

GOVERNMENT OF INDIA
MINISTRY OF HEALTH AND FAMILY WELFARE

Public Notice on draft Recruitment Rules for the post of "Lower Division Clerk and Upper Division Clerk " in respect of all Central Government Hospitals of New Delhi including RHTC, Najaffgarh.

In compliance with DoPT's OM. No. AB-14017/61/2008-Estt.(RR) dated 13.10.2015, the draft Recruitment Rules for post of " Lower Division Clerk and Upper Division Clerk " in respect of all Central Government Hospitals of New Delhi including RHTC Najaffgarh is annexed.

The stakeholders, interested in making any objections/comments or suggestions on the draft Recruitment Rules may do so in writing, within a period of 30 days from the date of publication of draft Recruitment Rules to Section Officer (MH-II), Room No.405A, Directorate General of Health Services, Nirman Bhawan, Maulana Azad Road, New Delhi-110108 or at e-mail address: medicalhospital61@gmail.com .



(Ram Naresh)

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Tele No. 23061843

New Delhi
Dated:

(राम नरेश)
(RAM NARESH)
अवर सचिव/Under Secretary
स्वास्थ्य एवं परिवार कल्याण मंत्रालय
Ministry of Health & F.W.
भारत सरकार/Govt. of India
नई दिल्ली/New Delhi

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GOVERNMENT OF INDIA
MINISTRY OF HEALTH AND FAMILY WELFARE

Notification

New Delhi, the2024.

G.S.R..... - In exercise of the powers conferred by the proviso to article 309 of the Constitution and in suppression of the Safdarjung Hospital, New Delhi, Recruitment Rules, 2017, Dr. Ram Manohar Lohia Hospital, New Delhi, Recruitment Rules, 2019, Lady Hardinge Medical College and Smt. Sucheta Kriplani Hospital, New Delhi, Recruitment Rules, 1981, Kalawati Saran Children's Hospital, New Delhi, Recruitment Rules, 2021 and Rural Health Training Centre, Najafgarh, New Delhi Recruitment Rules, 2019 in so far as they relate to the Group 'C' posts of Lower Division Clerk and Upper Division Clerk, except as respects things done or omitted to be done before such suppression, the President hereby makes the following rules regulating the method of recruitment to the posts of Lower Division Clerk and Upper Division Clerk in the Safdarjung Hospital, Dr. Ram Manohar Lohia Hospital, Lady Hardinge Medical College and Shrimati Sucheta Kriplani Hospital, Kalawati Saran Children's Hospital and Rural Health Training Centre in New Delhi, namely:-

1. Short title and commencement. - (1) These rules may be called Ministry of Health and Family Welfare, the Central Government Hospitals in New Delhi, Lower Division Clerk and Upper Division Clerk (Group 'C' Posts) Recruitment Rules, 2024.

(2) They shall come into force on the date of their publication in the Official Gazette.
2. Number of posts, classification and level in pay matrix. - The number of the said posts, their classification and level in the pay matrix attached thereto shall be as specified in columns (2) to (4) of the said Schedule.
3. Method of recruitment, age-limit, qualifications, etc. - The method of recruitment, age-limit, qualifications and other matters relating to the said posts shall be as specified in columns (5) to (13) of the said Schedule.
4. Disqualification. - No person, -
 - a. who has entered into or contracted a marriage with a person having a spouse living ; or
 - b. who, having a spouse living, has entered into or contracted a marriage with any person,

shall be eligible for appointment to the said posts:

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.

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

SCHEDULE

| Name of posts. | Number of posts. | Classification. | Level in pay matrix. | Whether selection post or non-selection post. |
|--------------------------|--|--|---|---|
| (1) | (2) | (3) | (4) | (5) |
| 1. Lower Division Clerk. | 256 (2024)* (* Subject to variation on workload) i) Safdarjung Hospital- 105 post. (ii) Dr. Ram Manohar Lohia Hospital – 44 post (iii) Lady Hardinge Medical College and Smt. Scheta Kriplani Hospital – 81 post | General Central Service, Group 'C', Non-Gazetted, Ministerial. | Level-2 in the pay matrix. (Rs. 19900-63200). | Non-selection. |

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| (iv) Kalawati Saran Children Hospital - 18 post | | | |
| (v) Rural Health Training Centre, Najafgarh - 08 post | | | |

| Age-limit for direct recruits. | Educational and other qualifications required for direct recruits. |
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| (6) | (7) |
| <p>Between 18 and 27 years of age.</p> <p>(Relaxable for Government Servants up to 40 years in accordance with the instructions or order issued by the Central Government.)</p> <p>Note : The crucial date for determining the age-limit shall be as advertised by the Staff Selection Commission.</p> | <p>(i) 12th Class pass from a recognised Board or University.</p> <p>(ii) Skill test norms on computer:</p> <p>(A) A typing speed of 35 words per minute in English; or</p> <p>(B) A typing speed of 30 words per minute in Hindi.</p> <p>Time allowed: Ten Minutes.</p> <p>(35 w.p.m and 30 w.p.m. correspond to 10500 KDPH/9000 KDPH on an average of five key depressions for each word).</p> <p>Note: Qualification regarding experience is relaxable at the discretion of the Competent Authority or Staff Selection Commission in the case of candidates belonging to Scheduled Caste or Scheduled Tribes, if any stage of selection the Competent authority or Staff Selection Commission is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely be available to fill up the vacancy reserved for them.</p> |

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| Whether age and educational qualifications | Period of probation, if any. | Method of recruitment, whether by direct recruitment or by promotion or by |
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| prescribed for direct recruits will apply in the case of promotees. | | deputation /absorption and percentage of the vacancies to be filled by various methods. |
| (8) | (9) | (10) |
| <p>Age -No.</p> <p>Qualification - Yes, to the extent indicated under column No. (10)</p> | <p>Two years for direct recruitment.</p> <p>Note: There shall be a mandatory induction training of at least two weeks duration for successful completion of probation as prescribed by the Central Government.</p> | <p>(I) 85 % by direct recruitment through Staff Selection Commission.</p> <p>(II) 10 % of the vacancies shall be filled from amongst the Group C staff in the Level - 01 of pay marix (Rs. 18000-56900) all Central Govt. Hospitals in New Delhi and who possess 12th Class pass and have rendered three years regular service in the level, on the basis of departmental qualifying examination. The maximum age limit for eligibility for examination is 45 years (50 years in case of SC/ST)</p> <p>Note: If more of such employees than the number of vacancies available under Clause (ii) qualified at the exam, such excess number of employees shall be considered for filling the vacancies arising in the subsequent years so that the employees qualifying at an earlier examination are considered before those who qualify at a later exam.</p> <p>(III) 5% of the vacancies shall be filled on seniority-cum-fitness basis from Group C employees from all Central</p> |

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| | | Govt. Hospitals in New Delhi who have 3 years regular service in posts in Level-01 of the Pay Matrix (Rs. 18000-56900) |
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| In case of recruitment by promotion or deputation / absorption grade from which promotion or deputation/ absorption to be made, | If a Departmental Promotion Committee exists, what is its composition. | Circumstances in which Union Public Services Commission is to be consulted in making recruitment. |
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| (11) | (12) | (13) |
| As stated in Column (7) | <p>Group 'C' Departmental Promotion Committee (for considering promotion) consisting of :-</p> <ol style="list-style-type: none"> 1. Director (Administration and Vigilance), Directorate General of Health Services -Chairman; 2. Deputy Director (Administration and Vigilance), Directorate General of Health Services -Member; 3. Deputy Director (Medical Hospital/ Hospital Administration), Directorate General of Health Services -Member. | Not applicable. |

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| | <p>Group 'C' Departmental Confirmation Committee (for considering confirmation) consisting of :-</p> <p>1. . Director (Administration and Vigilance), Directorate General of Health Services</p> <p style="text-align: right;">-Chairman;</p> <p>2. Deputy Director (Administration and Vigilance), Directorate General of Health Services</p> <p style="text-align: right;">-Member;</p> <p>3. Deputy Director (Medical Hospital/ Hospital Administration), Directorate General of Health Services</p> <p style="text-align: right;">-Member .</p> | |
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| Name of the post | Number of posts. | Classification. | Level in pay matrix or Pay Scale | Whether selection post or non-selection post. |
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| (1) | (2) | (3) | (4) | (5) |
| 2. Upper Division Clerk. | 221 *(2024) *Subject to variation dependent on workload.) Safdarjung Hospital- 81 post. (ii) Dr. Ram Manohar Lohia | General Central Service, Group 'C', Non-Gazetted, Ministerial. | Level- 4 in the pay matrix (Rs. 25500-81100). | Non- selection. |

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| Hospital - 77 post (iii) Lady Hardinge Medical College and Smt. Scheta Kriplani Hospital - 40 post (iv) Kalawati Saran Children Hospital - 18 post (v) Rural Health Training Centre, Najafgarh - 05 post | | | |
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| Age-limit for direct recruits. | Educational and other qualifications required for direct recruits. | Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees. |
| (6) | (7) | (8) |
| Not applicable. | Not applicable. | Not applicable |

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| 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 or deputation / absorption grade from which promotion or deputation/ absorption to be made |
| (9) | (10) | (11) |
| Not applicable. | 60% | by Promotion - |

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| <p>Promotion failing which transfer on deputation (ISTC)</p> <p>40% by transfer on deputation (ISTC)</p> | <p>Lower Division Clerks of all Central Government Hospitals in New Delhi in the Level -02 in the Pay Matrix (Rs. 19900-63200) with 8 years regular service in the grade.</p> <p>Deputation :</p> <p>Officer of the Central Government or State Government or Union Territory Administration or autonomous or statutory organizations or public sector undertakings or Universities or recognised research institutions:</p> <p>A) (i) holding analogous posts on regular basis in the parent cadre or department;</p> <p>Or</p> <p>(ii) with Eight years regular service rendered after appointment to the post on a regular basis in level-2 in the pay matrix (Rs. 19900- 63200) in the parent cadre of department; and</p> <p>(B) possessing the following educational qualifications and experience: -</p> <ol style="list-style-type: none"> 1. Having bachelor degree from recognised Government University or institute. 2. Having two years' experience in administration, establishment and in accounts matters. <p>Note 1: The departmental officers in the feeder category who are in direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for appointment by promotion.</p> <p>Note 2: The period of deputation including period of deputation in another Ex-cadre post held immediately preceding this</p> |
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| | | <p>appointment in the same or other organization or department of the Central Government shall ordinarily not exceed three years.</p> <p>Note 3 : The maximum age- limit for appointment by deputation shall be not exceeding fifty-six years as on the last date or receipt of applications.</p> |
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| If a Departmental Promotion Committee exists, what is its composition. | Circumstances in which Union Public Services Commission is to be consulted in making recruitment. |
| (12) | (13) |
| <p>Departmental Promotion Committee (for considering Promotion) consisting of :-</p> <p>1. Director (Administration and Vigilance), Directorate General of Health Services -Chairman;</p> <p>2. Deputy Director (Administration and Vigilance), Directorate General of Health Services -Member;</p> <p>3. Deputy Director (Medical Hospital/ Hospital Administration), Directorate General of Health Services -Member.</p> | Not applicable. |

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