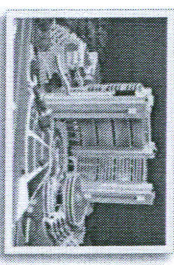




## MUNICIPAL CORPORATION OF DELHI

(HOSPITAL ADMINISTRATION DEPARTMENT)

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



No.:AO(HA)/MCD/HQ/RR/2023/ 1524

DATED: 26/06/23

**Subject : - Public Notice on draft Recruitment Rules for the posts of Matron 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 post in Hospital Administration Department, Municipal Corporation of Delhi is annexed.

### 1. Matron.

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 [goharrs@gmail.com](mailto:goharrs@gmail.com).

**Place:- New Delhi.**

**Dated:- 26.06.2023.**

  
(Vinod Kumar)  
Admn. Officer (HA)-HQ  
Hosp. Admn. Dept./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 Matron 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	<b>Matron</b>
	(b) Name of the Ministry / Department	Municipal Corporation of Delhi
	(c) Number of posts	02
	(d) Scale of pay	*Subject to variation dependent upon workload. Pay Level-11 of 07 <sup>th</sup> CPC Pay Matrix (Rs.67700-208700/-)
	(e) Class and service to which the posts belong	<b>Category- 'A'</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	<p>Matrons will perform the same duties as assigned to nursing sisters except those earmarked for supervisory functions.</p> <p>1. Supervise the work of nurses, dressers, hospital attendants, sweepers and other subordinate staff. 2. Maintain discipline amongst nursing and other staff. 3. Maintain a check on the attendance of hospital and nursing staff and see that the staffs are employed on their legitimate duties. 4. Ensure that the nursing facilities provided by the nurses are of a high order and that the orders which are issued by the Medical Officers are carried out by the nurses properly and in time. 5. Go on rounds with the Medical Officers to ensure that all the instructions given by them are carried out. 6. Accompany the Chief Medical Director, Government medical officials, or distinguished guests during their visits to the hospital. 7. Be responsible for proper cleanliness and maintenance of the hospital compound, outdoor departments, wards, operation theatre, pharmacy, dressing room, kitchen and other hospital establishments. 8. Ensure cleanliness of all hospital linen and patients clothing and keep the dhobi account. 9. Be in charge of surgical instruments and medical appliances in the operation theatre and wards, hospital linen, clothes, beds, crockery, cutlery, furniture, utensils, other tools and plants and maintain all ledgers pertaining to these items. 10. Place requisition for raw materials either with the contractor or with kitchen clerk twice a day where there is departmental catering and see that the diet rations are properly weighed and measured by the cook. Ensure that the diet which is supplied to the patients is properly cooked and tasteful. 11. Place all articles requiring condemnation before the Chief Medical Superintendent/Medical Superintendent/ Divisional Medical Officer and also take suitable action to procure them. 12. Assist the Surgeon in the operations, if required. 13. Maintain all records in connection with the nursing side of the hospital. 14. The matron, while on duty may not absent herself from the hospital without the knowledge of the Chief Medical Superintendent/ Medical Superintendent/Divisional Assistant Divisional Medical Officer. A competent nurse should always be available as in-charge when the matron is off duty. 16. Any other work as assigned by the Competent Authority i.e. Medical Officer Incharge of Health Units / Institutions.</p>
4.	Describe briefly the method (s) adopted for filling the posts hitherto.	100 % by promotion.
5.	Methods of recruitment proposed –	100 % by promotion.
6.	If promotion is proposed as a method of recruitment –	Yes

(a) Designation and number of the posts proposed to be included in the field of promotion.	Designation =Senior Nursing Officer Number of post = 352
(b) Number of years of qualifying service proposed to be fixed before persons in the field become eligible for promotions (As per extant GOI instructions)	07 years
(c) Percentage of vacancies in the grade proposed to be filled by promotion.	100 % by promotion.
(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;	Not Applicable.
(f) 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.	No promotion is done in past.
(ii) Please state briefly the educational qualifications possessed by the persons in the field of promotion.	Essential : 1. (i). B.Sc. in Nursing from a recognized University or Institute; or Regular course in B.Sc. Nursing from a recognized University or Institute; or Post Basic B.Sc Nursing from a recognized University/ Institute; (ii). Registered as a Nurse or Nurse and Mid-wife ( RN or RN & RM) with State Nursing Council; (iii) 07 year's experience as Senior Nursing Officer.  Note 1: Qualifications are relaxable at the discretion of the DSSSB for the reasons to be recorded in writing in case of candidates otherwise well qualified.  Note2: Qualifications regarding experience are relaxable at the discretion of the DSSSB for the reasons to be recorded in writing in the case of candidates belonging to the Scheduled Tribes, if at any stage of selection the DSSSB is of the opinion that sufficient number of candidates belonging to these communities possessing the requisite experience are not likely to be available to fill up the vacancies reserved for them.  Not Applicable.
(iii) In case the feeder posts are filled by promotions, 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.	
(f) (i) Is the promotion to be made on selection or non-selection basis?	Selection
(ii) Reasons for the proposal (i) above.	As per functional requirement
(g) If a DPC exists, what is its composition?	Category : 'A' 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.

	(h) Indicate if the feeder posts are having promotion channels other than the one under consideration.	Not Applicable.	
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	100 % by promotion.	
	(a) The percentage of vacancies proposed to be filled by direct recruitment:	100 % by promotion.	
	(b) Indicate if there are any promotional avenues for the direct recruits?	No	
	(c) (i) Age for direct recruits (As per extant GOI instructions). (ii) Is age relaxation for Government servants?	Upto 40 years.  (Relaxable for Government servant and employees of the Municipal Corporation of Delhi. up to 05 years in accordance with the orders/instructions issued by the Central Government from time to time).	
(d) Educational and other qualification 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	<b>Essential : -</b> Not Applicable		
9.	(e) Whether essential qualifications to be prescribed are 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)	As per DOPT guidelines.	
	(f) Has the post been advertised by the Commission in the past? If so, please quota Commission's reference No.	No	
	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?	100 % by promotion.	
	(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. (c) The period to which deputation will be limited. (d) The names of the posts of grades or services etc. from which deputation /absorption is proposed.	No.	
12.	(a) If any of the methods proposed fails by what methods are such vacancies proposed to be filled. (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. (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?	100 % by promotion.	
13.	(a) Special circumstances, if any, other than those covered by the rules, in which the Commission may be required to be consulted. (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 <sup>th</sup> 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:**