

MUNICIPAL CORPORATION OF DELHI
CENTRAL ESTABLISHMENT DEPARTMENT
22ND Floor, E-1 Block, Dr. S.P.M. Civic Centre,
New Delhi-110002

No. AO/CED/MCD/2024/5929

Dated: 10/01/2024

Circular

Sub: Amendment/Revision of Recruitment Rules of Category "A" & "C" Posts in Unani (Ayush) Department in MCD.

The drafts of Recruitment Rules (Amendment/Revision) of the following posts of Unani (Ayush) Department have been prepared.

Category/Group "A"


- (i) Additional Director (Unani) (Framing)
- (ii) Medical Officer (Unani) (Amendment)

Category/Group "C"

- (iii) Compounder/Pharmacist (Unani) (Framing)

As per extant instructions issued by the DoP&T vide O.M. No. AB-14017/61/2008. Estt.(RR) dated 13.10.2015 the draft/proposed Amendment/Revision in the RRs for the above said posts are uploaded on the CD Website <https://mcdonline.nic.in> for 30 days for obtaining comments from the stake-holders/concerned officers/officials (if any).

This issues with the approval of Competent Authority.


(Vijay Pandey)
Administrative Officer(Estt.)

Copy to:-

- (i) Addl. Commissioner (Ayush), MCD
- (ii) DA (CED) to upload on MCD Website.
- (iii) Director (Ayush) to disseminate these drafts to all stakeholders.
- (iv) Guard File/Office Copy.

Copy for information to:-

1. Secretary to Commissioner for kind information of Commissioner, MCD.

ANNEXURE- 'II'

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 the post.

1.	a) Name of the posts	Additional Director (Unani).
	b) Name of the Ministry/ Department.	Municipal Corporation of Delhi
	c) No. of posts	01* (2023) *Subject to variation dependent upon workload.
	d) Scale of pay	Level-13; (Rs.123100-Rs.215900) in the pay matrix.
	e) Class and service to which the posts belong	Category 'A'
	f) Ministerial or non-ministerial of F.R.9 (17)	Non-ministerial
2.	Appointing authority	Commissioner, Municipal Corporation of Delhi
3.	Duties of the post in detail	<ol style="list-style-type: none"> 1. He/ she will be the overall Incharge of Unani Department. 2. He/she will be incharge of all administrative function, communication for the organization and developing and monitoring progress toward departmental goals. 3. He/She will be responsible for managing and overseeing all the operation of Unani department including all Unani dispensaries under the jurisdictions of MCD. 4. He/She will monitor performance of staff in the office as well as dispensaries to ensure that employees of the department are performing their job effectively and efficiently including maintenance of discipline. 5. Co-ordinate with Director AYUSH and other higher authorities of MCD to ensure that the department objectives are met. 6. He/she will coordinate assigned activities with other department of MCD and outside agencies also. 7. Under administrative direction he/she will direct, manage, supervise and coordinate the activities and operation of the department including budget, purchase and expenditure with available resources. 8. He/she will attend to any other work as assigned by higher authorities.
4.	Describe briefly the method (s) adopted for filling the posts hitherto	The senior most Chief Medical Officer (NFSG) (Unani) in Level-13; in the pay matrix of (Rs.123100-215900).
5.	Methods of recruitment proposed.	By promotion on in- Situ bases without linkage to vacancies.
6.	If promotion is proposed as a method of recruitment-	By promotion on in- Situ bases without linkage to vacancies.
	a) Designation and number of the posts proposed to be included in the field of promotion.	Addl. Director (Unani), Total Post-1
	b) Number of years of qualifying service proposed to be fixed before persons in the field become eligible for promotion (as per extant GOI instructions)	The senior most Chief Medical Officer (NFSG) (Unani) in the Level-13; in the pay matrix of (Rs.123100-Rs.215900) with 15 years regular services in CMO (NFSG).
	c) Percentage of vacancies in the grade proposed to be filled by promotion	100% by Promotion.
	d) Have Recruitment Rules being framed for the post proposed in the field of promotion ? if frame in consultation with the commission, please quote Commission's reference No. if consultation with the commission was not required please attach a copy rules framed. A copy of the rules should be sent DOPT along with proposal.	No
	e) If recruitment rules were not framed for the posts in the field of promotion.	Not applicable

	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.	Not applicable
	Please state briefly the educational qualifications possessed by the person in the field of promotion	<p>(i) A Bachelor's degree in Unani from a Recognized University or Statutory State Board/ Council/ Faculty of Indian medicine recognized under the Indian Medical Central Council Act 1970 (48 of 1970).</p> <p>(ii) Enrolment on the Central Register of Indian Medicine or State Register of Indian Medicine.</p> <p>Note: Qualifications are relaxable at the discretion of the Union Public Service Commission for reasons to be recorded in writings, in case of candidates otherwise will qualified.</p>
	f) In case the feeder posts are filled by promotion, the recruitment rules for the still lower posts including the lowest post to which direct recruitment is on the methods of recruitment may be furnished	Medical Officer (Unani)
	(i) Is the promotion to be made on selection or non-selection bases?	Selection
	(ii) Reasons for proposal ((i) above	
	g) If a DPC exists what is its composition	<p>Category 'A' DPC (for considering promotion)</p> <p>1. Chairman/Member of Union Public Service Commission ----- Chairperson</p> <p>2. Commissioner/MCD-----Member</p> <p>3. Addl. Commissioner (Estt.)/MCD -Member</p>
	h) Indicate 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	Not applicable
	a) The percentage of vacancies proposed to be filled by direct recruitment	Not Applicable
	b) Indicate if there are any promotional avenues for the direct recruits?	Not Applicable
	c) (i) Age for direct recruits (As per extant GOI instructions) (ii) Is age relaxation for Government Servants?	Not Applicable
	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	Not Applicable
	e) Whether essential qualifications to be prescribed are in accordance with any act (s) ? under which it is necessary and also supply relevant extracts from the Act (s)	Not Applicable
	f) Has the post been advertised by the commission in the past ? If so, please quote Commission's reference No.	
9.	If direct recruitment is not proposed as a method, please state why is not considered desirable/ possible/ necessary	This post is an Administrative post under AYUSH Department in Unani.
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 ?	Not Applicable
	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.	Only deputation.
	d) The period to which deputation will be limited.	Three years
	b) The percentage of vacancies proposed to be filled by this method.	100% filling which by promotion.
	c) The names of the posts of grades or services etc. From which deputation/ absorption is proposed.	Officer (clinical along with administrative service) under the Central Govt./ State Govt./ Union Territories/ Statutory Organization/ Recognized Universities/ Recognized Research Institutions/ Autonomous Bodies/ Semi Govt. Organizations/ Local Bodies. (a)(i)-Holding analogous post on regular basis in the parent cadre/ Department; or (ii) With 5 years service in the grade rendered after appointment thereto on regular basis in the Level-12; in the pay matrix (Rs.78800-209200) (b) Possessing the following educational qualifications:- (i) A Bachelor's Degree in Unani from a Recognized University or Statutory State Board/ Council/ Faculty of Indian medicine recognized under the Indian Medical Central Council Act 1970 (48 of 1970). (ii) Enrolment on the Central Register of Indian Medicine or State Register of Indian Medicine.
12.	a) If any of the methods proposed fails, by what methods are such vacancies proposed to be filled	Not Applicable
	b) Whether the recruitment rules relate to a post which has been upgraded from Group 'C' to 'B' or 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 what 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 the UPSC is necessary.
	b) Whether the departments 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.	Not Applicable
15.	Name, address and telephone number of the Ministry's representative with whom whose proposals may be discussed if necessary, for clarification/ early decision.	Dr. Muzayyana Khatoon Addl. Director (Unani), 3 rd Floor, A Block; Dr. S.P.M. Civic Centre JL Nehru Marg, New Delhi-110002 Mb No: 8750219814; Landline: 011-2322-8324

New Delhi


 Additional Director (Unani)/
MCD

 Addl. Director (Unani)
Municipal Corporation of Delhi

Annexure-III

Amendment of Recruitment Regulations for the post of Medical Officer (Unani) in Municipal Corporation of Delhi (MCD).

1.(a)	Name of the Post	Medical Officer (Unani)		
1. (b)	Name of the Ministry/Deptt.	AYUSH Department, Municipal Corporation of Delhi		
2.	Reference No. in which Commission's advice on Recruitment Rules was conveyed	N.A.		
3.	Date of notification of the original rules and subsequent amendments (copy of the original rules & subsequent amendments should be enclosed, duly flagged and reference	Notification No. F.9/28/83-LSG dated 31.03.1984		
	Column No. of the Schedule	Provision in the approved/existing rules.	Revised Provisions Proposed	Reason for revision proposed
1	Name of the post:	Unani Hakim	Medical Officer (Unani)	Schedule 2023-24
2	No. of Post:	12 (1982) *Subject to variation dependent on workload.	30* (2023). *Subject to variation dependent upon workload. Note: The posts of Medical Officer (Unani), Senior Medical Officer (Unani), Chief Medical Officer (Unani) and Chief Medical (NFSG) (Unani), are to be operated within the Total combined sanctioned strength.	Schedule 2023-24
3	Classification :	Category 'B'	Category 'A'	Schedule 2023-24
4	Scale of Pay:	Rs. 650-1200 (650-30-740-35-810-EB)-35-880-40-1000-EB-40-1200+NPA as admissible under the rules.)	Level-10; in the Pay Matrix (Rs.56100-177500) as admissible under the Rules	As per 7 th CPC
5	Whether selection post or non-selection post:	Not applicable.	Not applicable.	No Change
6	Age limit for direct recruits:	Not exceeding 30 years Note 1: (Relaxable for Govt. employees of the MCD by five years in accordance with the instructions issued by the Central Government). Note 2: The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India (other than those in Andaman and Nikobar Island and	Not exceeding 35 years Note 1: Relaxable for Municipal Employees working in the department and Govt. servants up to five years' in accordance with the instructions or orders issued by the Central Government. Note 2: 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 and Kashmir state, Lahaul and Spiti districts and Pangi subdivision of chamba District of Himanchal	As per DoP&T Guidelines

		Lakshadweep).	Pradesh, Andaman and Nicobar islands or Lakshadweep).	
7	Education and other qualifications required for direct recruits:	<p>Essential</p> <p>(i) A recognised degree or diploma of not less than 4 years duration in Unani Hakim (Tibb) included in Part II of the second Scheduled or in the third scheduled to the Indian Medicine Central Council Act. 1970</p> <p>(ii) Enrolment in the Central or state Register of Indian Medicine.</p> <p>(iii) 5 years experience in Unani Tibb. Preferably in a recognised Hospital or Dispensary.</p> <p>Note I- Qualifications are relaxable at the discretion of the Union Public Service in case of candidates otherwise well qualified.</p> <p>Note II- The qualification(s) regarding experience is/are relaxable at the discretion of the UPSC in the case of candidates belonging to SC/ST if, at any stage of selection, the number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancies reserved for them.</p> <p>Desirable: The Post-Graduate</p>	<p>(i) A Bachelor's degree in Unani from a Recognized University/State Govt./UT's Board/Council/ Faculty of Indian medicine recognized under the Indian Medical Central Council Act, 1970 (48 of 1970).</p> <p>(ii) Enrolment on the Central Register of Indian Medicine or state Register of Indian Medicine.</p> <p>Note: Qualifications are relaxable at the discretion of the UPSC/Competent authority in case of candidates otherwise well qualified.</p>	Change as per functional requirement of the department.

		degree/diploma in Unani Tibb. Of a recognised University/Statutory State Board/Council/Faculty in medicine or equivalent.		
8	Whether age and educational qualifications prescribed for the direct recruits will apply in the case of promotes:	Not applicable.	Age: No Qualifications: Yes	Change as per functional requirement of the department.
9	Period of probation, if any:	02 year.	02 year.	No change
10	Method of recruitment, whether by direct recruitment Or by promotion or by deputation/transfer and percentage of the vacancies to filled by various methods:	By Direct Recruitment.	<p>(i) 75% by Direct Recruitment. (ii) 25% promotion failing which by direct recruitment.</p> <p>Note 1: Vacancies caused by the incumbents being away on deputation or long illness or study leave or under other circumstances for a duration of one year or more may be filled on deputation (Including Short Term Contract) from officers of the central Government or state Government or Universities or recognized Research Institutions or Public Sector Undertakings or Autonomous or Statutory Organizations:</p> <p>(A) Holding analogous posts on regular basis in the parent cadre or Department; and</p> <p>(B) Possessing the educational qualifications prescribed for direct recruits under column 7.</p> <p>Note 2 : Period of Deputation (Including Short Term Contract) in another ex-cadre post held immediately preceding this appointment in the same or some other organization /Department of the Central Government shall ordinarily not to exceed three years. The Maximum age limit for appointment by deputation (Including Short term Contract) shall not be exceeding 56 years as on the closing date of receipt of applications).</p>	Change as per functional requirement of the department.
11	In case of recruitment By promotion/	Not applicable.	Employees working as Unani Compounders in the level-5; in the pay matrix (Rs29200-92300) in regular Municipal	Change as per functional requirement

20/c

	deputation/ transfer, grades from which promotion/ deputation transfer to be made:		service in the department and reached the level-6 in Pay matrix of (Rs.35400-112400) with 12 years' combined service in Level-5 and Level-6 and possessing the essential qualification as in clause '7'	of the department.
12	If a DPC exists, what is its composition:	Category 'B' DPC: (for considering confirmation). Composition: (i) Dy. Com.- I/C(Estt.) -Chairman. (ii) Dy. Com. Head of Deptt. Concerned. -Member. (iii) Director (Personnel) - Member Secretary. (iv) An officer to be nominated by the Commissioner belonging to SC/ST if none of the other member belonging to this category. -Member.	Category 'A' Departmental Committee considering confirmation consisting of: 1. Addl. Commissioner (Estt.) -Chairman. 2. Addl. Commissioner (AYUSH) -Member. 3. Director (Personnel) -Member.	As per order dated: 01.07.2022
13	Circumstan ces in which UPSC is to be consulted in making recruitment :	Consultation with the Union Public Service Commission necessary while amending/relaxing any of the provisions of these regulations.	Consultation with Union Public Service Commission is necessary in all occasion.	As per DOPT guidelines.

DIRECTOR (PERSONNEL)/MCD

ADDL. DIRECTOR (UNANI)

Addl. Director (Unani)
Municipal Corporation of Delhi

ANNEXURE II

1.	(a) Name of the posts	Compounder/ Pharmacist (Unani)
	(b) Name of the Ministry/Department	Unani Section (AYUSH), MCD
	(c) Number of posts	Total Sanction Posts = 39* *Subject to variation dependent on workload.
	(d) Scale of pay	Level-5; (Rs.29200-92300) in the Pay Matrix. Note: Non-Functional Grade in the Level-6; (Rs.35400-112400) in the Pay Matrix on completion of 02 years regular service in the entry grade shall be granted.
	(e) Class and service to which the posts belong	Category "C"
	(f) Ministerial or non – Ministerial of F.R.9 (08)	Non-Ministerial
2.	Appointment Authority	Commissioner/MCD
3.	Duties of the post in detail	Attached separately
4.	Describe briefly the method(s) adopted for filling the posts hitherto	contract
5.	Methods of recruitment proposed -	Direct
6.	If promotion is proposed as a method of recruitment -	NA
	(a) Designation and number of the posts proposed to be included in the field of promotion.	NA
	(b) Numbers of years of qualifying service proposed to be fixed before persons in the field become eligible for promotion (As per extant GOI instructions).	NA
	(c) Percentage of vacancies in the grade proposed to be filled by promotion.	NA
	(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.	NA
	(e) If Recruitment Rules were not framed for the posts in the field of promotion:	NA
	(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.	NA

	(ii) Please state briefly the educational qualifications possessed by the persons in the field of promotion.	NA
	(iii) In case the feeder posts are filled by promotion, 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.	NA
	(f)(i) Is the promotion to be made on selection or non – selection basis?	NA
	(ii) Reasons for the proposal (i) above.	NA
	(g) If a DPC exists, what is its composition?	Category “C” DCC for (considering Confirmation):- Addl. Commissioner (Health) - Chairman Director Personnel -Member Addl. Director (Unani) -Member
	(h) Indicate if the feeder posts are having promotion channels other than the one under consideration.	NA
7.	If promotion is not proposed as a method, please state why is not considered desirable/possible/necessary.	No feeder cadre exists
8.	If direct recruitment is proposed as a method of recruitment please state	
	(a) The percentage of vacancies proposed to be filled by direct recruitment.	100%
	(b) Indicate if there are any promotional avenues for the direct recruits?	Hierarchy Chart
	(c) (i) Age for direct recruits (As per extant GOI instructions) (ii) Is age relaxation for Government servants?	Between 18 to 25 Years (In case of post being filled up by all-India competition, the age limit would be between 18 to 27 years). Note:- The crucial date for determining the age limit shall be as advertised by DSSSB/Competent Authority. 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 Division of J & K (State/UT) , Lahaul & Spiti district and Pandi Sub-Division of Chamba district of Himachal Pradesh, Andaman & Nicobar Islands or Lakshadweep.
	(d) Educational and other qualifications required for direct recruits. (it may please be noted that the essential qualifications prescribed are relaxable at	Essential: Senior Secondary/12 th passed from a recognised Board/University/Institution with 3 years experience working as Unani

	Commission's discretion in case of candidates otherwise well – qualified.	<p>Pharmacist/Compounder under registered Unani Physician/Unani Pharmacy.</p> <p>Or</p> <p>Degree or Diploma in Unani Pharmacy by recognised University/Institution with 2 years experience working as Unani pharmacist/Compounder under registered Unani physician/Unani Pharmacy.</p> <p>Note 1: The qualifications are relaxable at discretion of the DSSSB/Competent Authority in the case of candidates otherwise well qualified.</p> <p>Note - 2: The qualification(S) regarding experience is relaxable at discretion of the staff Selection commission or competent authority in the case of candidates belonging to the Scheduled Castes or the Scheduled Tribes, if at any stage of selection, the DSSSB/Competent Authority is of the option that sufficient number of candidates belonging to these communities possessing the requisite experience are not likely to be available to fill up the posts reserved for them.</p> <p>Desirable:</p> <ul style="list-style-type: none"> i. Knowledge of Urdu Language. ii. Knowledge of computer operation
	(e)Whether essential qualifications to be prescribed are in accordance with any Act(s)? If so please quote the relevant extracts from the Act(s) (f)Has the post been advertised by the Commission in the past? If so, please quote Commission's reference No.	NA
9.	If direct recruitment is not proposed as a method, please state why it is not considered desirable/possible/necessary.	NA
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?	NA
	(ii)If not, to what extent are the educational qualifications proposed to be relaxed in case of promotions?	NA
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.	NA

	(b)The percentage of vacancies proposed to be filled by this method.	NA
	(c)The period to which deputation will be limited.	NA
	(d)The names of the posts of grades or services etc. from which deputation/absorption is proposed.	NA
12.	(a)If any of the methods proposed fails, by what methods are such vacancies proposed to be filled.	On contract basis
	(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.	NA
	(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?	NA
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?	NA
14.	If these proposals are being sent in response to any reference from the Commission, please quote Commission's reference No.	NA
15.	Name, address and telephone number of the Ministry's representatives with whom whose proposals may be discussed if necessary, for clarification /early decision.	Dr. Muzayyana Khatoon Addl. Director (Unani), 3 rd Floor, A Block; Dr. S.P.M. Civic Centre JL Nehru Marg, New Delhi-110002 Mb No: 8750219814; Landline: 011-2322-8324

Date & Place:


Addl Director (Unani)

Signature of the Officer sending the proposals

Addl. Director (Unani)
 Municipal Corporation of Delhi