



# 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/2022/ 739

DATED: 29/12/22

**Subject :- Public Notice on draft Recruitment Rules for the posts of Technical Assistant / Technician 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. Technical Assistant / Technician

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

Place:- New Delhi

Dated:- 27.12.2022

(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. AO(CED)-MCD : for kind information of Director (P).

## SCHEDULE-I

### Framing Recruitment Regulations of the post of Technical Assistant / Technician 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.

<b>1.</b>	(a) Name of the posts	<b>Technical Assistant / Technician</b>
	(b) Name of the Ministry / Department	Municipal Corporation of Delhi
	(c) Number of posts	02 *Subject to variation dependent upon workload.
	(d) Scale of pay	Pay Level-04 of 07 <sup>th</sup> CPC Pay Matrix (Rs.25500-81100/-)
	(e) Class and service to which the posts belong	Category- 'C'
	(f) Ministerial or non – Ministerial of F.R. 9 (17)	Non-Ministerial
<b>2.</b>	Appointing Authority	Commissioner, MCD
<b>3.</b>	Duties of the post in detail	<ol style="list-style-type: none"> <li>1. Collect specimen samples as assigned. Number and check specimens received for testing against requisition forms.</li> <li>2. Identify, arrange and prepare specimens, reagents and solutions for testing.</li> <li>3. When assigned to Phlebotomy, clean the area of puncture site with disinfectants and distend veins using a tourniquet. Take sample according to test requested, either directly by vein puncture or skin puncture, maintain responsibility for patient identification, specimen labelling and collection verification.</li> <li>4. Instruct patients and healthcare providers in collection and preservation techniques for urine, sputum, stool, scrapings, autologous or directed donations or other specimens for analysis.</li> <li>5. Perform routine tests, analyses and provide other technical support services in all departments of the laboratory independently or under supervision of a technician, if needed. Responsibilities included operation, cleaning and simple maintenance of technical equipment used.</li> <li>6. Instruct patients and healthcare providers in collection and preservation techniques for urine, sputum, stool, scrapings, autologous or directed donations or other specimens for analysis.</li> <li>7. Receive and number samples. Process samples for routine investigations by operating analyzers and do routine microscopic examinations, under supervision of technician, where needed.</li> <li>8. Make all types of smears like that of sputum, blood and body fluids etc. fix slides, and do difference types of staining like AFB, H&amp;E staining etc.</li> <li>9. Dispatch all reports to all outdoor and indoor departments in time.</li> <li>10. Clean, wash and prepare glassware or materials for sample collection.</li> <li>11. Sterilize and autoclave materials.</li> <li>12. Keep a record of results.</li> <li>13. Clean and maintain all laboratory testing equipment and workstations. Maintain cleanliness of laboratory.</li> <li>14. Assist in indenting and receiving laboratory reagents, equipment etc. from stores and supervise collection of material from the store.</li> <li>15. Assist Laboratory Technician.</li> <li>16. Look after the work of Laboratory Technician as and when directed by Head of Department / Laboratory In-charge of Medical Officer.</li> <li>17. Perform rotational duties as assigned.</li> <li>18. Follow and ensure that others follow appropriate universal precautions and hospital waste disposal rules and regulations.</li> <li>19. Assist in measures directed towards management of mass casualties and disasters.</li> <li>20. Utilize HIS and other software as necessary / instructed.</li> <li>21. Maintain cleanliness of person and dress.</li> <li>22. Wear white coat when on duty.</li> <li>23. Assist and perform tasks as and when directed by Head of Departments / Laboratory In Charge.</li> <li>24. Educate and direct junior staff.</li> <li>25. He / She will perform any other duties allotted to him / her by the Medical Officer In-charge of the Department.</li> </ol>

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 along with the proposal.	Not Applicable.
	(e) If Recruitment Rules were not framed for the posts in the field of promotion;	Not Applicable.
	(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.	Recruitment Rules being framed for the first time in Hospital Administration Department, Municipal Corporation of Delhi.
	(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 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.	Not Applicable.
	(f) (i) Is the promotion to be made on selection or non-selection basis?	Not Applicable.
	(ii) Reasons for the proposal (i) above.	Direct Recruitment.
	(g) If a DPC exists, what is its composition?	<b>Category : 'C'</b> 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.	No suitable candidate in lower post(s).
8.	If direct recruitment is proposed as a method of recruitment please state	
	(a) The percentage of vacancies proposed to be filled by direct recruitment.	100 %
	(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?	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
	(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  (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)  (f) Has the post been advertised by the Commission in the past? If so, please quote Commission's reference No.	<b>Essential : -</b>  (i) 10 +2 in Science subject from in recognized University or Board.  (ii) Diploma in Medical Laboratory Technology from an Institute recognised by the All India Council of Technical Education or any other statutory body authorized by the Government for the purpose.  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.
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?	
<b>13.</b>	(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 not necessary.
	(b) Whether the Department of Personnel and Training have concurred in the proposal?	Not Applicable.
<b>14</b>	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
<b>15.</b>	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: