

No. A-60011/4/2015-ME/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 Lower Division Clerk (LDC) in All India Institute of Hygiene and Public Health (AIH&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

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

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

NOTIFICATION

This Ministry is examining a proposal for amendment to the Recruitment Rules for the existing post of Upper Division Clerk (UDC) in All India Institute of Hygiene and Public Health (AIH&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.

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

Nirman Bhawan, New Delhi-110011

Dated: June, 2017

NOTIFICATION

This Ministry is examining a proposal for amendment to the Recruitment Rules for the existing post of Cashier 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.

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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 **LDC, UDC and Cashier** 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 **LDC, UDC and Cashier** 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 RULE S FOR THE POST OF LOWER DIVISION CLERK
ALL INDIA INSTITUTE OF HYGIENE AND PUBLIC HEALTH,
110, CHITTARANJAN AVENUE,
KOLKATA-700073

Name of Post	Number of Post	Classification	LAVEL in the Pay MATRIX	Whether Selection post or Non-selection post	Age limit for direct recruitment	Educational and other qualifications required for direct recruits
1	2	3	4	5	6	7
Lower Division Clerk	33. * (2014) *Subject to variation dependent on work-load	General Central Service Group "C" Non-Gazetted, Non-Ministerial	Level 2(Two) in the Pay Matrix	Not applicable	Between 18 and 27 years of age (relaxable for departmental candidates up to 40 years.) Note: The crucial date for determining the age limit shall be as fixed by the Staff Selection Commission. (Where recruitment is not through SSC, 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 Division of Jammu & Kashmir State, Lahaul & Spiti district and Pangl Sub Division of Chamba district of Himachal Pradesh, Andaman & Nicobar Islands or Lakshadweep).)	(a) 12 th Class or equivalent qualification from recognized Board or University. (b) A typing speed of 35 w.p.m in English or 30 w.p.m. in Hindi on computer (35 w.p.m and 30 w.p.m. in English and Hindi respectively correspond to 10500 KDPH/9000 KDPH on an average of 5 key depressions for each word). Note: 1. Qualifications are relaxable at the discretion of the Staff Selection Commission in the case of candidates otherwise well qualified. Note: 2. The qualification(s) regarding experience is/are relaxable at the discretion of the Staff Selection Commission or Competent Authority in the case of candidates belonging to Scheduled Castes or Scheduled Tribes if at any stage of selection the Staff Selection Commission or Competent Authority 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 vacancy reserved for them.

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 deputation/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 Yes, to the extent indicated in Col.11	9 Two years	10 (i) 85% by direct recruitment. (ii) 15% by promotion.	11 (1) 85% direct recruitment through Staff Selection Commission. (2) 15% Promotion in the following manner : (i) 10% of the vacancies shall be filled from amongst the Group "C" staff in the Grade Pay of Rs. 1800/- and who possess 12 th class pass or equivalent qualification and have rendered 03 Years' of regular service in the grade, on the basis of departmental qualifying examination. The maximum age limit for eligibility for examination is 45 years. (50 years of age for the SC/ST). Note: - If more of such employees than the number of vacancies available under Clause (ii) qualified at the examination, such excess number of employees shall be considered for filling the vacancies arising in the subsequent years so that the employees qualifying at an earlier examination are considered before those who qualify at a later examination. (ii) 5% of the vacancies shall be filled on seniority-cum-fitness basis from Group "C" employees having minimum qualification of Matriculation and who have 3 years regular service in posts with the Grade Pay of Rs.1800/-.	12 Confirmation/ Promotion Committee for Confirmation/ Promotion for the post of LDC):- 1. Additional Director, A.I.I.H. & P.H., Kolkata -Chairman. 2. Professor/CMO (NMSG) Specialist of the concerned speciality- Member 3. One Senior Group "A" Officer belonging to SC/ST - Member. 4. Administrative Officer, AIHH&PH, Kolkata- Member	13 Not applicable.

File No.

Under Secretary to the Government of India

RECRUITMENT RULE S FOR THE POST OF UPPER DIVISION CLERK
ALL INDIA INSTITUTE OF HYGIENE AND PUBLIC HEALTH,
110, CHITTARANJAN AVENUE,
KOLKATA-700073

Name of Post.	Number of Post.	Classification.	LAVEL in the Pay MATRIX	Whether Selection post or Non-selection post.	Age limit for direct recruitment.	Educational and other qualifications required for direct recruits.
1	2	3	4	5	6	7
Upper Division Clerk	24* (2014) *Subject dependent on work-load.	General Central Service Group "C" Non-Gazetted, Non-Ministerial	LAVEL 4(Four) in the Pay MATRIX as per 7 th CPC	Non-selection.	Not applicable	Not applicable

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 promotion or by deputation/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.	11	If DPC exists, what is its composition?	Circumstances in which UPSC is to be consulted in making recruitment
8	9	10	Promotion from Lower Division Clerks with 8 years' regular service in the grade. Note: Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their senior would also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying/eligibility service or 2 years, whichever is less and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying/eligibility service. Note1:- For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1 st January, 2006 or the date from which the revised pay structure based on the Sixth Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding pay/pay scale extended based on the recommendations of the Pay Commission. Deputation:	12	13	
Not applicable	Not applicable	By promotion failing which by deputation.	Selection/ Promotion Committee for selection/ Promotion for the post of UDC):- 1. Additional Director, A.I.I.H.	Not applicable.		

			<p>Officers of the Central Government-</p> <p>(i) holding analogous post on regular basis; or (ii) With (eight) years regular service in the Grade of Lower Division Clerk or equivalent.</p> <p>The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation.</p> <p>Similarly, the deputationists shall not be eligible for consideration for appointment by promotion.</p> <p>Period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not exceed three years.</p> <p>The maximum age limit for appointment by deputation shall be not exceeding "56" years as on the closing date of receipt of application.</p> <p>Note:</p> <p>For the purpose of appointment on deputation/absorption basis, the service rendered on a regular basis by an officer prior to 1st January, 2006 (the date from which the revised pay structure based on the Sixth Central Pay Commission recommendation has been extended) shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the Pay Commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common Grade Pay/Pay scale and where this benefit will extend only for the post or posts for which that Grade Pay or Pay scale is the normal replacement grade without any up gradation.</p>	<p>& P.H., Kolkata - Chairman. 2. Professor/ CMO (NFSG) - Member 3. One Senior Group "A" Officer belonging to SC/ST - Member. 4. Administrative Officer, AIH&PH, Kolkata- Member</p>	
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File No.

Under Secretary to the Government of India



RECRUITMENT RULES FOR THE POST OF CASHIER
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.
1	2	3	4	5	6	7
Cashier	1* (2014) *Subject to variation dependent on work-load.	General Central Service Group "C" Non-Gazetted, Non-Ministerial	Level :-4(Four) in the Pay Matrix(As per 7 th CPC)	Selection.	Not applicable	Not applicable

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 deputation/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 transfer.	Transfer from Upper Division Clerk /Accountant.	Selection/ Promotion Committee for selection/ Promotion for the post of Cashier :- 1. Additional Director, A.I.I.H. & P.H., Kolkata -Chairman. 2. Professor/ CMO (NFSG) - Member 3. One Senior Group "A" Officer belonging to SC/ST -Member. 4. Administrative Officer, AIH&PH, Kolkata- Member	Not applicable.

File No.

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