

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 Lady Hardinge Medical College and Smt. Sucheta Kriplani Hospital, New Delhi.

In compliance with DoPT's OM. No. AB-14017/61/2008-Estt.(RR) dated 13.10.15, the draft Recruitment Rules for post of "Lower Division Clerk and Upper Division Clerk" in Lady Hardinge Medical College and Smt. Sucheta Kriplani 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 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.

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(Prem Narain)

Under Secretary to the Govt. of India
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New Delhi
Dated:

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SECTION (i)]
GOVERNMENT OF INDIA
MINISTRY OF HEALTH AND FAMILY WELFARE
Notification

New Delhi, the2021

G.S.R. – In exercise of the powers conferred by the proviso to article 309 of the Constitution, and in supersession of the Lady Hardings Medical College and Smt. Sucheta Kriplani Hospital, New Delhi , (Group-‘C’ posts) Recruitment Rules , 1981 , in so far as they relate to the posts of Upper Division Clerk/Receptionist and Lower Division Clerk , except as respect 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 Lower Division Clerk and Upper Division Clerk in Lady Hardinge Medical College & Smt. Sucheta Kriplani Hospital in New Delhi, namely:-

1. Short title and commencement. – (1) These rules may be called the Ministry of Health and Family Welfare , the Lady Hardinge Medical College & Smt. Sucheta Kriplani Hospital , New Delhi , Lower Division Clerk and Upper Division Clerk (Group ‘C’ Post) , Recruitment Rules, 2021.
(2) They shall come into force on the date of their publication in the Official Gazette.
2. Number of posts, classification, level in pay matrix. – The number of the said post, its classification and the level in 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, qualification, etc. – The method of recruitment age-limit, qualification 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, 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, 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.

SCHEDULE

Name of post.	Number of post.	Classification.	Level in pay matrix.	Whether selection post or non-selection post.
(1)	(2)	(3)	(4)	(5)
1. Lower Division Clerk.	64*(2021) *Subject to variation workload on	General Central Service, Group C, Non-Gazetted, Non-Ministerial.	Level-2 in the pay matrix. (Rs. 19900-63200)	Non selection

Age-limit for direct recruits	Educational and other qualifications required for direct recruits
(6)	(7)
<p style="text-align: center;">Between 18-27 years</p> <p>(Relaxable for departmental candidates upto forty years 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 advertised by Staff Selection Commission.</p>	<p>(1) 12th Class pass from a recognised Board or University.</p> <p>(2) Skill test norms on computer: (a) English Typing at 35 words per minute. (b) Hindi Typing at 30 words per minute.</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 is relaxable at the discretion of the competent authority or Staff Selection Commission 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>

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 vacancies to be filled by various methods.
(8)	(9)	(10)
Yes, to the extent indicated in Column No. 11	Two years for direct recruitment.	<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 level -1 of the pay matrix (Rs . 18000- 56900 /-)and who possess 12th Class pass or equivalent qualification and have rendered three years regular service in the grade, 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 who have three years regular service in the posts in level- 1 of the pay matrix (Rs . 18000- 56900 /-).</p>

<p>In case of recruitment by promotion or deputation or absorption grade from which promotion or deputation/ absorption to be made,</p>	<p>If a Departmental Promotion Committee exists, what is its composition.</p>	<p>Circumstances in which Union Public Services Commission is to be consulted in making recruitment.</p>
<p>(11)</p>	<p>(12)</p>	<p>(13)</p>
<p>As stated in Column 10.</p>	<p>Departmental Promotion Committee (for considering confirmation) consisting of -</p> <p>(i) Vice Principal, Lady Hardinge Medical College & Smt. Sucheta Kriplani Hospital</p> <p style="text-align: right;">-Chairman;</p> <p>(ii) Deputy Director , Lady Hardinge Medical College & Smt. Sucheta Kriplani Hospital</p> <p style="text-align: right;">-Member;</p> <p>(iii) Deputy Director looking after the administration work of Lady Hardinge Medical College in Directorate General of Health Services</p> <p style="text-align: right;">-Member.</p>	<p>Not applicable</p>

(1)	(2)	(3)	(4)	(5)
2. Upper Division Clerk	17*(2021) *Subject to variation on workload.	General Central Service, Group C Non Gazetted, Non Ministerial.	Level 4 (Rs. 25500-81100/-) in the pay matrix.	Non selection

(6)	(7)
Not applicable	Not applicable

(8)	(9)	(10)
Not applicable	Not applicable	100 % by promotion

<p>In case of recruitment by promotion or deputation or absorption grade from which promotion or deputation/absorption to be made</p>	<p>If a Departmental Promotion Committee exists, what is its composition.</p>	<p>Circumstances in which Union Public Services Commission is to be consulted in making recruitment.</p>
<p>(11)</p>	<p>(12)</p>	<p>(13)</p>
<p>Promotion from Lower Division Clerk in Lady Hardinge Medical College & Smt. Sucheta Kriplani Hospital who have rendered at least eight years regular service in Level-2 in the pay matrix (Rs.19900-63200/-)</p> <p>Note : Where juniors who have 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 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 alongwith their juniors who have already completed such qualifying or eligibility service.</p>	<p>Departmental Promotion Committee (for considering Promotion) consisting of -</p> <p>(i)Additional Medical Superintendent, Lady Hardinge Medical College & Smt. Sucheta Kriplani Hospital</p> <p style="text-align: right;">-Chairman;</p> <p>(ii) Deputy Director , Lady Hardinge Medical College & Smt. Sucheta Kriplani Hospital -</p> <p style="text-align: right;">-Member;</p> <p>(iii) Deputy Director looking after the administration work of Lady Hardinge Medical College & Smt. Sucheta Kriplani Hospital in Directorate General of Health Services</p> <p style="text-align: right;">-Member.</p>	<p>Not applicable</p>

[A. 11018/01/2020-MH-II]

(Prem Narain)

Under Secretary to the Government of India.