



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/ 1005

DATED: 22/2/23

Subject : - Public Notice on draft Recruitment Rules for the posts of Cook, Head Cook, Catering Supervisor-cum-Assistant Steward and Steward in Municipal Corporation of Delhi (MCD).

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. Cook.
2. Head Cook.
3. Supervisor-cum-Assistant Steward.
4. Steward.

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:- 22.02.2023

(Vinod Kumar)

Admn. Officer (HA)-HQ

Hosp. Admn. Deptt./MCD

Administrative Officer (H)

Municipal Corporation of Delhi
Civic Centre, New Delhi-02

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

Subject:- Comparative Statement of existing provisions and proposed provisions of Recruitment Regulations for the post of **Cook** in Health Department, Municipal Corporation of Delhi.

S.No.	Columns	Existing RRs of Cook Delhi, the No.F.9/9/83-LSG 2176 dated 18-04-1983	Provisions now proposed to be made after review	Alterations recommended with reason
1.	Name of Post	Cook	Cook	No Change.
2.	No. of post	65 (1982) – subject to variation dependent on workload.	112 (2022) – Subject to variation dependent on work-load	Change. As per revised Establishment Schedule 2022-23of unified Corporation.
3.	Classification	Category 'C'.	Category 'C'	No change
4.	Scale of Pay	(Rs. 200-250)	Pay Level-02 of 07 th CPC Pay Matrix (Rs.19900-63200/-)	Change As per functional requirement of the Department.
5.	Whether selection post or non-selection post	Selection	NonSelection	Change As per functional requirement of the Department.
6.	Age limit for direct recruits	Between 18 and 25 years. (Relaxable for Government servants and employees of the M.C.D. upto 35 years 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: (!) Middle Pass from a recognised School/Board or equivalent; (!!) Experience of preparation of all kinds of Vegetarian and non-vegetarian foods. Note:- The candidates shall have to undergo a trade test.	Essential: i. Matriculation (10 th) from a recognised Board / School / University. ii. 02 years experience of cooking in an Institutional Kitchen Catering to at least 200 persons of Indian foods. Note : The qualification(s) regarding experience is relaxable at the discretion of the Staff Selection Authority 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	No	Age – No. Qualification – Yes.	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 promotion failing which by direct recruitment -75%; (!!) by directed recruitment -25%	By 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: Mate Cook, Masalchi, Bearer, Kitchen, Attendant and Kahar with 3 years regular service in respective grade and subject to passing of trade test.	Multi Tasking Staff (Hospital Admn.) in Hospital Administration Department, MCD with three years regular service in the Pay Level-1 and matriculation (10 th) pass from a recognised Board / School / University.	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.

Schedule-III

Subject:- Comparative Statement of existing provisions and proposed provisions of Recruitment Regulations for the post of **Head Cook** in Health Department, Municipal Corporation of Delhi.

S.No.	Columns	Existing RRs of Head Cook Delhi, the No.F.9/9/83-LSG 2176 dated 18-04-1983	Provisions now proposed to be made after review	Alterations recommended with reason
1.	Name of Post	Head Cook	Head Cook	No Change.
2.	No. of post	5 (1982) – subject to variation dependent on workload.	09 (2022) – Subject to variation dependent on work-load	Change. As per revised Establishment Schedule 2022-23of unified Corporation.
3.	Classification	Category 'C'.	Category 'C'	No change
4.	Scale of Pay	(Rs. 210-270)	Pay Level-03 of 07 th CPC Pay Matrix (Rs.21700-69100/-)	Change As per functional requirement of the Department.
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	N.A.	Not Applicable	No change
7.	Educational and other qualification required for direct recruits	N.A.	Not Applicable	No change
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 promotion.	100 % by promotion.	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	Promotions:- Cook with 3 years regular service in the grade	Promotion :- Cook in Hospital Administration Department, MCD with three years regular service in the Pay Level-2 and matriculation (10 th) pass from a recognised Board / School / University.	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.

Schedule-III

Subject:- Comparative Statement of existing provisions and proposed provisions of Recruitment Regulations for the post of **Catering Supervisor-cum-Assistant Steward** in Health Department, Municipal Corporation of Delhi.

S.No.	Columns	Existing RRs of Catering Supervisor Delhi, the No.F.9/9/83-LSG 2176 dated 18-04-1983	Provisions now proposed to be made after review	Alterations recommended with reason
1.	Name of Post	Catering Supervisor	Catering Supervisor-cum-Assistant Steward	Change As per functional requirement of the Department.
2.	No. of post	4* (1982) – *subject to variation dependent on workload.	04 Posts (2022) – Subject to variation dependent on work-load Catering Supervisor = 02 Posts Assistant Steward = 02 Posts	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-04 of 07 th CPC Pay Matrix (Rs.25500-81100/-)	Change As per functional requirement of the Department.
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 to 25 years (Relaxable for Govt. Servants and employees of M.C.D. up to 35 years in accordance with the instructions issued by the Central government).	Not Applicable	Change As per functional requirement of the Department.
7.	Educational and other qualification required for direct recruits	Essential:- (i) Matric pass with Science as a subject from a recognized University / Board / school or equivalent; (ii) Certificate in Catering or equivalent training in catering from I.T.I. or any other recognised Institute. Desirable: Knowledge of Hindi	Not Applicable	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	Age -- No. EQs. –to be extent mentioned under column 11.	Age – No. Qualification – No.	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	1. 50 % by promotion failing which by direct recruitment ; and 2. 50 % by direct recruitment.	100 % by promotion.	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: Head Cook with 3 years regular service in the grade and middle pass from a recognised School/Board or equivalent.	Promotion :- Head Cook in Hospital Administration Department, MCD with five years regular service in the Pay Level-3 and matriculation (10 th) pass from a recognised Board / School / University.	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.

Schedule-III

Subject:- Comparative Statement of existing provisions and proposed provisions of Recruitment Regulations for the post of **Steward** in Health Department, Municipal Corporation of Delhi.

S.No.	Columns	Existing RRs of Steward 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	Steward	Steward	No Change.
2.	No. of post	4 (1982) – subject to variation dependent on workload.	6 (2022) – Subject to variation dependent on work-load	Change. As per revised Establishment Schedule 2022-23of unified Corporation.
3.	Classification	Category 'C'	Category 'C'	No change
4.	Scale of Pay	Rs. 425-700	Pay Level-05 of 07 th CPC Pay Matrix (Rs.29200 - 92300/-)	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	Not exceeding 30 years (Relaxable for Govt. Servants and employees of M.C.D. up to 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 30 years. (Relaxable for Government servant and employees of the Municipal Corporation of Delhi upto 35 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.	No Change
7.	Educational and other qualification required for direct recruits	Essential:- (i) Matric pass from a recognized School / board or equivalent; (ii) Certificate in catering or equivalent training in catering from I.T.I. or any other recognized institute; (iii) 5 years experience in a catering institution of repute.	Essential : - i. 10+2 pass from a recognised Board / School / University. ii. 02 Years Experience in Catering and Kitchen Management. iii. Certificate in Basic Computer Course from Govt. recognised Insitute.	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	Age: No EQ: Yes	Age – No. Qualification – Yes.	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 promotion failing which by direct recruitment.	By 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: Asstt. Steward / catering Supervisor with 10 years regular service in the respective grade.	Promotion : - Catering Supervisor-cum-Assistant Steward in Hospital Administration Department, MCD with five years regular service in the Pay Level-4 and 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.