



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/ 743

DATED: 29/12/22

Subject : - Public Notice on draft Recruitment Rules for the post of Nursing Tutor / Sister Tutor 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. Nursing Tutor / Sister Tutor.

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


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 Nursing Tutor / Sister Tutor 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	Nursing Tutor / Sister Tutor
	(b) Name of the Ministry / Department	Municipal Corporation of Delhi
	(c) Number of posts	07 *Subject to variation dependent upon workload.
	(d) Scale of pay	Pay Level-09 of 07 th CPC Pay Matrix (Rs.53100-167800/-)
	(e) Class and service to which the posts belong	Category- '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>A. Teaching</p> <ul style="list-style-type: none"> • Planning of the teaching programme including an orientation programme in consultation with the Principal/Vice Principal • Planning for students' practical experience, ward assignments and vacations in consultation with the Principal/Vice Principal. • Planning of ward teaching programme with the cooperation and collaboration of Principal/Vice Principal • Preparation for classes and demonstrations, displays of educational material on notice board. • Teaching of all nursing subjects with assistance from other members of the staff. • Guidance to students in methods of study and use of reference books and library, Individual attention to students when necessary, including individual assignments. • Conduct of periodical and terminal tests. • Organization of seminars, panel discussion, debates etc. • Ensuring that students who go in for examination fulfil all requirements. • Regular visits to the hospital wards and departments and other practice fields. <p>B. Records of students The following records are maintained:</p> <ul style="list-style-type: none"> • Register of attendance at classes, demonstrations, visits, etc. • Record of practical experience. • Marks of terminal tests and examinations. • Leave account of students. • Records of classes given by nursing, medical and other teacher. • Health Records. • Permanent/cumulative record of students. <p>C. Categories of Documents under the control of College</p> <ul style="list-style-type: none"> • Recognition certificate issued by Indian Nursing Council • Recognition certificate issued by Delhi Nursing Council • Affiliation certificate with GGSIPU. • Admission criteria approved by GGSIPU • Organizational chart of College • Seat Matrix of students as per Central Govt. Norms. <p>D. Students Health</p> <ul style="list-style-type: none"> • Arrangement for initial and periodical health examinations and maintenance of health records. • Periodical visits to students rooms to make sure that they practice personal hygiene. • Organizing recreational and social programmes. <p>E. General</p> <ul style="list-style-type: none"> • Participating in the selection of students. • Supplying time tables of classes to Ward Sister. • Maintenance of library, requisition of new books and journals. • Inventory of class room supplies • Inventory of class room equipment. • Arrangements of functions for prize distribution lamp- lighting ceremony. • Any other duty that may be assigned to her from time to time relating to nursing education. <p>F. Educate and direct junior staff.</p> <p>G. He / She will perform any other duties allotted to him / her by the Medical Officer In-charge of the Department.</p>

	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?	Category : '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