



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/ 427

DATED: 17/10/22

Subject : - Public Notice on draft Recruitment Rules for the posts of Medical Record Clerk, Medical Record Technician and Medical Record Officer 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. Medical Record Clerk.
2. Medical Record Technician.
3. Medical Record Officer.

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

Dated:- 17.10.2022

(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-III

S.No.	Columns	Existing RRs of Medical Record Clerk , the Published in Delhi Gazette dated 28-4-83	Provisions now proposed to be made after review	Alterations recommended with reason
1.	Name of Post	Medical Record Clerk	Medical Record Clerk	No Change.
2.	No. of post	31 (1982) – Subject to variation dependent on workload.	56 (2022) – Subject to variation dependent on workload	Change. As per revised Establishment Schedule 2022-23 of unified Corporation.
3.	Classification	Category 'C'	Category 'C'	No Change.
4.	Scale of Pay	Rs.260-400	Pay Level-02 of 07 th CPC Pay Matrix (Rs.19900-63200/-)	Change of Pay Scale as per 7 th CPC Recommendations.
5.	Whether selection post or non-selection post	No	Non-Selection	No Change.
6.	Age limit for direct recruits	Between 18 and 25 years. (Relaxable for Government servants and M.C.D. employees upto 35 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 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 Pangri 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 of a recognised University / Board / School or equivalent. (ii) Passing of a test in English Typewriting at a speed of 30 W.P.M. Desirable: Knowledge of Hindi.	Essential: 1. 12 th Class qualification from a recognised Board or University ; 2. Certificate of Medical Records Technician Training. 3. A typing speed of 35 words per minute in English or 30 words per minute in Hindi on Computer (35 words per minute and 30 words per minute correspond to 10500 key depressions per hour or 9000 key depressions on an average of 5 key depressions for each word. 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.	Change, as per DoPT Guidelines.
8.	Whether age and educational qualifications prescribed for the direct recruits will apply in the case of promotion	Not applicable	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.	Promotion failing which 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	Not Applicable	Promotion :- Multi Tasking Staff (Hospital Admn.) under Hospital Administration Department with three years regular service in Level-1 in the pay Matrix and possessing qualification prescribed for direct recruits in column No.(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' 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.	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-III

S.No.	Columns	Existing RRs of Medical Record Technician, the Published in Delhi Gazette No.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	Medical Record Technician	Medical Record Technician	No Change.
2.	No. of post	08 (1982) – Subject to variation dependent on workload.	14 (2022) – Subject to variation dependent on workload	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 th CPC Pay Matrix (Rs.25500-81100/-)	Change of Pay Scale as per 7 th CPC Recommendations.
5.	Whether selection post or non-selection post	Selection	Non-Selection	Change. As per functional requirement of the Department.
6.	Age limit for direct recruits	Between 18 and 25 years. (Relaxable for Government servants and M.C.D. employees upto 35 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 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 Pangl 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) Degree of a recognised University or equivalent; ii) 1 year experience of handling Medical Records / Health Statistics. Desirable: (i) Knowledge of Hindi.	Essential: 1. 12 th Class qualification from a recognised Board or University ; 2. Certificate of Medical Records Technician Training. 3. A typing speed of 35 words per minute in English or 30 words per minute in Hindi on Computer (35 words per minute and 30 words per minute correspond to 10500 key depressions per hour or 9000 key depressions on an average of 5 key depressions for each word. 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.	Change. As per functional requirement of the Department.
8.	Whether age and educational qualifications prescribed for the direct recruits will apply in the case of promotion	No	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.	Promotion failing which 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	Promotion : - Medical Record Clerk with 08 years regular service in the grade.	Promotion : - Medical Record Clerk under Hospital Administration Department with eight years regular service in Level-2 in the pay Matrix and possessing qualification prescribed for direct recruits in column No.(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 T ribe Officer comparable in status to the subject specialist : Member	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.	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-III

S.No.	Columns	Existing RRs of Asstt. Medical Record Officer, the Published in Delhi Gazette No.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	Asstt. Medical Record Officer	Medical Record Officer	Change. As per revised Establishment Schedule 2022-23 of unified Corporation.
2.	No. of post	03 (1982) – Subject to variation dependent on workload.	05 (2022) – Subject to variation dependent on workload	Change. As per revised Establishment Schedule 2022-23 of unified Corporation.
3.	Classification	Category 'C'	Category 'B'	Change. As per revised Establishment Schedule 2022-23 of unified Corporation.
4.	Scale of Pay	Rs.425-700	Pay Level-06 of 07 th CPC Pay Matrix (Rs.35400-112400/-)	Change of Pay Scale as per 7 th CPC Recommendations.
5.	Whether selection post or non-selection post	Selection	Selection	No Change.
6.	Age limit for direct recruits	Not exceeding 30 years. (Relaxable for Government servants and M.C.D. employees upto 35 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.	Not exceeding 30 years. (Relaxable for Government servants and M.C.D. employees upto 35 years in accordance with the instructions issued by the Central government). 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	No Change.
7.	Educational and other qualification required for direct recruits	Essential: i) Degree of a recognised University or equivalent; ii) 3 year experience of handling Medical Records in a recognised Institution. Desirable: (i) Knowledge of Hindi. (ii) Training in Medical Record keeping in a recognised Institution.	Essential: i) Degree of a recognised University or equivalent; ii) 3 year experience of handling Medical Records in a recognised Institution. Desirable: (i) Knowledge of Hindi. (ii) Training in Medical Record keeping in a recognised Institution.. 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.	Change. As per functional requirement of the Department.
8.	Whether age and educational qualifications prescribed for the direct recruits will apply in the case of promotion	No	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 Promotion failing which by direct recruitment.	Promotion failing which by Direct Recruitment.	No change.
11.	In case of Recruitment by Promotion / Deputation / Transfer, grades from which Promotion/Deputation/Transfer to be made	Promotion :- Medical Record Technician Clerk with 08 years regular service in the grade.	Promotion :- Medical Record Technician in Hospital Administration Department with ten years of regular service in Level-4 of pay Matrix and possessing qualification prescribed for direct recruits in column No.(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 T ribe Officer comparable in status to the subject specialist : Member	Category-'B' 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.	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 necessary.	Change as per Notification No. F.14(17)/LA-2003/783 dated 23.12.2004.