

No. A-60011/4/2015-ME (Pt.III)/Trg.
Government of India
Ministry of Health and Family Welfare
(Department of Health and Family Welfare)
Training Division

Nirman Bhawan, New Delhi-110011
Dated: 23rd June, 2017

NOTIFICATION

This Ministry is examining a proposal for amendment to the Recruitment Rules for the existing post of Head Clerk in All India Institute of Hygiene and Public Health (AIHH&PH), Kolkata. 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. 414-A, D Wing, Nirman Bhawan, New Delhi-110011 and the soft copy may be sent to pk.pal62@nic.in.

(Pradip Kumar Pal)
Under Secretary to the Govt. of India
Tel: 011-23063019

Government of India
Ministry of Health and Family Welfare
(Department of Health)

NOTIFICATION

New Delhi Dated.....

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 posts of **Head Clerk** in the All India Institute of Hygiene and Public Health, 110, Chittaranjan Avenue, Kolkata-700073 namely.

1. **Short title and commencement-** (1) These rules may be called the All India Institute of Hygiene and Public Health, 110, Chittaranjan Avenue, Kolkata-700073 (**Head Clerk**) Recruitment Rules, 2017.
(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 as specified in column (1) of the schedule annexed to these rules.
3. **Number, classification and scale of Pay-** The number of posts, their classification and Scales of Pay attached thereto shall be as specified in columns (2) to (4) of the said Schedule.
4. **Method of Recruitment, age-limit, qualifications etc.:-** The method of recruitment to the said post, age-limit qualifications and other matters relating to the said post shall be as specified in columns (5) to (1) 3 of Schedule aforesaid.

Provided that the upper age limit prescribed for direct recruits may be relaxed in the case of the scheduled caste, scheduled tribes and other special categories of persons in accordance with the orders of the Central Government issued from time to time.

5. **Disqualifications-** No person:-
 - (a) Who has entered in to or contracted a marriage any person having a spouse³ 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, 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 reservations, relaxation of age-limit and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes, 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.

**RECRUITMENT RULES FOR THE POST OF HEAD CLERK
ALL INDIA INSTITUTE OF HYGIENE AND PUBLIC HEALTH,
110, CHITTARANJAN AVENUE,
KOLKATA-700073**

Name of Post.	Number of Post.	Classification.	Level in the Pay Matrix(As per 7 th CPC)	Whether Selection post or Non-selection post.	Age limit for direct recruitment.	Educational and other qualifications required for direct recruits.
Head Clerk	2(Two) (2014)	General Central Service Group "C" Non-Gazetted, Non-Ministerial	Level :-6(Six) in the Pay Matrix(As per 7 th CPC)	Non-Selection.	Not applicable	Not applicable
	1		2	3	4	5
	2		3	4	5	6
						7

Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotes.	Period of probation, if any.	Method of recruitment whether by direct recruitment or by promotion or by deputatation/absorption and percentage of the vacancies to be filled by various methods.	In case of recruitment by promotion/deputation/absorption grades from which promotion/deputation/absorption to be made.	If DPC exists, what is its composition	Circumstances in which UPSC is to be consulted in making recruitment.
8	9	10	11	12	13
Not applicable	Not applicable.	By promotion.	Promotion from Upper Division Clerk /Accountant/Cashier with 10(Ten) years of regular service in the grade.	Departmental Promotion Committee for Promotion for the post of Head Clerk :- 1. Additional Director, All India Institute of Hygiene and Public Health, Kolkata- Chairman. 2 One Group "A" Officer to be appointed by the Director, All India Institute of Hygiene & Public Health, Kolkata 3. Administrative Officer, AIIH&PH, Kolkata.- Member 4. Liaison Officer representing SC/ST Categories AIIH&PH, Kolkata	Not applicable.

File No.

Under Secretary to the Government of India

