

GOVERNMENT OF INDIA  
MINISTRY OF HEALTH AND FAMILY WELFARE

**Public Notice on draft Recruitment Rules for the post of Medical Record Clerk in Central  
Institute of Psychiatry, Ranchi.**

In compliance of DoPT's OM No. AB.14017/61/2008-Estt.(RR) dated 13.10.2015, the draft Recruitment Rules for the post of **Medical Record Clerk in Central Institute of Psychiatry, Ranchi** 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. Manish Raj, Under Secretary, Ministry of Health and Family Welfare, Room No.306, D-Wing, Nirman Bhawan, Maulana Azad Road, New Delhi – 110108 or e-mail address: [manish.raj@nic.in](mailto:manish.raj@nic.in).

  
(Manish Raj)

Under Secretary to the Govt. of India  
Tele: 011-23062868

New Delhi

Dated: 01/07/2021

[To be published in the Gazette of India, Extraordinary, Part II, Section 3, Sub-section(i)]

**Government of India**  
**Ministry of Health and Family Welfare**

**New Delhi, the ....., 2021.**

**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 Medical Record Clerk in the Ministry of Health and Family Welfare, the Central Institute of Psychiatry, Ranchi, namely:-

**1. Short title and commencement.-** (1) These rules may be called the Ministry of Health and Family Welfare, Central Institute of Psychiatry, Kanke, Ranchi, Medical Record 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 and level in pay matrix.-** The number of the said post, its classification and 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, 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 any 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 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, Scheduled Tribes, Other Backward Classes, ex- servicemen and other special categories of persons 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.	Age-limit for direct recruits.	Educational and other qualifications required for direct recruits.
(1)	(2)	(3)	(4)	(5)	(6)	(7)
Medical Record Clerk	1* (2021) *Subject to variation dependent on work load.	General Central Service, Group 'C', Non-Gazetted, Non-Ministerial.	Level-2 of the Pay Matrix (Rs.19900 – 63200) in the pay matrix.	Not applicable.	Between 18 to 27 years.  (Relaxable for Government servants upto the age of forty years in the case of general candidates and upto forty-five years in the case of candidates belonging to the Scheduled Castes or the Scheduled Tribes in accordance with the instructions or orders issued by the Central Government from time to time.)  Note: The crucial date for determining the age limit shall be the closing date of receipt of applications from the candidates (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Lahaul and Spiti District and pangi Sub-division of Himachal Pradesh and Union territories of Ladakh, Andaman and Nicobar Islands and Lakshadweep).	12th Pass or equivalent from a recognized Board or Institution with proficiency in Computer.



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.	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 Service Commission to be consulted in making recruitment.
(8)	(9)	(10)	(11)	(12)	(13)
Not applicable.	Two years.	By direct recruitment.  Note: Vacancies 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 officials of Central Government,- (a) holding analogous posts on regular basis; and (b) possessing the qualifications prescribed for direct recruits under Column (7).	Not applicable.	Group 'C' Departmental Confirmation Committee (for considering confirmation) consisting of:-  Director, Central Institute of Psychiatry, Ranchi – Chairman  Medical Officer, Central Institute of Psychiatry, Ranchi – Member  Chief Administrative Officer, Central Institute of Psychiatry, Ranchi or Professor, Indian Institute of Legal Metrology, Ranchi-Member.	Not applicable.