

No. A-12015/19/2017/Estt./PH
Government of India
Ministry of Health & Family Welfare
PH Division

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Nirman Bhawan, New Delhi

Dated: 20th August 2018

NOTICE

This Ministry is examining a proposal of amending Recruitment Rules for the post of Head Clerk at NCDC. In this regard, draft Recruitment Rules had been prepared and same have been approved by Joint Secretary (Public Health) MoHFW.

Before taking up the proposal with concerned agencies, comments, if any, are invited from all stakeholders in the matter. The comments may be furnished by 25.09.2018 to the undersigned, Room No. 521 'A' Nirman Bhawan, New Delhi – 110011 and the soft form may be sent to ajaya59@gmail.com.

Encl: As above.

(Ajaya Kumar K.P.)
Under Secretary to the Govt. of India
Tel. 2306 1342

GOVERNMENT OF INDIA
MINISTRY OF HEALTH AND FAMILY WELFARE
(DEPARTMENT OF HEALTH)

NOTIFICATION

New Delhi Dated.

G.S.R..... - In exercise of the powers conferred by the proviso to article 309 of the constitution, and in supersession of National Institute of Communicable Diseases, Delhi (Group-C posts) Recruitment Rules, 1978 in so far as they relate to the post of **Head Clerk**, except as respects things done or omitted to be done before such supersession, the President hereby makes the following rules regulating the method of recruitment to the posts of **Head Clerk** in the National Centre for Disease Control, 22-Shamnath Marg, Delhi – 110 054 namely.

1. Short title and commencement-
 - (i) These rules may be called the National Centre for Disease Control, 22-Shamnath Marg, Delhi – 110 054 (**Head Clerk**) Recruitment Rules, 2018
 - (ii) They shall come into force on the date of their publication in the official Gazette.
2. Application.-These rules shall apply to the posts as specified in column (1) of the schedule annexed to these rules.
3. Number, classification and scale of Pay- The number of posts, their Scales of Pay attached thereto shall be as specified in columns (2) to (4) of the said Schedule
4. Method of Recruitment, age-limit, qualifications etc.:- The method of recruitment to the said post, age-limit qualifications and other matters relating to the said post shall be as specified in columns (5) to (13) of Schedule aforesaid.

Provided that the upper age limit prescribed for direct recruits may be relaxed in the case of the scheduled caste, scheduled tribes and other special categories of persons in accordance with the orders of the Central Government issued from time to time.

5. Disqualifications- No person:-
 - (i) Who has entered in to or contracted a marriage any person having a spouse living, or
 - (ii) Who, having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to the said post:

Provided that the central Government may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.

6. Power to relax: - Where the central Government is of the opinion that it is necessary or expedient so to do it may, by order, for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons.
- 7 Saving: - Nothing in these rules shall affect reservations, relaxation of age-limit and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes, Ex-Servicemen and other special categories of persons in accordance with the orders issued by the Central Government from time to time In this regard.

SCHEDULE

Name of Post	Number of Post	Classification	Pay Matrix Level	Whether Selection post or non-selection post	Age limit for direct recruits	Educational and other qualifications required for direct recruits
1.	2.	3.	4.	5.	6.	7.
Head Clerk	2* (2018) * Subject to variation dependent on workload.	General Central Service Group 'B' Non-Gazetted, Ministerial	Level-6 of the Pay Matrix (Rs.35400-112400)	Selection	Not applicable	Not applicable

Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotees	Period of probation, if any	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods	In case of recruitment by promotion/ deputation/ absorption grades from which promotion/ deputation/ absorption to be made	If DPC exists, what is its composition	Circumstances in which UPSC is to be consulted in making recruitment
8.	9.	10.	11.	12.	13.
No	Two Years	By promotion, failing which by transfer on deputation	<p>By promotion:- From Upper Division Clerk, Accountant and Store-Keeper with five years regular service in the grade.</p> <p>Deputation: From persons holding analogous posts or posts of Upper Division Clerk with at least 5 years regular service under the Central Government. (Period of deputation shall not ordinarily exceed 3 years).</p>	<p>Group 'B' Departmental Promotion Committee for promotion and/or confirmation.</p> <ol style="list-style-type: none"> 1) Officer of the rank of the Addl. Director, NCDC Delhi-One 2) Officer of the Rank of Joint Director, NCDC, Delhi -One 3) Officer of the rank of the Dy. Director (Administration.) & above from the Dte. GHS-One 4) Joint Director from NVBDCP or any other Institution under Dte. G.H.S located at Delhi/New Delhi-One 5) Asstt. Director (Admn.)/ Administrative Officer, N.C.D.C Delhi-One 	Not applicable