

GOVERNMENT OF INDIA
MINISTRY OF HEALTH AND FAMILY WELFARE

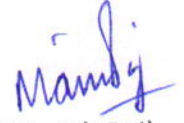
Public Notice on draft Recruitment Rules for the post of Medical Record Officer in Central Institute of Psychiatry, Ranchi.

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 Officer** 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, NirmanBhawan, Maulana Azad Road, New Delhi – 110108 or e-mail address: manish.raj@nic.in.

New Delhi

Dated: 29.09.2021



(Manish Raj)

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

(मनीष राज)

(MANISH RAJ)

अवर सचिव / Under Secretary
स्वास्थ्य एवं परिवार कल्याण मंत्रालय
Ministry of Health & Family Welfare
भारत सरकार / Govt. of India
नई दिल्ली / New Delhi

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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 Officer 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 Officer (Group 'B' 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 Officer	1* (2021) *Subject to variation dependent on work load.	General Central Service, Group 'B', Non-Gazetted, Non-Ministerial.	Level 6 of the Pay Matrix. (Rs. 35400–112400)	Selection.	Not exceeding 30 years. (Relaxable for Government servants upto 5 years in accordance with the instructions or order issued by the Central Government) 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, Ladakh division of Jammu and Kashmir State, Lahaul and Spiti District and Pangi Sub-division of Himachal Pradesh and Union territory of Andaman and Nicobar Islands or Union territory of Lakshadweep).	i. Bachelor's Degree Preferable with Science or Equivalent from a recognized University. ii. Diploma or at least one year certificate course in Medical Record Technology from a recognized institute. iii. Two years experience in maintenance of Medical Records from a recognized Hospital.

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)
No	Two years.	By Deputation (including Short term contract)/ Promotion failing which by Direct Recruitment.	<p>Deputation (including Short Term Contract):</p> <p>Officers under the Central Government/State Government/Union Territories/PSUs/Autonomous Organizations-</p> <p>(a) (i) Holding analogous posts on a regular basis; or</p> <p>(ii) With 6 years service in the grade rendered after appointment thereto on a regular basis in post in Level 5 of the Pay Matrix (Rs. 29200 - 92300); or</p> <p>(iii) With at least 10 years service in the grade rendered after appointment thereto on a regular basis in post in Level 4 of the Pay Matrix (Rs. 25500 - 81100)</p> <p>(b) Possessing the educational qualifications and experience</p>	<p>Group 'B' Departmental Confirmation Committee (for considering confirmation) and Departmental Promotion Committee (for considering promotion) consisting of:</p> <ol style="list-style-type: none"> 1. Director, Central Institute of Psychiatry, Ranchi- Chairman; 2. Medical Officer, Central Institute of Psychiatry, Ranchi - Member. 3. Assistant Professor, Central Institute of Psychiatry, Ranchi - Member. 4. Chief Administrative Officer, Central Institute of Psychiatry, Ranchi or Professor, Indian Institute of Legal Metrology, Ranchi- Member. 	Not Applicable.

prescribed for direct recruits under column 7.

Note: 1. The departmental Medical Record Technician in level 4 in the pay matrix (Rs.25500-81100) with ten years of regular service in the grade and possessing the educational qualifications and experience prescribed for deputationists will also be considered alongwith and in case he or she is selected for appointment to the post, the same shall be deemed to have been filled by promotion.

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

3. The maximum age limit for appointment by deputation (including Short Term Contract) / absorption shall be 'Not exceeding 56 years' as on the closing date of receipt of applications.