


**GOVERNMENT OF INDIA
MINISTRY OF HEALTH AND FAMILY WELFARE**

**Public Notice on draft Recruitment Rules for the post of Data Processing
Operator and Data Entry Operator in Dr. RML Hospital, New Delhi.**

In compliance with DoPT's OM No. AB. 14017/61/2008-Estt.(RR) dated 13.10.2015, the draft Recruitment Rules for post of _Data Processing Operator and Data Entry Operator in Dr. RML Hospital, New Delhi 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 Sh. Thenkholal Baite, Section Officer (MH-II), Room No.405A, Directorate General of Health Services, Nirman Bhawan, Maulana Azad Road, New Delhi-110108 or e-mail address: t.baite12@nic.in


(G. P. Samanta)

Under Secretary to the Govt. of India
Tele fax No. 23061521

New Delhi
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GOVERNMENT OF INDIA
MINISTRY OF HEALTH AND FAMILY WELFARE

Notification

New Delhi, the, 2018.

G.S.R.....- In exercise of the powers conferred by the proviso to article 309 of the Constitution and in supersession of the Ministry of Health and Family Welfare, Dr. Ram Manohar Lohia Hospital, Data Entry Operator, Group 'C' Post, Recruitment Rules, 2005, 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 Data Processing Operator and Data Entry Operator in the Ministry of Health and Family Welfare, Dr. Ram Manohar Lohia Hospital, New Delhi namely:-

1. **Short title and commencement.** – (1) These rules may be called the Ministry of Health and Family Welfare, Dr Ram Manohar Lohia Hospital, New Delhi, Data Processing Operator and Data Entry Operator, Group 'C', Post Recruitment Rules, 2018.

(2) They shall come into force on the date of their publication in the Official Gazette.

2. **Application.**- These rules shall apply to the posts specified in column (1) of the Schedule annexed to these rules.

3. **Number of post, classification, pay band and grade pay or pay scale.** – The number of post, its classification, pay band and grade pay or pay scale 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, age-limit, qualifications and other matters relating thereto shall be as specified in columns (5) to (13) of the aforesaid Schedule.

5. **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.

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 reservation, relaxation of age-limit and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes, the Other Backward Classes, 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.

Name of the post.	Number of post.	Classification.	Level in the pay matrix	Whether selection post or non-selection post.
(1)	(2)	(3)	(4)	(5)
1. Data Processing Operator.	1* (2016) Subject to variation dependent on workload.	General Central Service, Group 'C' Non Gazetted, Non-Ministerial.	Level 5 in the pay matrix (Rs. 29200-92300).	Non selection.

Age limit for direct recruits.	Educational and other qualifications required for direct recruits.
(6)	(7)
Not applicable.	Not applicable.

Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes.	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.
(8)	(9)	(10)
Not applicable.	Not applicable.	Promotion.

In case of recruitment by promotion or deputation / absorption, grades 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.
(11)	(12)	(13)
<p>Data Entry Operator in the Dr. Ram Manohar Lohia Hospital, New Delhi in the Level 4 of pay matrix (Rs. 25500-81100) with five years' service in the grade and have successfully completed four weeks training in data entry operations in the aforesaid hospital.</p> <p>Note 1.- Where juniors who have successfully completed their qualifying or eligibility service are being considered for promotion, their seniors would also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying or eligibility service or two years, whichever is less, and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying or eligibility service.</p> <p>Note 2.- For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1.1.2006 or the date from which the revised pay structure based on the Sixth Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding</p>	<p>Departmental promotion Committee (for considering promotion consists of):</p> <ol style="list-style-type: none"> 1. Additional Medical Superintendent, Dr Ram Manohar Lohia Hospital, New Delhi Chairman. 2. Deputy Director Administration, Dr Ram Manohar Lohia Hospital, New Delhi Member. 3. Deputy Director Administration, in charge of Medical Hospital Section of Directorate General of Health Services Member. 	<p>Not applicable.</p>

grade pay or pay scale extended based on the recommendations of the said pay commission.		
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Name of the post	Number of post	Classification	Level in the pay matrix	Whether selection post or non-selection post
(1)	(2)	(3)	(4)	(5)
2. Data Entry Operator.	3* (2016) Subject to variation dependent on workload.	General Central Service, Group 'C' Non Gazetted, Non-Ministerial	Level 4 in the Pay Matrix (Rs. 25500-81100).	Not applicable.

(6)	(7)
<p>Between 18 and 25 years.</p> <p>(Relaxable for departmental candidates up to forty years in case of General candidates and forty five years in case of Scheduled Castes and Scheduled Tribes in accordance with the instructions or orders issued by the Central Government)</p> <p>Note.-The crucial date for determining the age limit shall be the closing date for receipt of applications (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti District and Pangi Sub Division of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands or Lakshdweep).</p>	<p>Essential:</p> <p>(i) 12th standard pass in Science stream with Mathematics as a subject from a recognized Board or equivalent.</p> <p>(ii) A speed test of not less than 15000 key depressions per hour for data entry work to be ascertained through speed test on computer.</p> <p>Note 1.- The qualifications are relaxable at the discretion of the Staff Selection Commission or Competent Authority for reasons to be recorded in writing in case of candidates otherwise well qualified.</p> <p>Note 2.- The qualifications regarding experience is relaxable at the discretion of the Staff Selection Commission or Competent Authority for reasons to be recorded in writing, in case of candidates belonging to the Scheduled Castes or the Scheduled Tribes, if at any stage of selection the Staff Selection Commission or Competent Authority is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the posts reserved for them.</p>

Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes.	Period of probation, if any.	Method of recruitment, whether by direct recruitment or by promotion or by deputation or absorption and percentage of the vacancies to be filled by various methods.
(8)	(9)	(10)
Not applicable.	Two years.	Direct recruitment. Note.- Vacancies caused by the incumbent being away on deputation or long leave or study leave or under other circumstances for a period of one year or more may be filled, on deputation from the officials of the Central Government,- (a) holding analogous posts on regular basis; and (b) Possessing the qualifications prescribed for direct recruits under column (7).

In case of recruitment by promotion or deputation / absorption grades 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.
(11)	(12)	(13)
Not applicable.	Departmental promotion Committee (for considering confirmation consisting of): (1) Additional Medical Superintendent, Dr Ram Manohar Lohia Hospital New Delhi Chairman (2) Deputy Director Administration, Dr Ram Manohar Lohia Hospital, New Delhi Member (3) Deputy Director Administration, in charge of Medical Hospital Section of Directorate General of Health Services Member	Not applicable.

[A. 12018/07/2003-RR1]

(G P Samanta)
Under Secretary to the Government of India.