



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/ 744

DATED: 29/12/22

Subject: - Public Notice on draft Recruitment Rules for the post of Orthopedic Supervisor in Hospital Administration Department, Municipal Corporation of Delhi.

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

1. Orthopedic Supervisor.

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).

SCHEDULE-I

Framing Recruitment Regulations of the post of Orthopedic Supervisor 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	Orthopedic Supervisor
	(b) Name of the Ministry / Department	Municipal Corporation of Delhi
	(c) Number of posts	01 *Subject to variation dependent upon workload.
	(d) Scale of pay	Pay Level-06 of 07 th CPC Pay Matrix (Rs.35400-112400/-)
	(e) Class and service to which the posts belong	Category- 'B'
	(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. Conduct patient interviews. 2. Examine and assess patients physical condition and problems. 3. Perform diagnostic tests such as MRIs, X-Rays, etc. 4. Perform appropriate surgical treatments and procedures. 5. Prescribe and administer pain medications. 6. Supervise and oversee student residents. 7. The daily responsibilities of an orthopedic department, operations manager, or supervisor involve the direction, operation, and supervision of all activities at an orthopedic clinic. 8. Responsibility includes the administration of operating budgets, material control, equipment control, resource distribution, management of the environment of care, management of human resources, mediation of personnel conflict, conflict resolution, and the maintenance of care delivery system. 9. Communicate with and provide feedback to their staff, acting as both delegator and liaison when necessary. 10. Bring the concerns of personnel to the attention of senior administration or staff members 11. Educate and direct junior staff. 12. He / She will perform any other duties allotted to him / her by the Medical Officer In-charge of the Department.
4.	Describe briefly the method (s) adopted for filling the posts hitherto.	Direct Recruitment only.
5.	Methods of recruitment proposed -	By Direct Recruitment.
6.	If promotion is proposed as a method of recruitment -	Not Applicable.
	(a) Designation and number of the posts proposed to be included in the field of promotion.	Not Applicable.
	(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)	Not Applicable.
	(c) Percentage of vacancies in the grade proposed to be filled by promotion.	Not Applicable.
	(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	Not Applicable.

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?	Direct Recruitment only.
	(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.	Direct Recruitment only.
	(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. 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?	
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 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: