	Present/ Previous Post	Period		Nature of Work
		From	To	

(Use separate sheet if space is inadequate)

13. Name and address of two referees knowing the applicant's work :

Name	Occupation or Position	Address with telephone No. & e-mail

14. Details of relatives in BMHRC if any :

Name with relation	Post & Department	Telephone No. & e-mail

15. Any other information you wish to add :

16. Check List : (Please tick in the box given below as proof of enclosures). All Certificates must be self attested and be attached in the following order :

(i) Certificate in support of age (10 th)	_____→	<input type="checkbox"/>
(ii) Mark Sheet of 10+2	_____→	<input type="checkbox"/>
(iii) Mark Sheets of Degree & or Diploma .	_____→	<input type="checkbox"/>
(iv) Certificate of Degree / Diploma.	_____→	<input type="checkbox"/>
(v) Registration from State Nursing Council	_____→	<input type="checkbox"/>
(vi) Experience Certificate	_____→	<input type="checkbox"/>
(vii) No Objection Certificate (if the candidate is already in Service)	_____→	<input type="checkbox"/>
(viii) SC/ST/EWS certificate in prescribed format of Govt. of India	_____→	<input type="checkbox"/>

DECLARATION

I, _____ declare that the information furnished above is true and correct to the best of my knowledge and belief and no related information is concealed. I am aware that if any of the above statements are found to be incorrect or false or any material information or particulars of relevance have been misstated, suppressed or omitted, I am liable to be disqualified for appointment and if appointed, my appointment will be liable to be terminated.”

Place :

Date :

(Signature of the applicant)

Full Name :