



MUNICIPAL CORPORATION OF DELHI

(HOSPITAL ADMINISTRATION DEPARTMENT)

18th Floor, Dr. Shyama Prasad Mukherjee Civic Centre,
New Delhi-110002.



No.:AO(HA)/MCD/HQ/RR/2022/436

DATED: 17.10.2022

Subject : - Public Notice on draft Recruitment Rules for the posts of Statistical Clerk, Senior Statistical Clerk, Statistical Assistant and Statistical Officer in Hospital Administration Department and Public Health 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. Statistical Clerk.
2. Senior Statistical Clerk.
3. Statistical Assistant.
4. Statistical 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 aohars@gmail.com.

Place:- New Delhi

Dated:- 17.10.2022

(Vinod Kumar)

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. MHO-HQ/MCD.
3. AO(MHO)/MCD.
4. AO(CED)-MCD : for kind information of Director (P).

SCHEDULE-III

S.No.	Columns	Existing RRs of Statistical Clerk, the Notification 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	Statistical Clerk	Statistical Clerk	No Change.
2.	No. of post	88 (1982) – Subject to variation dependent on workload.	39 (Hospital Admn. Department) 14 (Public Health Department) (Total Posts =53) (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	N.A.	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 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: Degree with Mathematics / Statistics/Economics as one of the subjects from a recognised University or equivalent. Desirable:- (i) Working knowledge of Hindi (ii) Knowledge of typing and operation of calculating machine.	Essential: Degree with Mathematics / Statistics / Economics as one of the subjects from a recognised University or equivalent. Desirable:- Candidates having knowledge in English and Hindi with working knowledge of computer shall be preferred. 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	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.	i. 25 % by promotion failing which by Direct Recruitment. ii. 75 % 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.) 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 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 Computer	Proposed RRs of Computer	Alterations recommended with reason
1.	Name of Post	Computer	Senior Statistical Clerk	Change of name, as per Establishment Schedule 2022-23 of Municipal Corporation of Delhi.
2.	No. of post	19 (1982) *Subject to variation dependent on workload	1 (Hospital Administration Department) 12 (Public Health Department) (Total Posts = 13) *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 7 th CPC Pay Matrix (Rs.25500-81100)	Change As per recommendation of 7 th CPC.
5.	Whether selection post or non-selection post	Selection	Non Selection	Change.
6.	Age limit for direct recruits	Between 18 to 25 years. (Relaxable for Government servants and employees of the 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 27 years. (Relaxable for Government servant and employees of the MCD. 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: (i) Degree with mathematics / Statistics/Economics as one of the subjects from a recognized university or Equivalent. (ii) Computers' certificate of a recognized Institution or at least one years experience in computation of Statistical data and handling calculating machine. Desirable: Knowledge of Hindi	Essential: i. Degree with mathematics / Statistics /Economics as one of the subjects from a recognized university or Equivalent. ii. 'O' Level certificate of one year duration recognized by Ministry of Human Resource development , Govt. of India Desirable: Knowledge of Hindi	Change As per functional requirement of Department.
8.	Whether age and educational qualifications prescribed for the direct recruits will apply in the case of promotion	No	No	No Change.
9.	Period of probation, if any	02 years.	02 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	(i) 50% by promotion failing which by Direct Recruitment. (ii) 50 % By Direct Recruitment.	i. 50% by promotion failing which by Direct Recruitment. ii. 50% by Direct Recruitment.	No change
11.	In case of Recruitment by Promotion/Deputation/Transfer, grades from which Promotion/Deputation/Transfer to be made	Statistical Clerk, Key Punch Operator and verifier with 08 years regular service in the grade.	Promotion : - Promotion from the post of Statistical Clerk, Data Entry Operator with eight years regular service in pay level-02.	Change. As per functional requirement of Department.
12.	If a D.P.C. exists, what is its composition	Category 'C' D.P.C: (For considering confirmation / promotion). 1.MHO - Chairman 2.Asstt. Comm.(H) or an officer of Higher Rank-Member 3.Subject Specialist Officer with one Rank above - Member 4. AO(H) – Member 5.A SC/ST Officer comparable in status to the subject specialist.- Member.	Category-'C' D.P.C. for confirmation / promotion:- 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 Statistical Assistant	Proposed RRs of Statistical Assistant	Alterations recommended with reason
1.	Name of Post	Statistical Assistant	Statistical Assistant	No Change
2.	No. of post	3 (1982) *Subject to variation dependent on workload	02 (Hospital Admn. Deptt.) 03 (Public Health Deptt.) (Total Posts = 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 recommendation of 7 th CPC
4.	Scale of Pay	Rs.425-15-500-EB-15-560-20-700	Pay Level-06 as per 07 th CPC in Pay Matrix (Rs.35400-112400)	Change Scale of pay change as per 7 th CPC
5.	Whether selection post or non-selection post	Not applicable	Not applicable	No Change
6.	Age limit for direct recruits	Between 18 to 25 years. (Relaxable for Government servants and employees of the 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.	Not exceeding 30 years. (Relaxable for Government servant and employees of MCD to 5 years. For SC/ST candidates 5 years and for OBC candidates 3 years) 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: Master's degree in Statistics / Operations Research or Mathematics / Economics or Commerce (with statistics) of a recognized University or equivalent. Desirable:- Some experience of Statistics in work involving data collection, analysis, field survey and interpretation of Statistical Data preferably in the field of Vital and Health Statistics.	Essential: (i) Degree with mathematics / Statistics /Economics as one of the subjects from a recognized university or Equivalent. (ii) 'O' Level certificate of one year duration recognized by Ministry of Human Resource development, Govt. of India Desirable: Knowledge of Hindi.	No Change
8.	Whether age and educational qualifications prescribed for the direct recruits will apply in the case of promotion	No	Age - No Qualification - Yes	No Change.
9.	Period of probation, if any	02 years.	02 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	(i) 66-2/3% by promotion failing which by Direct Recruitment. (ii) 33-1/3% by Direct Recruitment	(i) 50% by promotion failing which by Direct Recruitment. (ii) 50% 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 :- Computers with 5 years regular service in the grade.	Promotion :- Senior Statistical Clerk with ten years regular service in the pay level-4 of 7 th CPC Pay Matrix (Rs.25500-81100).	Change. As per functional requirement of the Department.
12.	If a D.P.C. exists, what is its composition	1. MHO – Chairman 2. Asstt. Comm.(H) or an Officer of Higher Rank – Member 3. Subject Specialist an Officer with one rank above – Member 4. Admn. Officer (H) – Member 5. A SC/ST Officer comparable in status to the subject specialist - Member	Category-'B' D.P.C. for confirmation / promotion:- 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.

SCHEDULE-III

S. No	Columns	Existing RRs of Senior Investigator	Proposed RRs of Statistical Officer	Alterations recommended with reason
1.	Name of Post	Senior Investigator	Statistical Officer	Changed of name As per establishment Schedule 2022-23.
2.	No. of post	6 (1982) *Subject to variation dependent on workload	03 (Public Health Deptt.) (Total Posts = 03) (2022)- Subject to variation dependent on workload	Change As per revised Establishment Schedule 2022-23 of unified Corporation.
3.	Classification	Category 'B'	Category 'B'	Change As per recommendation of 7 th CPC
4.	Scale of Pay	Rs.550-900.	Pay Level-06 as per 07 th CPC in Pay Matrix (Rs.35400-112400)	Change Scale of pay change as per 7 th CPC
5.	Whether selection post or non-selection post	Not applicable	Not applicable	No Change
6.	Age limit for direct recruits	Not exceeding 30 years. (Relaxable for Government servants and employees of the M.C.D. by 5 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 servant and employees of MCD to 5 years. For SC/ST candidates 5 years and for OBC candidates 3 years) 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.
6(a)	Whether benefit of added years of service admissible under Rule 30 of the C.C.S (Pension), Rules, 1972	No	No	
7.	Educational and other qualification required for direct recruits	Essential: (i) Master's degree in Statistics / Operations Research or Mathematics / Economics or Commerce (with statistics) of a recognized University or equivalent. (ii) 02 years experience of collection, complication, analysis and interpretation of Statistical Data. Desirable:- (i) Specialized training in vital & health Statistics of Demography from a recognized Insitute. (ii) Experience of work in the field of Vital and Health Statistics of Demography.	Essential: (i) Master's degree in Statistics / Operations Research or Mathematics / Economics or Commerce (with statistics) of a recognized University or equivalent. (ii) 02 years experience of collection, complication, analysis and interpretation of Statistical Data. Desirable:- (i) Specialized training in vital & health Statistics of Demography from a recognized Insitute. (ii) Experience of work in the field of Vital and Health Statistics of Demography.	No Change
8.	Whether age and educational qualifications prescribed for the direct recruits will apply in the case of promotion	No	Age - No Qualification - Yes	No Change.
9.	Period of probation, if any	02 years.	02 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	(iii) 33-1/3% by promotion failing which by Direct Recruitment. (iv) 66-2/3% by Direct Recruitment	(i) 50% by promotion failing which by Direct Recruitment. (ii) 50% by Direct Recruitment.	Change As per functional requirement of the Department.
11.	In case of Recruitment by Promotion/Deputation/T ransfer, grades from which Promotion/Deputation/T ransfer to be made	Promotion :- Statistical Assistant with 5 years regular service in the grade.	Promotion :- Statistical Assistant with 05 years regular service in the pay level-6 of 7 th CPC Pay Matrix (Rs.35400-112400).	No Change.
12.	If a D.P.C. exists, what is its composition	6. MHO – Chairman 7. Asstt. Comm.(H) or an Officer of Higher Rank – Member 8. Subject Specialist an Officer with one rank above – Member 9. Admn. Officer (H) – Member 10. A SC/ST Officer comparable in status to the subject specialist - Member	Category-'B' D.P.C. for confirmation / promotion:- 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.