

GOVERNMENT OF INDIA  
MINISTRY OF HEALTH AND FAMILY WELFARE

Public Notice on draft Recruitment Rules for the post of "**Statistician-cum Medical Record Librarian**" in Lady Hardinge Medical College and Smt. Sucheta Kriplani Hospital, New Delhi.

In compliance with DoPT's OM. No. AB-14017/61/2008-Estt.(RR) dated 13.10.15, the draft Recruitment Rules for post of "**Statistician-cum Medical Record Librarian**" in Lady Hardinge Medical College and Smt. Sucheta Kriplani Hospital, 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 Section Officer (MH-II), Room No.405A, Directorate General of Health Services, Nirman Bhawan, Maulana Azad Road, New Delhi-110108 or at e-mail address: [medicalhospital61@gmail.com](mailto:medicalhospital61@gmail.com).

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Dated:

(12)

[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 Lady Hardinge Medical College and Smt. Sucheta Kriplani Hospital, New Delhi, Statistician-cum-Medical Record Librarian Recruitment Rules, except as respect 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 Statistician-cum-Medical Record Librarian in Lady Hardinge Medical College and Shrimati Sucheta Kriplani Hospital in New Delhi, namely:-

1. Short title and commencement. – (1) These rules may be called the Lady Hardinge Medical College and Shrimati Sucheta Kriplani Hospital in New Delhi, (Statistician-cum-Medical Record Librarian), Group 'C' Post, Recruitment Rules, 2021.

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

2. Number of posts, classification, level in pay matrix. – The number of the said posts, their classification and pay level in pay matrix attached thereto shall be as specified in columns (2) to (4) of the Schedule annexed to these rules.
3. Method of recruitment, age-limit, qualification, etc. – The method of recruitment age limit, qualification and other matters relating to the said posts 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 posts:

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, 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 reservations, relaxation of age limit and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes, the 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.

(11)

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)
Statistician-cum-Medical Record Librarian	1* (2021) (subject to variation on dependent workload)	General Central Service, Group 'C' Non Gazetted, Non-Ministerial.	Level-3 in the pay matrix ((25500-81100).	Non selection

Age-limit for direct recruits	Educational and other qualifications required for direct recruits
(6)	(7)
<p>Between 18 and 25 years.</p> <p>(Relaxable for government servants upto 5 years in accordance with the instructions or orders issued by the Central Government)</p> <p>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, Union territories of Ladakh, Andaman and Nicobar Islands and Lakshdweep.</p>	<p><b>Essential :</b> <i>Pass U2thpms)</i></p> <ol style="list-style-type: none"> <li>Senior Secondary from a recognised Board or Institute.</li> <li>Certificate in Medical Records Technician Training from a recognised Institution.</li> <li>Knowledge of computer and typing with speed of 30 words per minute.</li> </ol> <p><b>Essential Experience:</b> Six months working experience in a Medical Records Department of a recognised Institution.</p> <p>Note 1: Qualifications are relaxable at the discretion of the competent authority for the reasons to be recorded in writing in case of candidates otherwise well qualified.</p> <p>Note 2: Qualifications regarding experience are relaxable at the discretion of the Competent authority for the reasons to be recorded in writing in the case of candidates belonging to the Scheduled Caste or the Scheduled Tribes if, at any stage of selection the Competent authority is of the opinion that sufficient number of candidates belonging to these communities possessing the requisite experience are not likely to be available to fill up the vacancies reserved for them.</p>



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
(8)	(9)	(10)
Age: No Educational Qualification: Yes	Two years for direct recruits.	By Promotion failing which by Direct recruitment.

In case of recruitment by promotion or deputation or absorption grade from which promotion or deputation/ absorption to be made,	If a Departmental Promotion Committee exists, what is its composition.	Circumstances in which Union Public Services Commission is to be consulted in making recruitment.
(11)	(12)	(13)
<b>Promotion :</b> Promotion from Group-C (erstwhile group- D) staff in the institution with 6 years of regular service in level -1 of the pay matrix (Rs. 18000 – 56900) and possessing the qualifications prescribed for direct recruits under column no. (7).	<p>Composition of Departmental Promotion Committee( for considering promotion ) :</p> <ol style="list-style-type: none"> <li>1. Additional Medical Superintendent/ Vice Principal, Lady Hardinge Medical College &amp; Smt. Sucheta Kriplani Hospital -Chairman;</li> <li>2. Deputy Director in-charge of Medical Education Section in Directorate General of Health Services -Member;</li> <li>3. Head of the concerned Department, Lady Hardinge Medical College &amp; Smt. Sucheta Kriplani Hospital -Member.</li> </ol> <p>Composition of Departmental Promotion Committee( for considering confirmation ) :</p> <ol style="list-style-type: none"> <li>1. Additional Medical Superintendent /Vice Principal, Lady Hardinge Medical College &amp; Smt. Sucheta Kriplani Hospital -Chairman;</li> <li>2. Deputy Director in-charge of Medical Education Section in Directorate General of Health Services -Member;</li> <li>3. Head of the concerned Department, Lady Hardinge Medical College &amp; Smt. Sucheta Kriplani Hospital -Member.</li> </ol>	Not applicable.

[A. 11018/02/2021-MH-II]

(Prem Narain)  
Under Secretary to the Government of India.