

GOVERNMENT OF INDIA
MINISTRY OF HEALTH AND FAMILY WELFARE

Public Notice

Public Notice on draft Recruitment Rules for the post of "Stenographer Grade-II" in Safdarjung 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 "Stenographer Grade-II" in Safdarjung 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.



(Ram Naresh)

Under Secretary to the Govt. of India

Tel: 23061843

New Delhi

Dated:

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

Government of India
Ministry of Health and Family welfare

Notification

New Delhi, the....., 2024.

G.S.R.... - In exercise of the powers conferred by the proviso to article 309 of the Constitution and in supersession of the Safdarjung Hospital, New Delhi (Group 'C' posts) Recruitment Rules, 1983, in so far as they relate to the post of Stenographer Grade-III, in the Safdarjung Hospital, New Delhi, 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 Stenographer Grade-II in the Safdarjung Hospital, New Delhi, namely:-

1. Short title and commencement. – (1) These rules may be called the Ministry of Health and Family Welfare, Safdarjung Hospital, New Delhi, Stenographer Grade-II (Group 'C' Post) Recruitment Rules, 2024.

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

2. Number of post, classification and level in pay-matrix. – The number of the 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, -

1. who has entered into or contracted a marriage with a person having a spouse living; or

2. 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 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 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 post.	Number of posts.	Classification.	Level in pay matrix.	Whether selection post or non-selection post.
(1)	(2)	(3)	(4)	(5)
Stenographer Grade-II	17* (2024) *Subject to variation dependent on workload.	General Central Service, Group 'C', Non-Gazetted, Ministerial.	Level-4 in the pay matrix (Rs. 25500-81100).	Not applicable.

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)
<p>Between 18-27 years</p> <p>(Relaxable for departmental candidates up to forty years in the case of general candidates and upto forty five years in the case of candidates belonging to the Scheduled Castes and the 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 as advertised by Staff Selection Commission.</p>	<p>(i). 12th Class Pass or equivalent from a recognised Board or University.</p> <p>(ii). Skill test Norms: Dictation: 10 Minutes @80 wpm. Transcription: 50 Minutes (English), 65 Minutes (Hindi) on Computer.</p> <p>Note 1: Qualifications are relaxable at the discretion of the competent authority for the reasons to be recorded in writing in the case of candidates otherwise well qualified.</p> <p>Note 2: Qualifications regarding experience are relaxable at the discretion of the competent authority for the reasons to be recorded in writing in the case of candidates belonging to the Scheduled Castes or the Scheduled Tribes, if, at any stage of selection the competent authority is of the opinion that sufficient number of candidates belonging to these communities possessing the requisite experience are not likely to be available to fill up the vacancies reserved for them.</p>	Not applicable.

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)
Two years Note: There shall be a mandatory induction training of at least weeks duration for successful completion of the probation as prescribed by the Central Government).	Direct recruitment through SSC Note: Vacancy caused by the incumbent being away on deputation or long illness or study leave or under other circumstances for a duration of one year or more may be filled on deputation basis from officers of the Central Government holding analogous posts on regular basis in the parent cadre or department; and possessing the qualifications and experience prescribed for direct recruits under column (7).	Not applicable.

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)
Departmental Confirmation committee (for considering confirmation) consisting of: 1. Additional Medical Superintendent, Safdarjung Hospital -Chairman; 2. Deputy Director Administration, Safdarjung Hospital -Member; 3. Deputy Director (Administration) looking after the administration work of Safdarjung Hospital in the Directorate General of Health Services -Member.	Consultation with Union Public Service Commission is not necessary.

[A.11018/63/2021-MH-II]

(Ram Naresh)
Under Secretary to the Government of India.