

MEDICAL TRANSCRIPTIONIST

Qualification:

- Any Graduate from recognized institute / university with Minimum 6 months' certificate course of medical transcription.
- Good knowledge of computer and English is required.

Experience:

- Experience as a Medical Transcriptionist in cardiac hospital or Neurology hospital or Multi-Speciality or Multi-Superspeciality hospital with cardiac division /Neurology Division will be preferred.

Consolidated Remuneration:

- Consolidated remuneration of **Rs.20,000/-** 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.

Special Note:

- If needed by the institute, Fresh candidate may be considered for appointment as Trainee for three months. During training, consolidated remuneration will be **Rs. 18,000/-**per month.
- After completion of successful training, may be considered for appointment as Medical Transcriptionist.
- In case of highly deserving candidates, higher remuneration can be negotiated with the committee for selection committee considering merit, seniority, work performance, experience, skills, special training or cardiac or critical care cardiac or critical care training in concerned speciality in Cardiac hospital and also as per the hard press requirement of the emergency related tertiary cardiac teaching hospital.
- Candidate can be posted at various centres of the institute as per requirement of the institute.