

e- 71092

No. DMHS/DD/RR-MRT/2018-19/ 6948  
UT Administration of Daman and Diu,  
Directorate of Medical & Health Services,  
Community Health Centre,  
Moti Daman - 396210.

Dated:- 16/07/2019.

### **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 order No.7/1/65-Estt(A) dated 16<sup>th</sup> February, 1965 and the Department of Personnel and Training, New Delhi O.M. No. AB-14017/13/2016-Estt.(RR) dated 09<sup>th</sup> August, 2016 and in partial modification to the Notification No.DMHS/DD/RR-(IC & MRD)/2011-12/231/2693 dated 21/09/2011 of the Recruitment Rules for the posts, and all other powers enabling him in this behalf, the Administrator of Daman & Diu, hereby amends the following Rules regulating the method of recruitment to the post of Medical Record Technician, General Central Service, Group 'B' (Non-Gazetted, Non-Ministerial) in the Directorate of Medical & Health Services, U. T. Administration of Daman & Diu namely:-

#### **1. SHORT TITLE AND COMMENCEMENT -**

- (i) These rules may be called the Administration of Daman and Diu, Directorate of Medical & Health Services, Medical Record Technician, (Group 'B' Non-Gazetted / Non-Ministerial) posts Recruitment Rules, 2019.
- (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. NUMBER 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 Daman and 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**

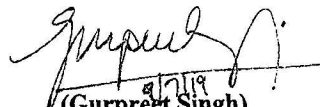
- The method of recruitment, age limit, qualifications and other matters relating to the said posts shall be as specified in columns 5 to 13 of the aforesaid Schedule.

4. **DISQUALIFICATION -** No person, who has entered into or contracted a marriage with a person having a spouse living, or who, having a spouse living, has entered into or contract a marriage with any person, shall be eligible for appointment to the said post. Provided that the Administrator of Daman & Diu may, if satisfied that such marriage is permissible under the personal law applicable to such person and 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 Scheduled Castes, the Scheduled Tribes, Other Backward Class, Ex-Servicemen and 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 Daman & Diu

  
(Gurpreet Singh)  
Deputy Secretary (Health)

To,

The Head of Office, Govt. Printing Press, Daman with a request to publish the same in the Official Gazetted.

Copy to:-

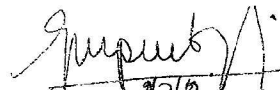
- (i) The Director, Medical & Health Services, Daman & Diu, Daman.
- (ii) The Deputy Secretary (Pers.), Secretariat, Daman.
- (iii) The Assistant Director (OL), Daman for favour to translation into Hindi.
- (iv) The Office file.
- (v) The Guard file.

# SCHEDULE

## ANNEXURE-I

Name of the post	No. of Posts	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 (2019) 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).	<b>Essential :</b> Bachelors Degree in Statistics from Government recognized University.  <b>Desirable :</b> 6 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 (Probation will be cleared subject to completion of in service training courses for MRT (6 months) if not having desirable qualification as mention in column No.7).	Direct Recruitment	Not Applicable	<p>Group 'B' DPC (for considering confirmation)</p> <ol style="list-style-type: none"> <li>1. Advisor to Administrator, Daman &amp; Diu &amp; DNH - Chairman.</li> <li>2. Senior most DANICS Officer posted in the UT of Daman &amp; Diu - Member</li> <li>3. Deputy /Joint Secretary (Pers.) Daman &amp; Diu - Member</li> <li>4. Deputy / Joint Secretary (Fin), Daman &amp; Diu - Member</li> <li>5. Head of Office concerned, Daman - Member</li> <li>6.1 (one) additional member to be nominated by the Chairman of DSC/DPC Screening Committee.</li> </ol> <p>Note : If Finance Secretary is holding the charge of Secretary (Health) then, the Finance Secretary will be the Chairman of the DPC.</p>	N.A.

  
 (Gurpreet Singh)  
 Deputy Secretary (Health)