Ref. No. IKGPTU/T&P/...464...............   Dated...02/Dec/225

Directors/Principals
All the University Campuses & it's Affiliated Colleges
I K Gujral Punjab Technical University Jalandhar, Kapurthala

Sub: IDS Infotech Limited - Joint Campus Placement Drive.

Respected Sir/Madam

I K Gujral Punjab Technical University invite students of its campuses & affiliated colleges to participate in IDS Infotech Ltd. - Joint Campus Placement Drive as per details mentioned below:-

Designation	:	Medical Scribe
Course/ Stream	:	Details attached
Service Agreement	:	2 years post training
Salary Package	:	**During training:-** 15k **After training:-** 3.00 LPA CTC
Job location	:	Mohali (mandatory during the training period) / Noida
Batch Eligible	:	2025 passed out & 2026 passing out
Selection Process	:	Interview

Interested students may register at the link mentioned below:-

https://docs.google.com/forms/d/1GzeMW1whmnWQ8B8DAis-gOjfcqVfY-7WVckWryfRSTQ/edit

You are requested to kindly direct the Training & Placement Officer/ Faculty Coordinator of your college/campus to share the information with the concerned students. **Last date of online registration is 05-Dec-25 before 1300 hrs.**

Date & Time of the selection process will be informed later on.

With profound regards,

2-12-2025

Er. Mohit Jain
Assistant Registrar (T&P)

CC:

1. SVC: For kind information of the Hon'ble Vice Chancellor
2. Registrar: For kind information
3. Head (CT&P): For kind information
4. Deputy Director (T&P): For kind information
5. DR (ITS) - To upload at University website
6. File.

"Propelling Punjab to a prosperous Knowledge Society"

Full Name of the Company	IDS INFOTECH LTD
Job Profile	MEDICAL SCRIBE TRAINEE
JOB Description	• **Medical Scribes** are the future of an interactive industry. They are the American Physician's support system. • Medical scribe documents all patient encounters, including medical history, review of systems, physical exam findings, assessments, and treatment plans. • Enters patient information and provider notes into the EMR accurately and in real time. • Updates patient charts, manage lab and imaging orders, and record follow-up instructions as directed by the provider. • Ensures documentation complies with clinical, legal, and regulatory standards. • Support providers with administrative tasks such as chart preparation, coding assistance, and data entry. • Maintain patient confidentiality and adhere to HIPAA regulations. • Communicate effectively with healthcare team members to ensure continuity of care.

All below mentioned stream students can apply.

Eligibility Criteria	**Streams**			
	B. Pharma	B Sc Nursing	M.Pharma	M Sc Nursing
	B.Sc Physician Assistant	B.Tech Food Technology	M.Sc Physician Assistant	M.Tech Food Technology
	B.Sc Medical Lab Technicians	B Tech BioMedical	M.Sc Medical Lab Technicians	M.Sc Human Genomics
	Bachelor of Physiotherapy	B Sc Biomedical	Masters of Physiotherapy	Doctor of Medicine
	B Tech Biotechnology	B Tech Biophysics	M Tech Biotechnology	M Tech Biomedical
	B.Sc Biotechnology	B.Sc Human Genomics	M.Sc Biotechnology	M Sc Biomedical
	B.Sc Chemistry	B.A.M.S	M.Sc Microbiology	M Tech Biophysics
	B.Sc Microbiology	BSc Biology	M.Sc Chemistry	MSc Biology
	B. Sc Food Technology	BSc Botany	M. Sc Food Technology	MSc Botany
	B.SC Nutrition & Dietetics	BHMS	M.SC Nutrition & Dietetics	Any other Medical OR Life science Graduate or Post Graduate

	· Fresher or Experienced can apply · Must possess Excellent English Communication skills · Willing to work in regular night shift · Willing to join at Mohali Punjab office · **Immediate joiner is our first preference**
Job Location	Mohali Punjab **(Work from office)**