



# MUNICIPAL CORPORATION OF DELHI

(HOSPITAL ADMINISTRATION DEPARTMENT)

18<sup>th</sup> Floor, Dr. Shyama Prasad Mukherjee Civic Centre,  
New Delhi-110002.



No.:AO(HA)/MCD/HQ/RR/2022/ 438

DATED: 17/10/22

**Subject : - Public Notice on draft Recruitment Rules for the posts of Dental Assistant and Dental Hygienist / 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 posts in Hospital Administration Department, Municipal Corporation of Delhi is annexed.

1. **Dental Assistant.**
2. **Dental Hygienist / 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, 18<sup>th</sup> Floor, Dr. S.P.M. Civic Centre, Jawahar Lal, Nehru Marg, New Delhi-110002 or e-mail at [aohars@gmail.com](mailto:aohars@gmail.com) .

**Place:- New Delhi**

**Dated:- 17.10.2022**

*(Handwritten signature and date)*  
17/10/22

**(Vinod Kumar)**

**Admn. Officer (HA)-HQ**

Hosp. Admn. Deptt./MCD

**Admn. Officer (HA)**

Hospital Admn. Deptt. (HQ)

Municipal Corporation of Delhi

**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).

## SCHEDULE-I

S.No.	Columns	Provisions now proposed to be made after review
1.	Name of Post	Dental Assistant
2.	No. of post	15 (2022) – Subject to variation dependent on workload
3.	Classification	Category 'C'
4.	Scale of Pay	Pay Level-02 of 07 <sup>th</sup> CPC Pay Matrix (Rs.19900-63200/-)
5.	Whether selection post or non-selection post	Non-Selection
6.	Age limit for direct recruits	Between 18 to 27 years.  (Relaxable upto 40 years for Government and Municipal Corporation of Delhi candidates).  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.
7.	Educational and other qualification required for direct recruits	Essential:  1. 10+2 with Science (Physics / Chemistry / Biology) from recognised Board or University. 2. Three years working experience under a registered Dental Surgeon or Hospital. Note 1: Qualification are relaxation at the discretion of the DSSSB or Competent Authority in case of candidates otherwise well qualified.  Note 2: the Qualification (s) are regarding experience is / are relaxable at discretion of the DSSSB or competent authority in the case that the candidates belonging to Schedule Tribe, if at any stage of selection : 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 the vacancies reserved for them.
8.	Whether age and educational qualifications prescribed for the direct recruits will apply in the case of promotion	Age = No. Qualification = Yes.
9.	Period of probation, if any	2 years.
10.	Method of Recruitment: Whether by Direct Recruitment or by Promotion or by Deputation/Transfer, percentage of vacancies to be filled by various methods	(i) Forty (40) % by promotion failing which by direct recruitment. (ii) Sixty (60) % by direct recruitment.
11.	In case of Recruitment by Promotion / Deputation / Transfer, grades from which Promotion/Deputation/Transfer to be made	Promotion : -  Multi Tasking Staff (Hospital Admn.) under Hospital Administration Department with three (03) years regular service in Level-1 in the pay Matrix and possessing qualification prescribed for direct recruits in column No.(7).
12.	If a D.P.C. exists, what is its composition	Category-'C'  DPC / DSC 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.
13.	Circumstances in which U.P.S.C. is to be consulted in making recruitment	Consultation with UPSC is not necessary.

**SCHEDULE-III**

S.No.	Columns	Existing RRs of Dental Hygienist Delhi, the No.F.9/9/83-LSG 2176 dated 28 <sup>th</sup> April 1983	Provisions now proposed to be made after review	Alterations recommended with reason
1.	Name of Post	Dental Hygienist / Technician	Dental Hygienist / Technician	No Change
2.	No. of post	*16 (1982) Subject to variation dependent on work-load	35 (2022) - Subject to variation dependent on work-load	Change As per revised Establishment Schedule 2022-23 of unified Corporation.
3.	Classification	Category 'C'	Category 'C'	No change
4.	Scale of Pay	Rs.330-560	Pay Level-04 of 07 <sup>th</sup> CPC Pay Matrix (Rs.25500-81100/-)	Change of Pay Scale as per 7 <sup>th</sup> 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 & 25 years (Relaxable upto 35 years for Government servants and employees of M.C.D. in accordance with the instructions issued by the Central Government).  Note:- The crucial date for determining the age limit shall be 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) Matriculation pass from a recognised University / Board / School or equivalent. (ii) Diploma/Certificate in Dental Hygienist Course from a recognised University / Institution or equivalent. (iii) Registration with a State Dental Council.	Essential:-  i. 10+2 with Science (Physics / Chemistry / Biology) from recognised Board or University. ii. Diploma in Dental Hygienist / Dental Mechanic. iii. Registration with Dental Council of India (DCI).  Note:- The qualification(s) regarding experience is relaxable at the discretion of the DSSSB or Competent authority in the case of candidates belonging to the Scheduled Castes and the Scheduled Tribes, if at any stage of Selection, if the Staff Selection 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.	Change, as per DoPT Guidelines

8.	Whether age and educational qualifications prescribed for the direct recruits will apply in the case of promotion	N.A.	Age – No. Qualification – Yes.	Change. As per functional requirement of the Department.
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	(a) 25 % by promotion failing which by Direct Recruitment. (b) 75 % by Direct Recruitment.	Change As per functional requirement of the Department.
11.	In case of Recruitment by Promotion / Deputation / Transfer, grades from which Promotion/Deputation /Transfer to be made	N.A.	Dental Assistant in Hospital Administration Department with eight (08) years regular service in the grade of Dental Assistant in Hospital Administration Department having Qualification prescribed in Column (7).	Change As per functional requirement of the Department.
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.