

Application Form for Admission to CBHI In-Service Training Course Medical Record Officer (MRO) and Medical Record Technician

MRO (01.01.2019 to 31.12.2019)
 MRT (01.01.2019 to 30.06.2019)
 MRT (01.07.2019 to 31.12.2019)



1. Name of the Candidate (Block Letters) :
2. Date of Birth :
3. Sex (Male / Female) :
4. Nationality :
5. Aadhar Number (16 digits): :
6. Designation :
7. Name of the organization/ Institution :
(where candidate is working)
8. Status of the Organization : Govt./Non-Govt.
9. Nature of employment (Pl. specify) : Contractual / Permanent
10. If Non –Govt. (Pl. Number of Beds in the Hospital) :
11. Date of Joining in the Service (For Govt. candidate) :
12. Level of Pay (as per 7th PC) (For Govt. Employee) :
13. Complete Address of candidate (Residence):

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14. Complete Address of the candidate(Workplace)

Name of the Organization / Institution	
Name of the Supervisor (along with telephone / mobile / e-mail id)	
Postal address (along with pin-code)	

15. Contact details of the candidates

Mobile No. / alternate mobile No.	Telephone No.	E-mail id

16. Educational qualifications of the candidate (attach attested copies of certificates/ degrees)

S. No.	Qualifications	University/Institution/Board	Year of Passing	Class/Division
1.	10 th standard			
2.	10 + 2 standard			
3.				

17. Details of the previous In-service Training(s) if any, (Attach Certificate)

Sl. No.	Name of Training	Institution/ Organization	Duration(s) (specify date (from - to))

18. Working experience (s) in Medical Record Unit/Department in a Hospital (Provide details from current to previous experience in table below)

S. No.	Designation of Post held	Scale of Pay	Organization / Institution	Department/ Division	Duration (from -to)	Nature of duties performed
1						
2.						
3.						

19. Level of knowledge/skill in use of Computer including MS Word & Excel (Please tick the factual position): (Also attach certificate, if any)

Nil	Working Knowledge	Proficient
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20. Training Centre Preferred :

1 st Preference	2 nd Preference	3 rd Preference

21. Undertaking by the candidate:

Ison / daughter / wife ofcertify that particulars furnished above are correct to the best of my knowledge. I also understand that in case of any misinformation or my unsatisfactory performance during the training course, Government of India can terminate me from the training course at any time and in that instance I will promptly return the entire amount received during the course of training towards my TA & DA, to the Training Centre.

Date:

(Signature of the Candidate)

(Recommendation Supervisory Officer and Competent Sponsoring Authority)

22. **Recommendation** of immediate Supervisory Officer on the basis of qualification, eligibility & need for undergoing the training course applied by the candidate

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Name :
Designation:
Address:
Tel. No./email ID :

Signature _____
(Supervisory Officer)
(Affix rubber stamp hereunder)

23. **Recommendation of the Competent Sponsoring Authority ****

(** Competent Sponsoring Authority:- Authority competent to officially depute an employee / candidate for training as per prescribed rules & procedures)

It is to certify that Mr./Ms. has been working in the
Medical Record Unit/Deptt.of since
.....as.....

(Name of the institution)

(Date)

(Designation)

The candidature of this candidate (Mr./Ms.....) is recommended for MRT/MRO Training Course and certified that after the training the candidate's services will be utilized towards efficient functioning of the Medical Record Unit/Deptt.in this organization. The particulars given by the candidate have been verified and found correct.

Name :
Designation:
Address:
Tel./Fax (Essential) :
Email (Essential):

Signature _____
(Competent Sponsoring

(Affix rubber stamp

Date:

Signature of the Applicant
(Name of the Applicant)

INSTRUCTIONS FOR MRO/MRT TRAINEES FOR THEIR INFORMATION & COMPLIANCE

Eligibility of TA/DA to the selected MRO/MRT Trainees

- a) The selected outstation candidates from Government (Central/State), PSUs, Local Govt. Bodies and Autonomous Govt. Establishments will be paid entitled Daily Allowance as per Government of India Rules for the entire period (maximum six months) of their respective training excluding the entitled Traveling Allowance (TA) and Daily Allowance (DA) for journey period for joining these training courses and going back on completion of the training. **The period of training will be treated as on duty.**
- b) The entitled to & fro TA to join the training center during journey period will be reimbursed as per Central Govt. Rules to Government candidates only. The eligible trainees, if selected, shall have to avail entitled DA on the first day of the joining of the training.
- c) **Nothing would be paid for Project work. However, TA / DA would be paid to the Government candidates for attending Project Viva for MRO course.**
- d) There is no provision of stipend/TA/DA for the non-government/contractual candidates, if selected during the entire period of training.
- e) The entitled TA/DA during the period of training to the Defence personnel selected for the aforesaid training courses will be governed as per the rules available with the M/o Defence for these personnel.

Joining Instructions

- a) The selected candidates and their sponsoring organizations for the said course(s) will be informed accordingly well before the commencement of the course(s) and they have to report at the allotted training centers within stipulated date and time.
- b) The selected candidate(s) reporting **later than one week** after the commencement of the concerned training course **will not be permitted** to join the course.

Other Instructions

1. **Required minimum attendance for being eligible to take examination:** It is compulsory to have minimum 80% attendance of the **total working days of the training period** for making eligible for taking the examination; otherwise the candidate(s) will be debarred from taking the examination.
2. **Requirement of minimum marks for passing the examination:** Minimum of 40% marks in individual paper(s) and with minimum aggregate marks of 50% is essential for declaring a trainee pass. If a candidate has failed in one paper she/he will be given grace marks of 5% provided the aggregate mark is not less than 50%. If on granting the grace marks of 5% in the failed paper, her/his marks in that paper exceed or equal the minimum requirement of 40%, she/he will be declared pass.

3. Participants having required (>80%) attendance but could not take the examination due to one or the other reason(s):

On receipt of formal request/application through proper channel, such candidate will be allowed to take the examination along with the candidates of the immediate next batch of similar training or utmost with the second batch and not beyond that. If such candidate is participant of MRO training, she/he will be allowed to take examination of the missed semester(s) only, along with the candidates of the immediate next batch of similar training or utmost with the second batch and not beyond that. No TA/DA will be paid by CBHI/Training Centre/GOI for taking the examination under such situation(s).

4. Participants having shortage of required (<80%) attendance and were thus debarred from taking the examination.

4.1. If the candidate was an applicant of MRT and had shortage in attendance and was debarred from taking the examination, he/she will be allowed to take the examination provided he/she attends the missed classes of his/her training along with the candidate(s) of the immediate next or utmost the second batch at the same training centre where she/he had attended the training course.

4.2. In case the candidate was an applicant of MRO training and was debarred for taking the examination due to shortage of attendance, there could be two situations; the one she/he was debarred in the first or the second semester and the second where she/he was debarred in both the semesters due to shortage of attendance in both semesters. In the first case she/he may be allowed to attend the missed classes of his/her training course of the semester for which she/he was debarred along with the candidates of the immediate next or utmost the second similar training batch and appear in the examination. In the second case she/he has to attend the entire training course of both semesters and appear in the examinations.

4.3. In all such above situations the candidate(s) have to give formal request application through proper channel, well in advance and TA/DA will not be paid to the candidate for attending the missed courses and taking the examination by GOI/CBHI/Training Centre.

4.4. In case a trainee fail to obtain the minimum required percentage of attendance due to unavoidable reason(s) like on valid medical grounds etc. and he/she was detained or couldn't appear the final exam, then he/she will be permitted to attend the missed classes in the immediate next or utmost second batch of the said training in that particular center itself so as to complete the course and to attain the required attendance and take the exam. This facility will be granted only if the trainee has applied for the same through his/her sponsoring authority along with sponsoring authority's specific recommendation well in advance and in such case(s) no monetary benefit of any kind like TA/DA etc. will be paid to him/her by CBHI or the Training Centre/GOI. In case he/she fails to avail the above mentioned facility then he/she has to get fresh admission after following the prescribed procedures and in such case(s) CBHI/Training Centre/GOI will Not pay any kind of expenses towards his/her TA/DA etc.

5. Request for Reappearing in the Examination by the Candidate(s) who could not pass the examination during normal course of the training:

5.1: The candidate(s) failed in one or two papers:

If a candidate failed in one paper even after considering the criteria of grace marks or failed in two papers, she/he may be allowed to take the re-examination only in those paper(s) along with the candidates of the immediate next first or utmost the second batch of similar training and not beyond that. No TA/DA will be paid by the CBHI/Training Centers /GOI for taking re-examination of the paper(s). In case a candidate failed to avail the above said facility, his/her candidature will be cancelled and she/he will have to apply for fresh admission for completion of the training by following all the required/prescribed procedures and in that case no TA/DA will be paid by CBHI/Training Centre/GOI.

5.2: The candidate(s) failed in more than two papers:

In such situation the candidate has to appear for all the papers in the immediate next or utmost 2nd batch examination of similar training course, failing which his/her candidature will be cancelled and he/she will have to seek fresh admission for completion of the training by following all the required prescribed procedures and in such case(s) the CBHI/Training Centre/GOI will Not bear any expenses towards his/her TA/DA etc.

- 6 Project work would be assigned by the concerned training center. The project work must be completed within stipulated period. The project report must be submitted before 10 days of stipulated period. On the basis of both job training's exam and the assessment of project work, final result would be declared.

Note:-

- 1) In the above said situations at Sl. Nos. 3, 4 & 5, the affected candidate(s) have to give a formal application through proper channel with clear recommendations of the competent authority for allowing appearing/re-appearing in the examination well in advance (at least one month prior to commencement of immediate next batch examination) failing which the request may not be considered.
- 2) The CBHI/Training Centre (s)/GOI will Not pay any TA/DA for such candidates for appearing/ re-appearing in the examination & or attending the missed classes.
- 3) The application(s) received after the examination of the immediate next second similar training batch, will not be entertained and in such situation candidate will be required to undergo training afresh following prescribed procedure for admission, for which GOI will not pay any expense(s) towards TA/DA etc. for undergoing the training.
