

MUNICIPAL CORPORATION OF DELHI  
CENTRAL ESTABLISHMENT DEPARTMENT  
22<sup>nd</sup> Floor Dr SPM Civic Centre,  
J.L. Nehru Marg, New Delhi 110002.

No. AO/CED/RRs/MCD/2023/ 4763

Dated:- 21/02/2023

Circular

**Subject: Amendment/Framing of Recruitment Rules of Category "A" Post in Homoeo (AYUSH Department) in MCD.**

The drafts of Recruitment Rules (Amendment/Framing) of the following post of Homoeo (AYUSH Department) have been prepared:-

**Category/Group "A".**

(i) Additional Director, Homoeopathy (Framing)

As per extant instructions issued by the DoP&T vide OM No. AB-14017/61/2008-Estt.(RR) dated 13.10.2015, the draft/proposed Amendment/Framing in the RRs for the above said posts are uploaded on the MCD 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.

**Encl.:- Annexure enclosed.**

*BAJ*  
*21-2-23*  
(Pawan Kumar Jolly)  
Administrative Officer (Estt.)

**Copy to:-**

1. All Addl. Commissioner, MCD.
- ✓ 2. **Director (IT) to upload on MCD website.**
3. Director, AYUSH to disseminate these drafts to all concerned.
4. Guard file/Office Copy.

**Copy for information to:-**

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

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## ANNEXURE II

Form to be filled by the Ministry/Department while forwarding proposals to the Union Public Service Commission for framing Recruitment Rules for posts.

1.	(a) Name of the post	Additional Director (Homocopathy)
	(b) Name of the Ministry/ Department	Municipal Corporation of Delhi
	(c) Number of posts	01* (2022) *Subject to variation dependent on workload
	(d) Level in Pay Matrix	Level-13 of Pay Matrix (Rs. 123100-Rs.215900) in 7 <sup>th</sup> CPC
	(e) Class and service to which the posts belong	Group 'A'
	(f) Ministerial or non-Ministerial of F.R.9 (17)	Non-Ministerial
2.	Appointing Authority	Commissioner, MCD
3.	Duties of the post in detail	<ul style="list-style-type: none"> <li>➤ He/she will be the over all in charge of Homoeopathic Department.</li> <li>➤ He/she will be in charge of all administrative functions, communications for the organization and developing and monitoring progress toward departmental goals.</li> <li>➤ He/she will be responsible for managing and overseeing all the operations of Homoeopathic Department including all Homoeopathic Dispensaries under the jurisdiction of MCD.</li> <li>➤ He/she will monitor performance of staff in the office as well as dispensaries to ensure that employees of the department are performing their jobs effectively and efficiently including maintenance of discipline.</li> <li>➤ Co-ordinates with Director (AYUSH) and other higher authorities of MCD to ensure that the department's objectives are met.</li> <li>➤ He/she will coordinate assigned activities with other departments of MCD and outside agencies also.</li> <li>➤ Under administrative direction, he/she will direct, manage, supervise and coordinate the activities and operations of the Department including budget, purchasing and expenditure with available resources.</li> <li>➤ He/she will attend to any other work as assigned by the higher authorities.</li> </ul>
4.	Describe briefly the method(s) adopted for filling the posts hitherto.	Senior most Chief Medical Officer (NFSG) (Homoeopathy) in Level-13 of Pay Matrix (Rs. 123100-Rs.215900) in 7 <sup>th</sup> CPC
5.	Methods of recruitment proposed	Promotion failing which by deputation

6.	If promotion is proposed as a method of recruitment-	
	(a) Designation and number of the posts proposed to be included in the field of promotion.	Additional Director (Homocopathy) Total-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)	Senior most Chief Medical Officer (NFSG) (Homocopathy) with 15 years service in Level-13 of Pay Matrix (Rs. 123100-Rs.215900) in 7 <sup>th</sup> CPC rendered after appointment thereto on a regular basis.
	(c) Percentage of vacancies in the grade proposed to be filled by promotion.	Promotion failing which by deputation
	(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.	No
	(e) If Recruitment Rules were not framed for the posts in the field of promotion;	
	(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.	By Promotion
	(ii) Please state briefly the educational qualifications possessed by the persons in the field of promotion.	Not Applicable
	(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.	Medical Officer (Homoeopathy)
	(f) (i) Is the promotion to be made on selection or non-selection basis?	Selection
	(ii) Reasons for the proposal (i) above.	Promotion
	(g) If a DPC exists, what is its composition?	Category 'A' Departmental Promotion Committee for Promotion: - 1. Chairman/Member of UPSC - Chairperson 2. Commissioner - Member 3. Addl. Commissioner (Estt.) - Member 4. Addl. Commissioner (AYUSH) - Member
	(h) Indicate if the feeder posts are having promotion channels other than the one under consideration.	Not Applicable

Dr. Mrs. Rekha  
Addl. Director (Homoeopathy)  
Municipal Corporation of Delhi

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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 qualifications 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  (e) Whether essential qualification to be prescribed is in accordance with any Act(s)? If so please quote the relevant Act(s) under which it is necessary and also supply 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.	Not Applicable
9.	If direct recruitment is not proposed as a 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?	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.	
	(b) The percentage of vacancies proposed to be filled by this method.	100%
	(c) The period to which deputation will be limited.	Three years



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	(d) The names of the posts of grades or services etc. from which deputation/ absorption is proposed	Analogous Post
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 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
	(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?	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 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.	Not Applicable
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.(Mrs.) Rekha Addl. Director (Homoeopathy) E-1 Block, 12 <sup>th</sup> Floor, Dr. SPM Civic Centre, JLN Marg, New Delhi - 110002 Ph. No. 01123226258

*Rekha*

Signature of the Officer sending the proposals  
Telephone No. 01123228318

Place: Delhi  
Date: