


GOVERNMENT OF INDIA  
MINISTRY OF HEALTH AND FAMILY WELFARE

**Public Notice on draft Recruitment Rules for the post of Technician (Data Entry) in LHMC & SSKH, New Delhi**

In compliance with DoPT's OM No. AB.14017/61/2008-Estt.(RR) dated 13.10.2015, the draft Recruitment Rules for the post of **Technician (Data Entry)** in LHMC & SSKH, 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 Sh. Thenkholal Baite, Section Officer (MH-II), Room No. 405A, Directorate General of Health Services, Nirman Bhawan, Maulana Azad Road, New Delhi-110108 or e-mail address: [t.baite12@nic.in](mailto:t.baite12@nic.in)

  
(G.P. Samanta)

Under Secretary to the Govt. of India  
Tele: 011-23061521

New Delhi  
Dated:

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 Technician (Data Entry), Kalawati Saran Children's Hospital , New Delhi, namely:-

1. Short title and commencement. – (1) These rules may be called the Technician (Data Entry), Kalawati Saran Children's Hospital (Group 'C' post), Recruitment Rules, 2019.

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

2. Number of post, 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 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.

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, Other Backward Classes, 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 post.	Number of post.	Classification.	Level in pay matrix or pay scale.	Whether selection post or non-selection post.	
(1)	(2)	(3)	(4)	(5)	
Technician (Data Entry)	2* (2019) *(Subject variation dependent workload).	General Service, to 'C', Gazetted, on Ministerial.	Central Group Non-81100)	Level 4 in the pay matrix (Rs. 25500-	Not applicable.

Age-limit for direct recruits.	Educational and other qualifications required for direct recruits
(6)	(7)
<p style="text-align: center;">Between 18-27 years</p> <p>(Relaxable for Government servants upto the age of forty years in the case of general candidates and up to forty-five years candidates belonging to the Scheduled Castes or Scheduled Tribes in accordance with the instructions or orders issued by the Central Government from time to time).</p> <p>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 those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiiti District and Pangi Sub - Division of Chamba District</p>	<p>Essential:</p> <p>12th pass from recognized Board and Department of Electronics and Accreditation of Computer Classes (DOEACC) 'O' Level</p> <p style="text-align: center;">or</p> <p>Diploma in Computer Course from Government recognized Institute and; speed test of not less than 15000 key depressions per hour for Data Entry Work to be ascertained through speed test on computer.</p> <p>Note 1: Qualifications are relaxable at the discretion of the Staff Selection Commission for reasons to be recorded in writing in case of candidates otherwise well qualified.</p> <p>Note 2: Qualifications regarding experience is relaxable at the discretion of the Competent Authority or Staff Selection Coomssion for</p>

of Himachal Pradesh , the Union territory of the Andaman and Nicobar Islands or the Union Territory of Lakshdweep ). Note: The crucial date for determining the age- limit shall be the closing date for receipt of applications from 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 Chamba District of Himachal Pradesh, Andaman and Nicobar Islands and Lakshdweep).

reasons to be recorded in writing, in case of candidates belonging to the Scheduled Castes or the Scheduled Tribes, if at any stage of selection the Staff Selection Commission 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.

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
(8)	(9)	(10)
Not applicable.	Two years.	Direct recruitment. Note : Vacancy caused by the incumbent being away on deputation or long illness or Study leave or under other circumstances for a duration of one year or more may be filled on deputation basis from officers of the Central Government or State Government or Union territories- (a)(i) holding analogous posts on regular basis; or (ii) with five years regular service in the posts in Level 3

