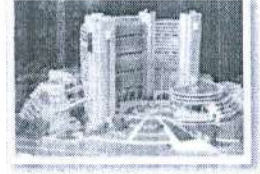




MUNICIPAL CORPORATION OF DELHI

(HOSPITAL ADMINISTRATION DEPARTMENT)

18th Floor, Dr. Shyama Prasad Mukherjee Civic Centre,
New Delhi-110002.



No.:AO(HA)/MCD/HQ/RR/2022/ 732

DATED: 29/12/22

Subject :- Public Notice on draft Recruitment Rules for the post of **Autoclave Assistant / Sterilization Assistant / C.S.S.D Assistant and Sterilization Technician / C.S.S.D Technician** in Hospital Administration Department, Municipal Corporation of Delhi.

In compliance of DoPT's OM No.AB.14017/61/2008-Esstt.(RR) dated 13.10.2015, the draft Recruitment Rules for the following post in Hospital Administration Department, Municipal Corporation of Delhi is annexed.

- 1. Autoclave Assistant / Sterilization Assistant / C.S.S.D Assistant.**
- 2. Sterilization Technician / C.S.S.D Technician.**

The Stakeholders interested having 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. Vinod Kumar, Administrative Officer (HA)**, Municipal Corporation of Delhi, 18th Floor, Dr. S.P.M. Civic Centre, Jawahar Lal, Nehru Marg, New Delhi-110002 or e-mail at aoharrs@gmail.com.

Place:- New Delhi


Admn. Officer (HA)-HQ
Hosp. Admn. Deptt./MCD

Copy to :-

1. Director (IT)-MCD : with request to upload the same on MCD website portal.
2. AO(CED)-MCD : for kind information of Director (P).

NOTIFICATION

No. F. _____ The following regulations made by the **Municipal Corporation of Delhi**, under section 98 of the Delhi Municipal Corporation Act, 1957 (amended in the year 2011) vide Resolution No. dated: In the connection with the recruitment for the post of **Autoclave Assistant / Sterilization Assistant / C.S.S.D Assistant and Sterilization Technician / C.S.S.D Technician** in Municipal Corporation of Delhi, having been approved by the Lt. Governor of the National Capital Territory of Delhi in pursuance of the provisions of sub-section (2) of section 480 of the said Act read with the Government of India, Ministry of Home Affairs, Notification No. 3/6/66 Delhi dated the 19th October, 1966, are hereby published as under:-

1. **Short title and commencement.**—(1) These Regulations may be called the Recruitment Regulations for the post of **Autoclave Assistant / Sterilization Assistant / C.S.S.D Assistant and Sterilization Technician / C.S.S.D Technician** in **Municipal Corporation of Delhi, 2022**.

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

2. **Number of posts, classification and scale of pay.** - 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 regulations.

3. **Method of recruitment, age-limit, qualifications etc.** - The method of recruitment to the said post, age limit, qualifications and other matters relating thereto, shall be as specified in columns 5 to 13 of the schedule aforesaid.

4. **Disqualification.** - No person -

(a) Who has entered into or contracted a second marriage with a person having a spouse living; or

(b) Who, having a spouse living, has entered into or contracted marriage with any person shall be eligible for appointment to the said post;

Provided that the **Municipal Corporation of Delhi**, 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 regulation.

5. **Power to relax.** - Where the **Municipal Corporation of Delhi** is of the opinion that it is necessary or expedient so to do, it may, by order, for reasons to be recorded in writing and in consultation of the Government, relax any of the provisions of these regulations with respect to any class or category of persons or posts.

6. **Saving.** - Nothing in these regulations shall affect reservations, relaxation of age limit and other concessions required to be provided for candidates of Scheduled Castes, Scheduled Tribes, Ex-Servicemen and other special categories of persons, in accordance with the orders issued by the Municipal Corporation of Delhi from time to time, in this regard.

7. **Repeal.** - The recruitment regulations for the post of **Autoclave Assistant / Sterilization Assistant** in **Municipal Corporation of Delhi**, vide this Government's Notification **No.F.3/24(26) 82 RR dated 8-6-1983** superseded from the date of this notification.

By order and in the name of the
Lt. Governor of the National Capital Territory of Delhi,

(_____)
Joint Secretary (MB)
Urban Development Department,
Govt. of NCT of Delhi.

Schedule-III

Subject:- Comparative Statement of existing provisions and proposed provisions of Recruitment Regulations for the post of **Autoclave Assistant / Sterilization Assistant / C.S.S.D Assistant** in Health Department, Municipal Corporation of Delhi.

S.No.	Columns	Existing RRs of Autoclave Assistant / Sterilization Assistant, Delhi, the No.F.9/9/83-LSG 2176 dated 28 th April, 1983	Provisions now proposed to be made after review	Alterations recommended with reason
1.	Name of Post	Autoclave Assistant / Sterilization Assistant	Autoclave Assistant / Sterilization Assistant / C.S.S.D Assistant	Change of name as per revised Establishment Schedule 2022-23of unified Corporation.
2.	No. of post	11 (1983) – subject to variation dependent on workload.	26 {Autoclave Assistant =07 C.S.S.D Assistant = 13 Sterilization Assistant = 06 } *Subject to variation dependent upon workload.	Change. As per revised Establishment Schedule 2022-23of unified Corporation.
3.	Classification	Category 'C'.	Category 'C'	No change
4.	Scale of Pay	Rs. 260-400	Pay Level-03 of 07 th CPC Pay Matrix (Rs.21700-69100/-)	Change of Pay Scale as per 7 th CPC Recommendations.
5.	Whether selection post or non-selection post	N. A.	Non-Selection	Change As per functional requirement of the Department.
6.	Age limit for direct recruits	Between 18 to 25 years (Relaxable for Govt. Servants and employees of M.C. D. upto 5 years in accordance with the instructions issued by the Central Government). Note:- The crucial date for determining the age limit shall be the last date fixed for sending names by the Employment Exchange.	Between 18 to 27 years. (Relaxable for Government servant and employees of the Municipal Corporation of Delhi. up to 40 years in accordance with the orders/instructions issued by the Central Government from time to time). 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 for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh UT, Lahaul & Spiti district and Pangi Sub Division of Chamba district of Himachal Pradesh, Andaman & Nicobar Islands and Lakshadweep Islands	• Change as per DOPT Guidelines.
7.	Educational and other qualification required for direct recruits	Essential:- (i) Matric pass from a recognised University/Board/School or equivalent (ii) Experience of Sterilization work Note:-The selection shall be made on the basis of a trade test.	Essential: (i) 10+2 in Science from a recognised Board / University. (ii) Certificate or Diploma of at least Nine months course or training in Central Sterilization Services, from a institute or hospital recognised by State or Central Government. OR (ii) Two years working experience in Central Sterilization Department of a minimum 20 bedded hospital or institute. Note.1: The qualification(s) regarding experience is relaxable at the discretion of the DSSSB or Competent authority for reasons to be recorded in writing in the case of candidates otherwise qualified. Note 2: The qualifications regarding experience is / are relaxable at the discretion of DSSSB for reasons to be recorded in writing in case of candidates	Change, as per DoPT Guidelines

			belonging to Schedule Castes and the Scheduled Tribes, if at any stage of Selection, DSSSB or the 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 posts reserved for them.	
8.	Whether age and educational qualifications prescribed for the direct recruits will apply in the case of promotion	N. A.	Not Applicable.	No Change.
9.	Period of probation, if any	2 years.	2 years.	No change.
10.	Method of Recruitment: Whether by Direct Recruitment or by Promotion or by Deputation/Transfer, percentage of vacancies to be filled by various methods	By direct recruitment.	By Direct Recruitment.	No Change
11.	In case of Recruitment by Promotion / Deputation / Transfer, grades from which Promotion/Deputation /Transfer to be made	Not Applicable.	Not Applicable.	No change.
12.	If a D.P.C. exists, what is its composition	Category 'C' D.P.C. : 1. Municipal Health Officer : Chairman 2. Asstt. Comm. (H) or an officer of higher rank : Member 3. Subject Specialist - An Officer at least with one rank above : Member. 4. Administrative Officer(H) : Member 5. A Schedule Caste or Schedule Tribe Officer comparable in status to the subject specialist : Member	Category-'C' Departmental Promotion Committee for Promotion / Confirmation:- 1.Addl.Com.(Incharge of the Department Concerned)-Chairperson. 2.DC/ADC/Director of the Department Concerned - Member. 3. Director (P) / AC, CED-Member. 4.Liaison Officer, MCD / Representative of SC/ST - Member.	Change As per functional requirement of the Department.
13.	Circumstances in which U.P.S.C. is to be consulted in making recruitment	Consultation with the UPSC necessary while amending relaxing any of the provisions of these regulations.	Consultation with UPSC is not necessary.	Change as per Notification No. F.14(17)/LA-2003/783 dated 23.12.2004.

SCHEDULE-I

Framing Recruitment Regulations of the post of Sterilization Technician / C.S.S.D Technician in Health Department, Municipal Corporation of Delhi

Form to be filled by the Ministry /Department while forwarding proposals to the Department of Personnel & Training and the Union Public Service Commission for framing Recruitment Rules for posts.

1.	(a) Name of the posts	Sterilization Technician / C.S.S.D Technician
	(b) Name of the Ministry / Department	Municipal Corporation of Delhi
	(c) Number of posts	07 {Sterilization Technician – 06 C.S.S.D Technician – 01} *Subject to variation dependent upon workload.
	(d) Scale of pay	Pay Level-04 of 07 th CPC Pay Matrix (Rs.25500-81100/-)
	(e) Class and service to which the posts belong	Category- 'C'
	(f) Ministerial or non – Ministerial of F.R. 9 (17)	Non-Ministerial
2.	Appointing Authority	Commissioner, MCD
3.	Duties of the post in detail	<ol style="list-style-type: none"> 1. Receive all items from various departments. 2. Maintain record of all the items received and issued. 3. Inspect instruments received for working condition and damage and report any malfunction or damage. 4. Inspect all received items. 5. Wash and disinfect all received items when directed by Head of Department/Controlling Authority. 6. Pack and label all instruments and surgical sets and other items. Ensure that relevant indicators are in place. 7. Load sterilizers and arrange articles effectively to ensure proper sterilization and unload autoclaves. 8. Operate sterilizers and ensure that proper sterilization is done. 9. Monitor and maintain records of sterilization cycle. 10. Transfer sterilized items from clean area to sterile storage area and issue them. 11. Check sterile supplies to ensure that they are not outdated. 12. Maintain cleanliness in the department. 13. Responsible for daily care and cleaning of autoclave machines. 14. Perform rotational duties as assigned by Controlling Authority. 15. Perform duties Senior CSSD Technician as and when directed by Head of Department /Controlling Authority. 16. Perform duties of C.S.S.D Assistant as and when directed by Head of Department/Controlling Authority 17. Assist in measures directed towards management of mass casualties and disasters. 18. Follow and ensure that others follow appropriate universal precautions and hospital waste disposal rules and regulations. 19. Utilize HIS and other software as needed/instructed. 20. Maintain cleanliness of person and dress. 21. Wear white coat while on duty 22. Assist and perform tasks as directed by Head of Department/Controlling Authority 23. Educate and direct junior Staff. 24. Any other work as assigned by the Competent Authority i.e. Medical Officer Incharge of Health Units / Institutions.
4.	Describe briefly the method (s) adopted for filling the posts hitherto.	100 % by promotion failing which by direct recruitment.
5.	Methods of recruitment proposed –	100 % by promotion failing which by direct recruitment.
6.	If promotion is proposed as a method of recruitment -	Yes

	(a) Designation and number of the posts proposed to be included in the field of promotion.	Designation = Autoclave Assistant / Sterilization Assistant / C.S.S.D Assistant Number of post = 26
	(b) Number of years of qualifying service proposed to be fixed before persons in the field become eligible for promotions (As per extent GOI instructions)	05 years
	(c) Percentage of vacancies in the grade proposed to be filled by promotion.	100 % by promotion failing which by direct recruitment.
	(d) Have Recruitment Rules been framed for the post proposed in the field of promotion? If framed in consultation with the Commission, please quote Commission's reference No. If consultation with the Commission was not required please attach a copy of rules framed. A copy of the rules should be sent DOPT along with the proposal.	Yes Government's Notification No.F.3/24(26) 82 RR dated 8-6-1983.
	(e) If Recruitment Rules were not framed for the posts in the field of promotion;	Not Applicable.
	(i) Please indicate briefly the method of recruitment actually adopted for filling the posts. Please also state the percentage of vacancies filled by each of the methods.	No promotion is done in past.
	(ii) Please state briefly the educational qualifications possessed by the persons in the field of promotion.	Autoclave Assistant / Sterilization Assistant / C.S.S.D Assistant in Hospital Administration Department, MCD with 05 years regular service in the Pay Level-3 with following qualifications : - (i) 10+2 in Science from a recognised Board / University. (ii) Certificate or Diploma of at least Nine months course or training in Central Sterilization Services, from a institute or hospital recognised by State or Central Government. OR (ii) Two years working experience in Central Sterilization Department of a minimum 20 bedded hospital or institute.
	(iii) In case the feeder posts are filled by promotions, the Recruitment Rules for the still lower posts including the lowest post to which direct recruitment is one of the methods of recruitment may be furnished.	Not Applicable.
	(f) (i) Is the promotion to be made on selection or non-selection basis?	Non-Selection
	(ii) Reasons for the proposal (i) above.	As per functional requirement
	(g) If a DPC exists, what is its composition?	Category : 'C' Departmental Promotion Committee for Promotion / Confirmation:- 1. Addl.Com.(Incharge of the Department Concerned) – Chairperson. 2. DC/ADC/Director of the Department Concerned – Member. 3. Director (P) / AC, CED - Member. 4. Liaison Officer, MCD / Representative of SC/ST – Member.
	(h) Indicate if the feeder posts are having promotion channels other than the one under consideration.	Not Applicable.
7.	If promotion is not proposed as a method, please state why it is not considered desirable/possible/necessary.	Not Applicable.

8.	If direct recruitment is proposed as a method of recruitment please state	100 % by promotion failing which by direct recruitment.
	(a) The percentage of vacancies proposed to be filled by direct recruitment.	100 % by promotion failing which Direct Recruitment.
	(b) Indicate if there are any promotional avenues for the direct recruits?	No
	(c) (i) Age for direct recruits (As per extant GOI instructions). (ii) Is age relaxation for Government servants?	Between 18 to 27 years. (Relaxable for Government servant and employees of the Municipal Corporation of Delhi. up to 40 years in accordance with the orders/instructions issued by the Central Government from time to time). 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 for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh UT, Lahaul & Spiti district and Pangi Sub Division of Chamba district of Himachal Pradesh, Andaman & Nicobar Islands and Lakshadweep Islands
	(d) Educational and other qualification required for direct recruits .(it may please be noted that the essential qualifications prescribed are relaxable at Commission's discretion in case of candidates otherwise well – qualified Essential Desirable	Essential : - (i) 10+2 in Science from a recognised Board / University. (ii) Certificate or Diploma of at least Nine months course or training in Central Sterilization Services, from a institute or hospital recognised by State or Central Government. OR (ii) Five years working experience in Central Sterilization Department of a minimum 20 bedded hospital or institute. Note.1: The qualification(s) regarding experience is relaxable at the discretion of the DSSSB or Competent authority for reasons to be recorded in writing in the case of candidates otherwise qualified. Note 2: The qualifications regarding experience is / are relaxable at the discretion of DSSSB for reasons to be recorded in writing in case of candidates belonging to Schedule Castes and the Scheduled Tribes, if at any stage of Selection, DSSSB or the 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 posts reserved for them. As per DOPT guidelines.
	(e) Whether essential qualifications to be prescribed are in accordance with any Act(s)? If so please quote the relevant Act(s) under which it is necessary and also supply relevant extracts from the Act(s)	No
	(f) Has the post been advertised by the Commission in the past? If so, please quote Commission's reference No.	No
9.	If direct recruitment is not proposed as method, please state why it is not considered desirable /possible /necessary.	Not Applicable.
10.	(i) If promotion and direct recruitment are both proposed as methods of recruitment, will the educational qualifications proposed for direct recruits apply in case of promotion?	100 % by promotion failing which by direct recruitment.
	(ii) If not, to what extent are the educational qualifications proposed to be relaxed in case of promotions.	Not Applicable.
11.	(a) Is deputation /absorption proposed as a method of recruitment? If so, please state the reasons for the proposal. Please state clearly whether deputation or absorption or both are proposed.	No.
	(b) The percentage of vacancies proposed to be filled by this method.	Not Applicable.
	(c) The period to which deputation will be limited.	Not Applicable.

	(d) The names of the posts of grades or services etc. from which deputation /absorption is proposed.	Not Applicable.
12.	(a) If any of the methods proposed fails by what methods are such vacancies proposed to be filled.	100 % by promotion failing which by direct recruitment.
	(b) Whether the Recruitment Rules relate to a post which has been upgraded from Group 'C' to Group 'B' or Group 'B' to Group 'A' or within the same group? If so, whether the necessary provisions for initial constitution has been proposed.	Not Applicable.
	(c) Whether the Recruitment Rules relate to a post which is proposed to be downgraded? If so, whether necessary safeguards have been suggested in respect of the existing incumbents of that post?	Not Applicable.
13.	(a) Special circumstances, if any, other than those covered by the rules, in which the Commission may be required to be consulted.	Consultation with UPSC is not necessary.
	(b) Whether the Department of Personnel and Training have concurred in the proposal?	Not Applicable.
14	If these proposals are being sent in response to any reference from the Commission , please quote Commission's reference No.	As per DMC, Act.-1957
15.	Name, address and telephone number of the Ministry's representatives with whom whose proposals may be discussed if necessary, for clarification/ early decision.	Director Hospital Administration Hospital Administration Department 18 th Floor, E-1 Block, Municipal Corporation of Delhi (HQ), Dr. Shyama Prasad Mukherjee Civic Centre, New Delhi – 110002.

Signature of the Officers sending the proposals

Telephone No.: –

Place: New Delhi

Date: