

No. A-11033/21/2020-Trg.
Government of India
Ministry of Health and Family Welfare
(Department of Health and Family Welfare)
Training Division

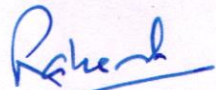
Nirman Bhawan, New Delhi-110011
Dated: June, 2023

NOTIFICATION

This Ministry is examining a proposal for amendment to the Recruitment Rules for the existing post of Upper Division Clerk (UDC) and for framing of RRs for the post of Accountant-cum-Head Clerk in National Institute of Public Health Training & Research (NIPHTR), Mumbai. In this regard, draft Recruitment Rules have been prepared and approved by the Competent Authority.

2. Before taking up the proposal for amendment to the Recruitment Rules with the DoP&T, UPSC and other agencies for finalizing the Recruitment Rules, comments, if any, are invited from all stakeholders in the matter within a period of thirty days from the date of notification in the website of the Ministry of Health and Family Welfare. The objections/suggestions received from the stakeholders within the specified period shall be considered by the Ministry as per rules/requirement.

3. The comments may be furnished to the undersigned in Room No. 504-A, A Wing, Nirman Bhawan, New Delhi-110011 and the soft copy may be sent to rakesh.yagri84@gov.in.


(Rakesh Kumar)
Deputy Director
Tel: 011-23062959

TO BE PUBLISHED IN THE GAZETTE OF INDIA PART II, SECTION 3, SUB-SECTION (I)

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

New Delhi, Dated....., 2023

G.S.R.....In exercise of the powers conferred by the proviso to article 309 of the Constitution, and in the supersession of the Family Welfare Training and Research Centre, Mumbai, Recruitment Rule 1959, the President here by amends the following rules regulating the method of recruitment to the post of **Upper Division Clerk**, in the Ministry of Health and Family Welfare, **National Institute of Public Health Training & Research, Mumbai**, namely:-

1. Short title and Commencement: - (1) These rules may be called Upper Division Clerk, National Institute of Public Health Training & Research, Mumbai, 2023.

(2) They shall come into force on the date of their publication in the Official gazette.
2. Number of post, classification, level in the pay matrix. – The number of said post, its classification and level in the pay matrix attached to shall be as specified in column (2) and (4) of the schedule annexed to these rules.
3. Method of recruitment, age limit, and qualifications etc.:- The method of recruitment to the said post, age limit, qualifications and other matters connected therewith shall be as specified in columns (5) to (13) of the Schedule.
4. Disqualification: - No person
 - a) who has entered into or contracted the marriage with the person having a spouse living or
 - b) who, having a spouse living, has entered into or contracted 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 rules.

5. Power to relax: - Where the Central Government is of opinion that it is necessary or expedient so to do, it may, by order, 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 concession required to be provided for the Scheduled Caste, the Scheduled Tribes Ex-servicemen, Other Backward Classes and other special categories in accordance with the orders issued by the Central Government from time to time in this regard.

SCHEDULE

Name of Post	No. of Post	Classification	Scale of Pay	Whether Selection Post or non-Selection Post
1	2	3	4	5
Upper Division Clerk	2* (2023) *subject to variation dependent on workload	General Central Service, Group 'C', Non-Gazetted, Ministerial	Level – 4 (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	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
6	7	8	9	10
Between 18 and 27 years of age (Relaxable for Govt. Servants upto 40 years in accordance with the instructions or orders issued by the Central Government) Note: The crucial date for determining the age limit shall be as fixed by the Staff Selection Commission. (Where recruitment is not through Staff Selection Commission, crucial date for	Degree of a recognised university or equivalent	Not applicable	Two years	Direct Recruitment failing which by Deputation

determining the age limit shall be the last date for receipt of applications.)				
In case of recruitment by promotion/ deputation/ absorption grades from which promotion / deputation absorption to be made	If a Department Promotion Committee exists what is its composition	Circumstances in which Union Public Service Commission to be consulted in making recruitment		
11	12	13		
<p>Deputation Officers under the Central Govt. or Union Territories-</p> <p>(i) Holding analogous posts on a regular basis; or (ii) With eight years' regular service in the grade of LDC or equivalent and</p> <p>Note: The departmental Officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, the deputationists shall not be eligible for consideration for appointment on deputation. 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 or department of the Central Government shall ordinarily not exceed three years. The maximum age limit for appointment by deputation shall be 'Not exceeding 56 years' as on the closing date of receipt of applications.</p>	<p>Group C Departmental Confirmation Committee for considering confirmation consists of:</p> <ol style="list-style-type: none"> 1. Director, NIPHTR- Chairman 2. Senior Group A- gazetted officer, (NFSG & above), NIPHTR, Mumbai - member, 3. Senior Group A- gazetted officer (NFSG & above) as SC/ST Rep., NIPHTR, Mumbai - member 4. CGHS/AIIPMR - Group A- gazetted officer (NFSG & above) nominated by additional director CGHS, Mumbai or Director, AIIPMR, Mumbai - member 5. Administrative officer from CGHS/AIIPMR, Mumbai - member 	Not applicable		

TO BE PUBLISHED IN THE GAZETTE OF INDIA PART II, SECTION 3, SUB-SECTION (I)

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

New Delhi, Dated: - _____

G.S.R.....In exercise of the powers conferred by the provision to article 309 of the Constitution, the President here by makes the following rules regulating the method of recruitment to the post of **Accountant cum Head Clerk**, in the **National Institute of Public Health Training & Research, Mumbai** under the Ministry of Health and Family Welfare, namely:-

1. Short title and Commencement:- (1) These rules may be called **Accountant cum Head Clerk**, National Institute of Public Health Training & Research, Mumbai, 2023, Recruitment Rules.

(2) They shall come into force on the date of their publication in the Official gazette.
2. Number of post, classification, level in the pay matrix. –the number of said post, its classification and level in the pay matrix attached shall be as specified in column (2) and (4) of the schedule annexed to these rules.
3. Method of recruitment, age limit, and qualifications etc.:- The method of recruitment to the said post, age limit, qualifications and other matters connected therewith shall be as specified in columns (5) to (13) of the Schedule.
4. **Disqualification:** - No person
 - a) Who has entered into or contracted the marriage with the person having a spouse living or
 - b) Who, having a spouse living, has entered into or contracted 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 rules.

5. Power to relax: - where the Central Government is of opinion that it is necessary or expedient so to do, it may, by order, 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 concession required to be provided for the Scheduled Caste, the Scheduled Tribes Ex-servicemen, other backward classes and other special categories in accordance with the orders issued by the Central Government from time to time in this regard.

SCHEDULE

Name of Post	No. of Post	Classification	Scale of Pay	Whether Selection Post or non-Selection Post
1	2	3	4	5
Accountant cum Head Clerk	1* (2023) *subject to variation dependent on work load	General Central Service, Group 'B', Non-Gazetted, Ministerial	Level – 6 Pay Matrix – (Rs. 35,400 – Rs. 1,12,400)	Selection

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 promotes	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
6	7	8	9	10

<p>30 Years (Relaxable for Government servants' upto 5 years in accordance with the instructions or orders issued by the central Government.) Note-In case of Direct recruitment the crucial date for receipt of application from India (and not for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu & Kashmir State, Lahaul and Spiti District and Pangi Sub-Division of</p>	<p>Essential (i) Degree of a recognized university/Institute. (ii) 2 years' experience in Cash, Account and Budget work in a Government Office/PSU/Autonomous body/Statutory body.</p> <p>Note 1: Qualifications are relaxable at the discretion of the staff selection Commission/Competent Authority for reasons to be recorded in writing, in case of candidates otherwise well qualified.</p> <p>Note 2: Qualification regarding experience is relaxable at the discretion of the Staff Selection Commission/ Competent Authority in the case of candidates belonging to the Scheduled Castes or Scheduled Tribes if, at any stage of selection the Staff Selection Commission/ Competent Authority is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the posts reserved for them.</p>	<p>Not applicable</p>	<p>Two years</p>	<p>Promotion failing which by Deputation/absorption failing which by Direct Recruitment</p>
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Chamba District of Himachal Pradesh, Andaman Nicobar Islands or Lakshadweep)				
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In case of recruitment by promotion/ deputation/ absorption grades from which promotion / deputation absorption to be made	If a Department Promotion Committee exists what is its composition	Circumstances in which Union Public Service Commission to be consulted in making recruitment
11	12	13
<u>Promotion</u> UDC with 8 years of regular service in the Level 4 as per 7 th CPC Pay Matrix –(Rs. 25500 – Rs. 81100) (Pay band 1, 5200-20200 and grade pay 2400 as per 6 th CPC) and having qualified the training in Cash & Accounts Work conducted by ISTM or equivalent. Note 1:	Group C Departmental Promotion Committee for considering promotion consists of: <ol style="list-style-type: none"> 1. Director, NIPHTR- Chairman 2. Senior Group A- gazetted officer, (NFSG & above), NIPHTR, Mumbai - member, 3. Senior Group A- gazetted 	Constitution with UPSC is necessary for composite method of recruitment and when an officer is in the field of consideration for appointment on absorption basis.

Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their senior shall 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 or 2 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.

Note 2:

For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1st January, 2006 or the date from which the revised pay structure based on the Sixth Central Pay

Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding pay or pay scale extended based on the recommendations of the Pay Commission. (To be omitted if promotion is not one of the methods of recruitment)

***Note 3:** Proposed selection criteria in case of more than one eligible candidates (in addition to Model R/R)

i) Essential educational qualification

a) Degree of a recognized university/Institute.

b) 2 years' experience in Cash, Account and Budget work in a Government Office /PSU /Autonomous body /Statutory body.

ii) Last five years APAR above benchmark (as per MACP guidelines)

B) In case of need conduction of limited departments

officer (NFSG & above) as SC/ST Rep., NIPHTR, Mumbai – member

4. CGHS/AIIPMR - Group A-gazetted officer (NFSG & above) nominated by additional director CGHS, Mumbai or Director, AIIPMR, Mumbai – member
5. Administrative officer from CGHS/AIIPMR, Mumbai - member

competitive examination of the eligible cadre may be held to fill the post.

4.Seniority

*(Accountant cum Head Clerk is a promotional post of UDC and as there are Two post of UDC the selection criteria for promotion)

Deputation /Absorption

(A) UDCs of CSCS with 8 years regular service in the grade; and

(b) who have undergone training in cash and accounts work in the ISTM or equivalent and possessing two years experience of cash, accounts and budget work; failing which,

B. Officers under the Central Government:-

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

(ii) with six years' service in the grade rendered after appointment thereto on a regular basis in Pay Band-1 (Rs. 5200-20200) with Grade Pay of Rs. 2800 or equivalent in the parent cadre/department;

(iii) with eight years' regular service in the grade rendered after appointment thereto in PB-1 (Rs.5200-20200) with GP of Rs. 2400 or equivalent in the parent cadre/department; and

(b) who have undergone training in cash and accounts work in the ISTM or equivalent course and possessing two years' experience of cash, accounts and budget work.

Note-1

The departmental officers in the feeder category who are

in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, the deputationists shall not be eligible for consideration for appointment by promotion.

Note-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. The Maximum age limit for appointment by deputation shall be 'Not exceeding 56 years' as on the closing date of receipt of applications.

Note 3:

For the purpose of appointment on deputation or absorption basis, the service rendered on a regular basis by an officer prior to 1st January, 2006 (the date from which the revised pay structure based on the Sixth Central Pay Commission recommendation has been extended) shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the Pay commission except where there has been merger of more than one pre- revised scale of pay into one grade with a common grade pay or pay scale and where this benefit will extend only for the post(s) for which that grade pay or pay scale is the normal replacement grade without any upgradation.