

No. T-14018/8/2013-PH-II
Government of India
Ministry of Health & Family Welfare
PH Division

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Nirman Bhawan, New Delhi
Dated: 13 September, 2018

NOTICE

This Ministry is examining a proposal of amending Recruitment Rules for the post of Assistant Director (Administration) at National Centre for Disease Control (NCDC). In this regard, draft Recruitment Rules had been prepared and same have been approved by Joint Secretary (Public Health), MoHFW.

Before taking up the proposal with concerned agencies, comments, if any, are invited from all stakeholders in the matter. The comments may be furnished by 23.10.2018 to the undersigned, Room No. 435 'C' Nirman Bhawan, New Delhi – 110011 and the soft form may be sent to ziley.vical@nic.in.

Encl: As above.


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Government of India
Ministry of Health & Family welfare

New Delhi dated the: 2018

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 Assistant Director (Administration), in National Centre for Disease Control, Delhi, namely:-

1. **Short title and commencement** – (1) These rules may be called the National Centre Disease Control Group “A” Assistant Director (Administration) Recruitment Rules, 2018.
(2) They shall come into force on the date of their publication in the Official Gazette.
2. **Application** – These rules shall apply to the post specified in column 1 of the schedule annexed to these rules.
3. **Number of post, classification and Pay matrix** – The number of the said post, its classification and the scale of pay 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 persons; -
 - (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 rules.

6. **Power to relax** - Where the Central Government is of opinion that it is necessary or expedient so to do, it may, by order and for reasons to be recorded in writing and in consultation with the Union Public Service Commission, relax any of the provisions of these rules with respect to any class or category of persons or posts.
7. **Saving** - Nothing in these rules shall affect, reservation, relaxation of age limit and other concessions required to be provided for the Schedule Castes, the schedule Tribes, the Ex-servicemen and other special categories of persons in accordance with the orders issued by the Central Government from time in this regard.

Signature
Under Secretary to the Govt. of India.

| Whether age and educational qualifications prescribed for direct recruits will apply in the case if 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 cases of recruitment by promotion/deputation/absorption grades from which promotion deputation/absorption to be made | If a Departmental Promotion Committee exists what is its composition | Circumstances in which Union Public Commission to be consulted in making recruitment |
|--|-------------------------------------|--|---|---|---|
| 8 | 9 | 10 | 11 | 12 | 13 |
| NO | 2 years (For Direct Recruitment) | By promotion failing which by deputation, failing both by Direct Recruitment. | <p>Promotion : Administrative Officer in the pay matrix level-8 (Pre-revised Pay scale of PB-2 Rs.9300-34800 + Grade Pay Rs.4800/- with 6 years regular service in the grade rendered after appointment thereto on regular basis OR Transfer on deputation A) Officers from the Central/State Govt. i) Holding analogous posts; or ii) With 5 years' service in posts in the scale of pay matrix level-10 (Pre-revised PB-3 Rs.9300-34800 + GP Rs.5400 or equivalent or (Rs.8000-275-13500) or equivalent or iii) 8 years' service in the scale of pay matrix level-7 (Pre-revised pay Rs.9300-34800 + Grade Pay Rs.4600) or equivalent, and v) Possessing experience in administration, establishment and accounts matters. (Period of deputation shall ordinarily not exceed 3 years)</p> | <p>1) Group "A" Departmental promotion Committee (for considering promotion) 2) Group "A" Departmental Promotion Committee (for considering confirmation)</p> <p>Note: The proceedings of the Departmental Promotion Committee relating to confirmation shall be sent to the commission for approval, if however, these are not approved by the Commission a fresh meeting of the Departmental Promotion Committee to be presided over by the Chairman or a member of the union Public Service Commission shall be made.</p> <p>1. Additional Secretary/joint Secretary (Ministry of Health) -- Chairman 2. Additional Director General/Deputy Director (Directorate General of Health Services) -- Member 3. Director, National Centre for Diseases Control, Delhi – Member. 4. Director (Administration & Vigilance) (Directorate General of health Services) -- Member</p> | Consultant with Union Public Service Commission necessary while making promotion, Direct Recruitment, Selecting an officer for appointment on deputation and amending/relaxing any of the provision of these rules. |

SCHEDULE

**RECRUITMENT RULES FOR ASSISTANT DIRECTOR (ADMINISTRATION) IN NATIONAL CENTRE FOR DISEASE CONTROL,
MINISTRY OF HEALTH & FAMILY WELFARE, DELHI.**

| Name of posts | No. of posts | Classification | Pay Matrix Level/Pay Band & Grade Pay/ Pay Scale | Whether selection post or non-selection post | Age limit for direct recruits | Educational and other qualifications required for direct recruits |
|-------------------------------------|--------------|--|---|--|--|---|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| Assistant Director (Administration) | *One | General Central Service Group "A" Gazetted | Pay matrix level-11 (Pre-revised PB-3, Rs.15600-39100 + GP Rs.6600) | Selection | <p>Not exceeding 40 years Relaxable for Government servants' upto five years in accordance with the instructions or order issued by the Central Government.</p> <p>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 division of Jammu & Kashmir state, Lahaul and Spiti District and Pangj Sub Division of Chamba District of Himachal Pradesh, Andaman & Nicobar Islands or Lakshadweep.</p> | <p>Essential:</p> <p>I) Degree of a recognized University or equivalent, ii) 8 years' experience of administration, account and establishment work in the supervisory capacity in a government office or a public organization of repute.</p> <p>Note -1: Qualifications are relaxable at the discretion of the Union Public Services Commission in case of candidates otherwise well qualified.</p> <p>Note -2: The qualification(s) regarding experience is/are/relaxable at the discretion of the Union Public Service Commission in case of candidates belonging to Scheduled Castes and Scheduled Tribes if, at any stage of selection, the Union Public Service Commission is of the opinion that sufficient possessing the requisite experience are not likely to be available to fill up the vacancies reserved for them.</p> <p>Desirable: Knowledge of Government Rules and Regulations.</p> |

* Subject to variation depend on workload