

F.No.A.12018/01/2017-MG/MS  
Government of India  
Ministry of health and Family Welfare  
Department of health and Family Welfare

Nirman Bhawan, New Delhi  
Dated the 23<sup>rd</sup> May, 2017

**CIRCULAR**

Government of India has decided to solicit public opinion/comments before framing of Recruitment Rules (RRs) for the post of Administrative Officer in National Organ and Tissue Transplant Organization (NOTTO), Safdarjung Hospital, New Delhi. The draft RRs is being uploaded for soliciting public opinion/comments on the same.

2. The opinion/comments may be sent by e-mail to [so2ms-mohfw@nic.in](mailto:so2ms-mohfw@nic.in) preferably by 30<sup>th</sup> June, 2017.



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GOVERNMENT OF INDIA  
MINISTRY OF HEALTH AND FAMILY WELFARE

New Delhi, the 23<sup>rd</sup> May 2017.

NOTIFICATION

G.S.R. In exercise of the powers conferred by the proviso to article 309 of the Constitution, the President hereby makes the following rules regulating the method of recruitment to the post of Administrative Officer in National Organ and Tissue Transplant Organisation (NOTTO) under Directorate General of Health Services, New Delhi, namely:-

1. Short title and commencement. – (1) These rules may be called the Ministry of Health and Family Welfare, National Organ and Tissue Transplant Organisation, Safdarjung Hospital, New Delhi, Administrative Officer Group 'A' Post Recruitment Rules, 2017

(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 said post, its classification and level in the pay matrix attached thereto shall be as specified in columns (2) to (4) of the Schedule annexed to these rules.

3. Method of recruitment, age-limit, qualifications, etc. – The method of recruitment, age-limit, qualifications 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 doing so, 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, and in consultation with the Union Public Service Commission, it may, by order and 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 rule shall affect reservation, relaxation of age-limit and other concessions required to be provided for the scheduled Castes, the Scheduled Tribes, Ex-servicemen, the Other Backward Classes and other special categories of person in accordance with the orders issued by the Central Government from time to time in this regard.

## SCHEDULE

### ANNEXURE-I

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)
Administrative Officer	1* (2017)	General Central Service. Group A Gazetted Ministerial.	Level 10 in the pay matrix (Rs. 56,100 – Rs. 1,77,500)	Not Applicable

\* Subject to variation dependent on workload.

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 promotees	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	Not Applicable	Deputation (including short term contract)

<p>In case of recruitment by promotion or deputation or absorption grade from which promotion or deputation or absorption to be made.</p>	<p>If a Departmental Promotion Committee exists, what is its Composition</p>	<p>Circumstances in which Union Public Service Commission is to be consulted in making recruitment.</p>
(11)	(12)	(13)
<p>Deputation (including short term contract)</p> <p>(1) Officers under the Central or State Government or Union Territories or Autonomous or Statutory Organisations or Public Sector Undertaking or University or recognized Research Institution.</p> <p>(a) (i) holding analogous posts on regular basis; or</p> <p>(ii) with 2 years regular service in Pay Matrix Level 8 or</p> <p>(iii) With 3 year regular service in level 7.</p> <p>(b) and possessing following qualifications and experience</p> <p>i) Degree from a recognized university.</p> <p>ii) 3 year experience in Accounts, Administration, Establishment work in a Government Office/Public Sector Undertaking/Autonomous body/Statutory body</p> <p>Note 1: Qualifications are relaxable at the discretion of the Union Public Service Commission in case of candidates otherwise well qualified.</p> <p>Note 2: Qualifications regarding experience is/are relaxable at the discretion of the Union Public Service Commission in the case of candidates</p>	<p>Not Applicable</p>	<p>Consultation with the Union Public Service Commission is necessary</p>

belonging to the scheduled Castes or Scheduled Tribes if, at any stage of selection the Union Public Service Commission 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		
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