

No. A.12018/05/2020-St.I
Government of India
Ministry of Health & Family Welfare
Department of Health & Family Welfare
[Procurement-I (EPW) Section]

Nirman Bhawan, New Delhi

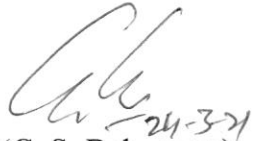
Dated : 24 March, 2021

Subject : Public Notice on Amendment of Recruitment Rules (RRs) for the post of Record Keeper – seeking comments for

In compliance of DoPT's OM No. AB.14017/61/2008-Estt.(RR) dated 24.03.2009, the draft Notification containing Recruitment Rules etc. for the post of Record Keeper in the Government Medical Store Depots under medical Store Organization of Directorate General of Health Services, Ministry of Health & Family Welfare, GoI are annexed.

2. 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 uploading of draft Recruitment Rules on Ministry's Website to Under Secretary, Ministry Health & Family Welfare, Room No. 331-C, Nirman Bhawan, Maulana Azad Road, New Delhi - 110011 or email at cs.bahuguna63@nic.in.

This issues with the approval of competent authority.



(C. S. Bahuguna)

Under Secretary to the Govt. of India

Tele. No. : 23061875

[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, the, 2021

G.S.R..... - In exercise of the powers conferred by the proviso to article 309 of the Constitution and, in supersession of the Government Medical Stores Depots (Group 'C' & Group 'D' Posts) Recruitment Rules, 1983, as amended from time to time, except as respects things done or omitted to be done before such supersession, the President hereby makes the following rules regulating the method of recruitment to the post of Record Keeper, Group 'C' posts in the Government Medical Store Depots located at New Delhi, Mumbai, Chennai, Kolkata, Hyderabad, Guwahati and Karnal, namely:

1. **Short title and commencement:-** (1) these rules may be called the Record Keeper (Group 'C' Posts) Recruitment Rules, 2021, Government Medical Store Depots located at New Delhi, Mumbai, Chennai, Kolkata, Hyderabad, Guwahati and Karnal under Medical Stores Organization, a subordinate office under Directorate General of Health Services of Ministry of Health and Family Welfare.

(2) They shall come into force on the date of their publication in the Official Gazette.

2. **Application:** These rules shall apply to the posts specified in column 1 of the Schedule annexed to these rules.

3. **Number of post, classification, level in pay matrix:** - The number of the said post, its classification and level in the pay matrix attached thereto, shall be as specified in columns (2) to (4) of the Schedule annexed to these rules.

4. **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.

5. **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 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.

6. **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.

7. **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 or any other special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard.

SCHEDULE

1	Name of the Post	Record Keeper
2	Number of Post	*8 (2021) *Subject to variation depending on work load.
3	Classification	General Central Service Group "C" Non-Gazetted Non-Ministerial.
4	Pay Level	Pay Level 2 (Rs. 19900-63200)
5	Whether selection post or non selection post	Selection
6	Age limit for Direct Recruitment	Between 18-25 years *In case of post being filled up by all-India Open Competition, it would be between 18-27 years. i). The upper age-limit is Relaxable for Govt. Servants upto 40 years In accordance with the instruction or orders issued by the Central Govt. Note:- The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh, J&K State, Lahaul & Spiti District and Pangi Sub-division of Himachal Pradesh, Andaman & Nichobar Islands and Lakshadweep.
7	Education and other qualifications required for direct recruits	12th pass from a recognized Board.
8	Whether age and educational qualification prescribed for direct recruits would apply in the case of promotes.	No
9	Period of probation, if any	2 Years for direct recruitment. Not applicable for promotees.
10	Method of recruitment whether by direct recruitment or by promotion or by deputation transfer and percentage of the vacancies to be filled by various method.	By promotion depot wise basis by holding Departmental qualifying test failing which direct recruitment.
11	In case of recruitment by promotion or deputation or absorption, grade from which promotion or deputation or absorption to be made.	MTS with 3 Years regular service in the grade.
12	If Departmental Promotion Committee exists what is its composition.	Group 'C' DPC for consisting of 1. Deputy Asstt. Director General (Medical Store) – Chairman 2. Depot Manager –Member 3. Asstt. Depot Manager/ Account Officer –Member

		<p>4. An outside Officer from the Central Government Office located at the Station –Member</p> <p>Note: In the absence of Dy. Asstt. Director General (Medical Store), the D.P.C. will be headed by Depot Manager and in that case the proceedings will be sent to Dte. General of Health Services for approval.</p>
13	Circumstances in which Union Public Services Commission is to be consulted in making recruitment.	Not applicable

[File No. A.12018/05/2020-St.1]

(C. S. Bahuguna)
Under Secretary to the Government of India

1.	(a) Name of the post:	Record Keeper
	(b) Name of the Ministry/ Deptt:	MoHFW/DGHS
2.	Reference No. in which Commission's advice on Recruitment Rules was conveyed.	Nil
3.	Date of notification of the original rules and subsequent amendments (copy of the original rules & subsequent amendments should be enclosed, duly flagged and reference)	1983

Sl. No.	Col. No.	Previous Notification	Proposed Changes	Reasons for changes
1	Name of the Post	Record Keeper	No change	---
2	Number of Post	*36 (Subject to variation depending on work load.	*8 (Subject to variation depending on work load.	28 Posts got abolished.
3	Classification	General Central Service Group "C" Non-Gazetted Non-Ministerial.	No change	----
4	Pay Level	Rs. 260-6-326-E. B. -8-350.	Pay Level 2 (Rs. 19900-63200)	As per 7th CPC
5	Whether selection post or non selection post	Selection	No change	----
6	Age limit for Direct Recruits	Between 18-25 years i). Relaxable for Govt. Servants upto 35 yrs. In accordance with the instruction or orders issued by the Central Govt. Note:- The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India (other than Andaman & Nichobar Islands & Lakshadweep). In case of appointment to be made through the Employment	Between 18-25 years *In case of post being filled up by all-India Open Competition, it would be between 18-27 years. i). The upper age-limit is Relaxable for Govt. Servants upto 40 years. In accordance with the instruction or orders issued by the Central Govt. Note:- The crucial date for determining the age limit shall be the closing date for	As per DOPT's OM dated 31.03.2015 .

		Exchanges, the crucial date for determining the age limit shall be the last date upto which Employment Exchanges are asked to submit the names.	receipt of applications from candidates in India and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh, J&K State, Lahaul & Spiti District and Pangi Sub-division of Himachal Pradesh, Andaman & Nichobar Islands and Lakshadweep.	
7	Education and other qualifications required for direct recruitment	Matriculate or its equivalent.	12th Pass from a recognized Board	As per DOPT's OM dated 31.03.2015.
8	Whether age and educational qualification prescribed for direct recruits would apply in the case of promotees.	No	No	----
9	Period of probation, if any	2 Years.	2 Years for direct recruitment. Not applicable for promotees.	As per DOPT OM dated 31.12.2010
10	Method of recruitment whether by direct recruitment or by promotion or by deputation transfer and percentage of the vacancies to be filled by various method.	By promotion depot wise basis by holding Departmental qualifying test failing which direct recruitment.	No Change	----

11	In case of recruitment by promotion or deputation or absorption, grade from which promotion or deputation or absorption to be made.	Daftary with 5 years regular service in the grade and possessing at least Middle standard pass	MTS with 3 Years regular service in the grade.	<p>All Group C posts having GP Rs. 1800/- have been re designated as MTS as per DoPT instructions.</p> <p>As per DOPT OM dated 31.12.2010</p>
12	If Departmental promotion Committee exists what is its composition.	<p>a Group 'C' DPC for consisting of</p> <p>(1) Deputy Asstt. Director General (Medical Store) – Chairman</p> <p>(2) Depot Manager – Member</p> <p>(3) Asstt. Depot Manager/ Account Officer –Member</p> <p>(4) An outside Officer from the Central Government Office located at the Station – Member</p> <p>Note: In the absence of Dy. Asstt. Director General (Medical Store), the D.P.C. will be headed by Factory Manager / Depot Manager & in that case the proceedings will be sent to Dte. General of Health Services for approval.</p>	No change	---
13	Circumstances in which Union Public Services Commission is to be consulted in making recruitment.	Not applicable	Not Applicable	----