

No. A-12018/15/2014-MH.II  
Government of India  
Ministry of Health and Family Welfare  
Directorate General of Health Services

\*\*\*\*\*

Subject: Public notice on draft Recruitment Rules for the post of Head Clerk in  
Institute of Serology, Kolkata.

In compliance with DOPT's OM No. AB-14017/61/2008-Estt.(RR) dated  
13.10.2015, the draft Recruitment Rules for the post of Head Clerk in Institute  
of Serology, Kolkata 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  
Shri V.Prasad, Deputy Director (MH), Room No. 559, A-Wing, Nirman  
Bhawan, Maulana Azad Road, New Delhi – 110011 or e-mail address:  
[v.prasad@nic.in](mailto:v.prasad@nic.in)

  
(M.K. Chowdhury) 12/3/18  
Director  
Tel: 23061015

New Delhi

Dated:

[TO BE PUBLISHED IN THE GAZETTE OF INDIA, PART II, SECTION 3, SUB-SECTION] (i)]

GOVERNMENT OF INDIA  
MINISTRY OF HEALTH AND FAMILY WELFARE

New Delhi, the .....2018

NOTIFICATION

G.S.R.....— In exercise of the powers conferred by the proviso to article 309 of the Constitution, and in supersession of the Serologist Department, Calcutta (Class III & IV Posts) Recruitment Rules, 1966, 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 post of Head Clerk in the Ministry of Health and Family Welfare, Institute of Serology, Kolkata, namely: —

1. Short title and commencement. — (1) These rules may be called the Ministry of Health and Family Welfare, Institute of Serology, Kolkata, Head Clerk, Group 'B' Recruitment Rules, 2018.  
  
(2) They shall come into force on the date of their publication in the Official Gazette.
2. Number of post, classification, level in the pay matrix.— The number of the said post, classification and the level in the pay matrix or pay scale attached thereto shall be as specified in columns (2) to (4) of the Schedule annexed to these rules.
3. Method of recruitment, age- limit, qualification, etc. — The method of recruitment, age-limit, qualification and other matters relating to the said post 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 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.
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, for reasons to be recorded in writing 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 reservations, relaxation of age- limit and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes, ex-servicemen and Other Backward Classes of person in accordance with the orders issued by the Central Government from time to time in this regard.

SCHEDULE

Name of the post.	Number of posts.	Classification.	Level in the Pay Matrix or pay scale	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.	1*(2018) *subject to variation dependent on workload.	General Central Service, Group 'B', Non-Gazetted, Ministerial.	Level-6 (Rs.35400- 112400).	Selection.	Not applicable.	Not applicable.

Whether age and educational qualifications prescribed for direct recruits 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 posts 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.
(8)	(9)	(10)	(11)
Not applicable.	Two years for promotees.	Promotion failing which by deputation.	<p>Promotion: Promotion from the post of Upper Division Clerk of this Department with 10 years regular service in the level-4 in the pay matrix.</p> <p>Deputation: (i) Officials holding analogous post on regular basis in the parent cadre or department;</p> <p style="text-align: center;">Or</p> <p>Officials from the Central Government or State Government or Union Territories or Public Sector Undertakings or Research Institutes or Universities holding the post of Upper Division Clerk with 10 years regular service in the Level-4 or equivalent in the parent cadre or department.</p>

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>Department Promotion Committee consists of :</p> <ol style="list-style-type: none"> <li>1. Additional / Senior most Assistant Serologist, Institute of Serology, Kolkata</li> <li>2. Assistant Serologist, Institute of Serology Kolkata</li> <li>3. Assistant Serologist, Institute of Serology Kolkata</li> <li>4. One Gazetted Officer from other Central Government office in Kolkata</li> </ol> <p style="text-align: right;">— Chairman. — Member — Member — Member</p> <p>Department Confirmation Committee consists of :</p> <ol style="list-style-type: none"> <li>1. Additional / Senior most Assistant Serologist, Institute of Serology, Kolkata</li> <li>2. Assistant Serologist, Institute of Serology Kolkata</li> <li>3. Assistant Serologist, Institute of Serology Kolkata</li> <li>4. One Gazetted Officer from other Central Government office in Kolkata</li> </ol> <p style="text-align: right;">— Chairman. — Member — Member — Member</p>	Not applicable.

(No.A.12018/15/2014-MH.II)

[BL Meena]  
Under Secretary to Government of India