



**ALL INDIA INSTITUTE OF MEDICAL SCIENCES, JODHPUR**  
**Basni Phase-II, Jodhpur-342005 (Raj.)**

(An Autonomous Institute under the Ministry of Health & Family Welfare, Govt. of India)

Website: <http://www.aiimsjodhpur.edu.in>

Advertisement No: AIIMS.JDH/Admin/Rect./04/2023

Dated: 14.09.2023

**Addendum**

With reference to Recruitment to the various Group C posts on DIRECT RECRUITMENT BASIS in AIIMS JODHPUR Vide Advertisement No.: AIIMS.JDH/Admin/Rect./04/2023 Dated 20th June, 2023, As Junior Medical Record Officer (Receptionist) post has two type of sub category of vacancies, which require different types of essential qualifications, it pertinent to mention that this post is divided into two posts as mentioned below:-

S. No.	Name of the Post, Grade Pay and Essential eligibility criteria	Age Limit	Number of vacancies* and reservation	Process of Selection
1	<b>Junior Medical Record Officer (Receptionist)</b> <b>Grade Pay- 2800</b> <b>For Jr. Medical Record Officer:</b> <b>Essential qualification:-</b> B.Sc. (Medical Records) <b>Or</b> 10+2 (Science) from a recognized board with at least 6 month Diploma/Certificate course in Medical Record Keeping from a recognized institute / University having 2 years' experience in Medical Record Keeping in a Hospital Setup <b>And</b> 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 words per minute in Hindi. <b>For Receptionist:</b> Degree in Mass Communication/Hospital Administration/ Hospitality Management from a recognized University/institute. <b>And</b> Ability to use computers Hands on experience in office applications, spread sheets and presentations	<b>Between 21-35 years of age</b>	<b>Total-05*</b> <b>{For Junior Medical record Officer UR-02}</b>  <b>{For Receptionist UR – 02, OBC – 01}</b>	<b>CBT &amp; Skill Test</b>

Hence these posts are found to suitable for following PwBD categories:

Sr. No.	Name of the Post	Category of Disability for which post is identified suitable
1	Junior Medical Record Officer	D, HH OA, OL, OAL, CP, LC, Dw, AAV, ASD(M), ID, SLD, MI, MD
2	Junior Medical Record Officer (Receptionist)	B, LV, HH, OA, OL, BL, BA, CP, LC, Dw, AAV, Mdy, ASD (M), SLD, MI, MD

Other terms and conditions of the advertisement will remain the same.

Senior Administrative Officer

AIIMS, Jodhpur