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CHANDIGARH ADMINISTRATION
DEPARTMENT OF MEDICAL EDUCATION & RESEARCH

Notification

The 14th September, 2021

No. 33739 .—In exercise of the powers conferred by the proviso to article 309 of the Constitution of India read with Govt. of India, Ministry of Home Affairs, notification bearing No. SO. 3267, dated 01.11.1966, the Administrator, Union Territory, Chandigarh makes the following rules, regulating the method of recruitment to Group 'C' posts i.e. Medical Record Clerk and Cook (Non-Ministerial), in Govt. Medical College & Hospital, Chandigarh, Recruitment Rules for Mental Health Institute, namely :—

1. **Short title and Commencement :**

- These rules may be called the Government Medical College and Hospital, Chandigarh for Mental Health Institute, Medical Record Clerk and Cook (Group 'C') (Non-Ministerial) Recruitment Rules, 2021.
- They shall come into force on the date of their publication in the Chandigarh Administration Gazette.

2. **Application.**—These rules shall apply to the post as specified in column No.1 of the Schedule annexed to these rules.

3. **Number of posts, classification and scale of pay.**—The number of the posts, their classification and the scales of pay shall be specified in columns 2 to 4 of the said schedule.

4. **Method of recruitment, age limit, qualifications etc.**—The method of recruitment to the said posts, age limit, qualifications and other matters connected there with shall be as specified in columns 5 to 13 of the said Schedule.

5. **Disqualification—**

No person,—

- (a) who has entered into or contracted a marriage with a person having a spouse living;

Or

- (b) who, having a spouse living, has entered into or contracted a marriage, with any person, shall be eligible for the appointment to the said post :

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Provided that the Administrator, Union Territory, Chandigarh may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and there are other grounds for so doing, exempt, any person from the operation of this rule.

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6. **Power to relax.**—Where the Administrator, Union Territory, Chandigarh is of the opinion that it is necessary or expedient so to do, he may, by order, for reasons to be recorded in writing, relax any of the provisions of these rules in respect of any class or category of persons.
7. **Savings.**—Nothing in these rules shall affect reservations, relaxation of age limit and other concessions required to be provided for the Scheduled Caste, the Scheduled Tribes, Other Backward Classes, Ex-servicemen and other special categories of persons in accordance with the orders issued by the Chandigarh Administration from time to time in this regard.

ARUN KUMAR GUPTA, IAS,
Principal Secretary,
Medical Education & Research,
Chandigarh Administration.

1.	Name of post	Cook
2.	No. of post	03* (2021) *Subject to variation dependent on work-load
3.	Classification	General Central Civil Services Group 'C' (Non-Ministerial)
4.	Pay band and grade pay/ pay scale	P.B.:3: Rs.10300 - 34800 + Grade Pay 3200
5.	Whether selection by merit or Selection-cum-seniority of Non-selection post	Selection
6.	Age limit for direct recruits	Not exceeding 37 years (Relaxable for departmental candidates in accordance with the instructions issued by the Chandigarh Administration from time to time).
7.	Educational and other qualifications required for Direct recruits	i. Matric 2nd Division or 10+2 from recognized Board. ii. Should have a diploma certificate in cooking at a recognized catering institute. iii. Should be able to prepare both vegetarian and non-vegetarian dishes. iv. Should have an experience of working in a Hotel of Repute or State Hospitality organization for a minimum period of two years.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable
9.	Period of probation, if any	Three years
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the posts to be filled by various methods	Direct Recruitment
11.	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/deputation/ absorption to be made	Not Applicable
12.	If a departmental promotion committee exists, what is its composition?	Not Applicable
13.	Circumstances in which union public service commission to be consulted in making recruitment	Not Applicable

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1.	Name of post	Medical Record Clerk
2.	No. of post	02* (2021) *Subject to variation dependent on work-load
3.	Classification	General Central Civil Services Group 'C' (Non-Ministerial)
4.	Pay band and grade pay/ pay scale	P.B.:3: Rs.10300 - 34800 + Grade Pay 3200
5.	Whether selection post or non selection post	Selection
6.	Age limit for direct recruits	Not exceeding 37 years (Relaxable for departmental candidates in accordance with the instructions issued by the Chandigarh Administration from time to time).
7.	Educational and other qualifications required for Direct recruits	Essential : Bachelor degree from a recognized university. Desirable :— 1 year practical experience of having handled medical records as File Restorer in a hospital/ medical institute of repute. Note : ICT course is mandatory at entry level as per instructions issued by the Chandigarh Administration <i>vide</i> letter dated 25.11.2019.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable
9.	Period of probation, if any	Three years
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the posts to be filled by various methods	Direct Recruitment
11.	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/deputation/ absorption to be made	Not Applicable
12.	If a departmental promotion committee exists, what is its composition?	Not Applicable
13.	Circumstances in which union public service commission to be consulted in making recruitment	Not Applicable

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