

GOVERNMENT OF INDIA  
MINISTRY OF HEALTH AND FAMILY WELFARE

**Public Notice**

Public Notice on draft Recruitment Rules for the post of "**Senior Administrator Officer**" in Safdarjung Hospital and Lady Hardinge Medical College, 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 "**Senior Administrator Officer**" in Safdarjung Hospital and Lady Hardinge Medical College, 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](mailto:medicalhospital61@gmail.com).

(Dr. Puleksh Kumar)

Under Secretary to the Govt. of India  
Tele fax No. 23062744

New Delhi  
Dated:

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SECTION (i)]  
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, in suppression of the Safdarjung Hospital, New Delhi, Recruitment Rules, 2020 in so far as it relates to the Group 'A' post of Senior Administrative Officer, except as respects things done or omitted to be done before such suppression, the President hereby makes the following rules regulating the method of recruitment to the post of Senior Administrative Officer in the Sajdarjung Hospital and Lady Hardinge Medical College and Associated Hospitals, New Delhi, namely:-

1. Short title and commencement. – (i) These rules may be called the Ministry of Health and Family Welfare, the Central Government Hospitals in New Delhi, Senior Administrative Officer (Group – 'A' Post) Recruitment Rules, 2024.

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

3. Method of recruitment, age-limit, qualifications, etc. – The method of recruitment, age-limit, qualifications 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 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 posts.	Number of posts.	Classification.	Level in Pay Matrix	Whether selection post or non-selection post.
(1)	(2)	(3)	(4)	(5)
Senior Administrative Officer	5*(2024) *Subject to variation dependent on workload.  i . <b>Sajdarjung Hospital</b>  - 04 Post  ii. <b>Lady Hardinge Medical College and Associated Hospital</b>  - 01 Post	General Central Service, Group 'A', Gazetted, Ministerial.	Level-10 in the Pay Matrix (Rs. 56100-177500).	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 promotees.	Period of probation, if any.	Method of recruitment, whether by direct recruitment or by promotion or by deputation /absorption and percentage of the posts to be filled by various methods.
(8)	(9)	(10)
Not applicable	Two Years	By promotion failing which by deputation (including Short Term Contract)

In case of recruitment by promotion or deputation / absorption grade 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><b>Promotion:</b></p> <p>Promotion from the post of Administrative Officer from all Central Government Hospitals of New Delhi with four years regular service in Level -08 of Pay Matrix (Rs. 47600-151100) and have successfully completed mandatory training of two weeks in the field of administration from the institute or organization as specified by the department.</p> <p>Note: Where Juniors who have completed their qualifying or eligibility service are being considered for promotion, their seniors</p>	<p><b>Departmental Promotion Committee (for considering promotion) consisting of :-</b></p> <p>1. Chairman/Member, Union Public Service Commission -Chairman;</p> <p>2. Joint Secretary, Ministry of Health and Family Welfare -Member;</p> <p>3. Director (Administration and Vigilance), Directorate General of Health Services. -Member.</p>	<p>Consultation with UPSC is necessary for considering promotion.</p>

would also be considered provided they are not short of the requisite qualifying or eligibility service by more than half or such qualifying 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.

**Deputation:**

i ) Officers of the Central Government or State Government, Union Territories Administration, Autonomous or Statutory organization, Public Sector Undertakings, University or Recognized Research Institution

a)(i) holding analogous posts on regular basis in the parent cadre or department: or

ii) with two years regular service in the grade rendered after appointment thereto on regular basis in level-9 in the pay matrix (Rs. 53100-167800) or four years of regular service in the grade rendered after appointment thereto in level -8 in the pay matrix (Rs. 47600-151100) or equivalent in the parent cadre or department and possessing the following qualification and experience:-

1. Bachelor's Degree in any discipline from a recognised University; and

ii) Possessing three years' experience of administration and establishment work as

**Department Confirmation Committee (for considering confirmation) consisting of**

1. Joint Secretary, Ministry of Health and Family Welfare

-Chairman;

2. Deputy Director General (Planning), Directorate General of Health Services.

-Member;

3. Director (Administration and Vigilance), Directorate General of Health Services.

-Member.

Administrative Officer from a Government or Government recognised institution.

Note 1: The departmental officers in the feeder category who are in direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationist shall not be eligible for appointment by promotion.

Note 2: The period of deputation including period of deputation in another Ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not exceed three years.

Note 3 : The maximum age-limit for appointment by deputation shall be not exceeding fifty-six years as on the closing date or receipt of applications.

File No. A.12018/01/2023-MH-2

(Ram Naresh)  
Under Secretary to the Government of India