

MEDICAL RECORD EXECUTIVE

Qualification:

- Graduation with Medical Record Technician certificate course.

OR

- Graduation with Diploma course in Medical Record Technician.
- Basic knowledge computer applications & English is required.

Experience:

- Experience in medical record department in Cardiac Hospital/ cardiac division / Neurology Hospital / Neurology division of multi-superspecialty hospital / cardiac division of the multi-specialty hospital / Multi-specialty hospital / Super-specialty hospital will be preferred.

Consolidated Remuneration:

- Consolidated Pay of **Rs. 19,000/-** per month.
- Up to 10% yearly increment on consolidated remuneration will be based on working performance and other criteria decided by the institute.
- Leave, PF, Gratuity, Group Health Insurance and Other benefits will be as per the prevailing rules of the Institute.

Note:

- In case of highly deserving candidates, higher remuneration can be negotiated by the selection committee considering merit, seniority, skills, special training, hard press requirement and particular requirement of such post in dire emergency of the institute.
- Candidate can be posted at various centres of the institute as per requirement of the institute.