

UT Administration of Dadra & Nagar Haveli and Daman & Diu
Directorate of Medical & Health Services,
Community Health Centre, Fort Area, Moti Daman,
Daman - 396 220.

No.DMHS/DDD/RR-MRT/2022-23/13965

Dated: 30 / 11 /2022

OFFICE MEMORANDUM


As per the office Memorandum No.AB-14017/61/2008-Estt.(RR), dated 13/10/2015 issued by the Department of Personnel & Training, New Delhi, the draft proposal for Amendments of Recruitment Rules are required to be uploaded on the website of the Administration inviting comments from the stake holders.

The Department has decided to amend the Recruitment Rules for the post of **Medical Record Technician**, 'Group B' (Non Gazetted, Non Ministerial) in the Directorate of Medical & Health Services, Dadra & Nagar Haveli and Daman & Diu.

The draft notification along with the schedule (Annexure - I) for proposed amendment of the said Recruitment Rules is attached herewith.

The said draft amendment in the Recruitment Rules for the post of **Medical Record Technician**, is hereby uploaded on the official website of the Administration inviting comments from the stakeholders within 30 days from the date of issue of this O.M.

Encl: as above.


(Dr. V. K. Das)
Director,
Medical & Health Services,
UT of DNH & Daman Diu

Copy to:

1. The State Informatics Officer, Dept. of NIC, Daman with request to kindly upload the same on the official website of the Administration for wide publicity.

**UT Administration of
Dadra & Nagar Haveli and Daman & Diu,
Directorate of Medical & Health Services,
Moti Daman, Daman – 396 220.**

No. DMHS/DD/RR-MRT/2022-23/

Dated: / /2022

NOTIFICATION

In exercise of the powers conferred by the provision to Article 309 of the Constitution, read with Govt. of India, Ministry of Home Affairs Notification No.F.3(4)/65-GP dated 27th January, 1965 and order No.7/1/65-Estt(A) dated 16th February, 1965; and in supersession of the existing recruitment rules for the posts, and all other powers enabling him in this behalf, the Administrator of Dadra & Nagar Haveli and Daman & Diu, is hereby pleased to make the following rules regulating the method of recruitment to Group 'B' Non-Gazetted, Non Ministerial posts of **Medical Record Technician**, in the Directorate of Medical & Health Services, U. T. Administration of Dadra & Nagar Haveli and Daman & Diu namely:-

1. SHORT TITLE AND COMMENCEMENT -

- (i) These rules may be called the Administration of Dadra & Nagar Haveli and Daman & Diu, Directorate of Medical & Health Services, **Medical Record Technician**, (Group 'B' Non-Gazetted / Non-Ministerial) posts Recruitment Rules, 2021.
- (ii) They shall apply to the posts specified in column – 1 of the schedule to these rules.
- (iii) These rules will come into effect from the date of publication of this notification in the Official Gazette and will related to appointment to the various posts made on or after this date.

2. NUMER OF POSTS, CLASSIFICATION AND LEVEL IN PAY MATRIX - The number of the said post, its classification and the level in pay matrix attached thereto shall be as specified in columns 2 to 4 of the Schedule annexed to these rules. Provided that, the Administrator of Dadra & Nagar Haveli and Daman & Diu may vary the number of posts in column 2 of the said Schedule from time to time subject to exigencies of work.

3. METHOD OF RECRUITMENT, AGE, LIMIT, OTHER QUALIFICATIONS ETC - The method of recruitment, age limit, qualifications and other matters relating to the said posts shall be as specified in columns 5 to 13 of the aforesaid Schedule.

4. 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 appointment to the service. Provided that, the Administrator of Dadra & Nagar Haveli and Daman & Diu, may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.

5. **POWER TO RELAX:-**

Where the Administrator is of the opinion that, it is necessary or expedient so to do, it may, by order, and for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons.

6. **SAVING:-**

Nothing in these rules shall affect reservations, relaxation of age-limit and other concessions required to be provided for the Scheduled Castes and Scheduled Tribes, and the other special categories or persons in accordance with the orders issued by the Central Government from time to time in this regard.

**By Order and in the name of the
Administrator of Dadra & Nagar Haveli
and Daman & Diu**

**Dy. Secretary (Health & Family Welfare)
DNH & DD**

To

1. The Joint Secretary (Planning & Statistics), DNH & DD, Secretariat, Daman with request to publish the same in the Official e-Gazette.

Copy to:-

1. The Director, Medical & Health Services, Daman & Diu, Daman.
2. The Deputy Secretary (Pers.), Secretariat, Daman.
3. The Assistant Director (OL), Daman for favour to translation into Hindi.
4. The Office file.
5. The Guard file.

S C H E D U L E

ANNEXURE-I

Name of the post	No. of Post	Classification	Level in the Pay Matrix	Whether Selection post or non-selection post	Age limit for direct recruits	Educational and other qualification required for direct recruits
1	2	3	4	5	6	7
Medical Record Technician	*02 (2021) [DNH – 00; DD - 02] *Subject to variation dependent on work load.	General Central Service Group 'B' Non Gazetted, Non Ministerial	Level : 6 in the Pay Matrix (Rs. 35400-112400)	N. A.	Not exceeding 30 years (Relaxable for Govt. Servant up to 5 years in accordance with the instructions or orders issued by the Central Government) Note : The crucial date for determining the age limit shall be the closing date of 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 Division of J&K State, Lahual & Spiti District and Pangi Sub Division of Chamba District of Himachal Pradesh, Andaman & Nicobar Islands or Lakshadweep.	Essential : 1. Bachelors Degree in Statistics from Government recognized University. 2. Six months course in Medical Record Technician from recognized Institution.

Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Period of probation, if any	Method of Recruitment whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods.	In case of recruitment by promotion / deputation / absorption grades from which promotion / deputation / absorption to be made	If a D.P.C. exists what is its composition	Circumstances in which UPSC is to be consulted in making recruitment
8	9	10	11	12	13
Not Applicable	Two years	Direct Recruitment	Not Applicable	<p style="text-align: center;">Group 'B' DPC/DSC (for considering confirmation)</p> <ol style="list-style-type: none"> 1. Advisor to Administrator, DNH & DD – Chairman. 2. Finance Secretary, DNH & DD – Member 3. Secretary of concerned Department, DNH & DD - Member 4. Deputy /Joint Secretary (Pers.), DNH & DD – Member 5. Head of Office concerned, Daman/DNH – Member 6. 1 (one) additional member from Government Service to be nominated by the Chairman of DSC / DPC / Screening Committee. <p>Note: “If Finance Secretary is holding the charge of Secretary (Health) then, the Finance Secretary will be the Chairman of the Committee DPC”.</p>	N.A.