

GOVERNMENT OF INDIA  
MINISTRY OF HEALTH AND FAMILY WELFARE

Public Notice on draft Recruitment Rules for the posts of Head 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 posts of Head 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. Ajaya Kumar KP, Under Secretary, Ministry of Health and Family Welfare, Room No. 521-A, Nirman Bhawan, Maulana Azad Road, New Delhi - 110108 or e-mail address: [ajaya59@gmail.com](mailto:ajaya59@gmail.com).

(Ajaya Kumar KP)  
Under Secretary to the Govt. of India  
Tele: 011-23061342

New Delhi  
Dated:

## Annexure

S.No.	Specifications	Provisions in existing RRs	Revised provisions in proposed draft RRs	Justification
1.	Name of post	Head Clerk	Head Clerk	No Change
2.	No. of posts	1	2 (subject to variation dependent on work load)	One post of Head Clerk has been created vide G.I.M.H&F.W. letter no. A.16011/8/84-PMS dated 18.6.86
3.	Classification	Non-Gazetted, Non-Ministerial	General Central Service, Group 'B' Non-Gazetted, Non-Ministerial	As per the DOPT guidelines the post in level 6 has been classified in Group B post
4.	Scale of Pay (Now in pay matrix)	Rs.160-10-250	Level - 6 of Pay matrix (Rs.35400)	As per 7 <sup>th</sup> CPC recommendation and CCS(RP), Rules.
5.	Whether selection post or non-selection post	Not Applicable	Selection	As per OM No. AB.14017/13/2013-Estt.(RR) dated 31.3.2015, when promotion is from a lower group to higher group, the method will be Selection.
6.	Age limit for direct recruits	25 years	30 years (Relaxable for Govt. Servants upto 5 years in accordance with instructions issued by the Central Government)  Note: The crucial date for direct recruitment for determining the age limit shall be the closing date of receipt of application from the candidate in India (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 & pangi Sub-Division of Chamba District of	As per DOPT OM No. AB.14017/13/2013-Estt.(RR) dated 31.3.2015, if the post is in level 6 the age limit will be 30 years.

			Himachal Pradesh & Andaman & Nicobar Island and Lakshadweep)	
7.	Educational and other qualifications required for direct recruits	(i) Graduate (ii) 10 years experience of work in Government office. (iii) Knowledge of rules and regulations.	Not Applicable	As per OM No. AB.14017/13/2013-Estt(RR) dated 31.3.2015, being the promotional post.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes.	Not Applicable	Not Applicable	As per OM No. AB.14017/13/2013-Estt(RR) dated 31.3.2015
9.	Period of probation, if any	2 years	2 years	As per DOPT guidelines as the promotion is from lower group to a higher group.
10	Method of recruitment whether by direct recruitment or by promotion or by deputation or by absorption and the percentage of vacancies to be filled by various methods.	100% by Promotion	100% by Promotion	As per OM No. AB.14017/13/2013-Estt(RR) dated 31.3.2015 as feeder grade is available for promotion.
11	In case recruitment by promotion/deputation/absorption grades from which promotion/deputation/absorption to be made	Upper Division Clerk, Accountant, Stenographer who has put in 5 years service of which they should have performed the duties similar to Upper Division Clerk at least for 2 years are also eligible.	Upper Division Clerk, Accountant, Stenographer who has put in 10 years service of which they should have performed the duties similar to Upper Division Clerk at least for 2 years are also eligible.	As per OM No. AB.14017/13/2013-Estt(RR) dated 31.3.2015.

12	If a Department Promotion Committee exists, what is its composition.	Not Applicable	Departmental Promotion Committee - 4. Director(CIP)-Chairman 5. Medical Officer-Member 6. Administrative Officer - Member	As per DOPT guidelines DPC is necessary for promotional post..
13	Circumstances in which UPSC is to be consulted in making recruitment.	Not Applicable	Not Applicable	