

No.A-60015/07/2024-CBHI
Government of India
Ministry of Health & Family Welfare
Directorate General of Health Services
(Central Bureau of Health Intelligence)

Room No.502, NCDC PG Hostel
22-Sham Nath Marg
Civil Lines, New Delhi-110054
Dated: 10-03-2026

WEB CIRCULAR

This Directorate is examining a proposal of amending Recruitment Rules for the post of Junior Secretariat Assistant (JSA), and Senior Secretariat Assistant (SSA) erstwhile Lower Division Clerk & Upper Division Clerk in respect of Field Survey Units under Central Bureau of Health Intelligence, Directorate General of Health Services, MoHFW.

1. The undersigned is directed to say that as per DoP&T's O.M. No. AB-14017/61/2008-Estt.(RR) dated 13.10.2015, before taking up the proposal with DoP&T, DoLA and other organizations involved, the proposal for framing /amendment of Recruitment Rules are to be uploaded on the website of respective Ministries/Departments for 30 days for inviting comments from the stakeholders.
2. In this regard, a draft proposal has been prepared and a copy of the same is enclosed herewith. The Draft RRs shall be available on the websites of both the DGHS(<https://dghs.mohfw.gov.in>) and CBHI (<https://cbhidgshs.mohfw.gov.in>) for 30 days from the date of issue.
3. The comments, may be furnished by 10.04.2026 to the Deputy Director (Admn.), CBHI, Dte.GHS, MoHFW, Room No.502, NCDC PG Hostel, 22-Sham Nath Marg, Civil Lines, New Delhi-110054 and soft form may be furnished at pankaj.kmr90@gov.in.
4. This issue with the approval of the Competent Authority.

Encl: As above.

(Pankaj Kumar)
Deputy Director to the Government of India
Email: pankaj.kmr90@gov.in

To

1. Priyanka Gera-TO (IT)
DGHS
2. Mr. Nitin Saxena
Business Analyst
RV Solutions Pvt. Ltd

[To be published in the Gazette of India Part-II, Section-3, Sub-section (i)]

Government of India
Ministry of Health and Family Welfare
(Office of the Registrar General, India)

Notification

New Delhi, dated, 2026

G.S.R. ____. In exercise of the powers conferred by the proviso to article 309 of the Constitution, and in supersession of the Field Survey Units of Central Bureau of Health Intelligence (Attendant / sample collector) Recruitment Rules, 1983 and Field Survey Units of Central Bureau of Health Intelligence (Upper Division Clerk) Recruitment Rules, 1983 except as respects things done or omitted to be done before such supersession, the President hereby makes the following rules regulating the method of recruitment to the posts of Junior Secretariat Assistant (JSA), and Senior Secretariat Assistant (SSA) in the Field Survey Units of Central Bureau of Health Intelligence, Directorate General of Health Services, Ministry of Health and Family Welfare, namely:-

1. **Short title and commencement.** - (1) These rules may be called the Ministry of Health and Family Welfare, Regional Offices of Central Bureau of Health Intelligence, (Junior Secretariat Assistant (JSA) and Senior Secretariat Assistant (SSA) (Group C' Posts) Recruitment Rules, 2026.

(2) They shall come into force on the date of their publication in the Official Gazette.

2. **Application.** -These rules shall apply to the posts specified in the Schedule annexed to these rules.

3. **Number of posts, classification, and Level in the Pay Matrix .**

- The number of the said posts, their classification and Level in the Pay Matrix attached thereto shall be as specified in columns (2) to (4) of the said Schedule.

4. **Method of recruitment, age limit, qualification, etc.** - The method of recruitment, age limit, qualification and other matters relating to the said posts shall be as specified in columns (5) to (13) of the aforesaid 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 appointment to the said posts:

Provided that the Central Government 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.

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

a. Junior Secretariat Assistant (JSA)

SCHEDULE

Name of post	Number of posts	Classification	Level in the pay matrix
(1)	(2)	(3)	(4)
1. Secretariat Assistant (SA)	02* (2025) Existing vacancies as per DoE OM No. DoE (MoF) OM F No.7 (1)/E.Coord-I/2017 dtd 05 Jan 2024. *Subject to variation dependent on workload.	General Central Services, Group 'C', Non-Gazetted, Ministerial.	Level 2 (₹19,900-₹63,200)

Whether selection post or non-selection post	Age-limit for direct recruits	Educational and other qualification required for direct recruits.
(5)	(6)	(7)
Not Applicable	(Relaxable for Government Servants up to the age of forty years in the case of general candidates and up to forty-five years in the case of candidates belonging to the Scheduled Castes or the Scheduled Tribes in accordance with the instructions or orders issued by the Central Government). Note # 1: The crucial date for determining the age-limit shall be the closing date for receipt of application and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram,	(i) 12 th Class pass or equivalent qualification from a recognised Board or University; and (ii) Typing Speed of 35 w.p.m in English; or 30 w.p.m in Hindi on computer. (Time allowed: Ten Minutes). (35 w.p.m and 30 w.p.m. correspond to 10500 KDPH/9000 KDPH on an average of five key depressions for each word) Note 1: Qualification is relaxable at the discretion of the Competent Authority or Staff Selection Commission in the case

<p>Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahul and Spiti District and Pangi Sub-Division of Chamba District of Himachal Pradesh, Adaman and Nicobar Islands and Lakshadweep)</p> <p>Note 2: The Crucial date for determining the age-limit shall be the last date for receipt of applications as fixed by the Staff Selection Commission.</p>	<p>of candidates belonging to Scheduled Castes or Schedule Tribes, if at any stage of selection the Competent authority or Staff Selection Commission 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 vacancy reserved for them.</p>
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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 & percentage of the vacancies to be filled by various methods
(8)	(9)	(10)
Yes, to the extent indicated in Column (10)	Two years	<p>(i) 90 % by direct recruitment through Staff Selection Commission.</p> <p>(ii) 10 % of the vacancies shall be filled amongst the Group 'C' staff from all Field Survey Units of CBHI in the Level - 01 of pay matrix (₹ 18000-₹56900) and who possess 12th Class pass and have rendered three years regular service in the grade, on the basis of departmental qualifying examination. The maximum age limit for eligibility for examination is 45 years (50 years in case of SC/ST)</p> <p>Note: If more of such employees than the number of vacancies available under Clause ii qualified at the exam, such excess number of employees shall be considered for filling the vacancies arising in the subsequent years so that the employees qualifying at an earlier examination are considered before those who qualify at a later exam.</p>
In case of recruitment by promotion or deputation / absorption to be made grade from which promotion or deputation/absorption to be made.	If a Departmental Promotion Committee exists, what is its composition	Circumstances in which Union Public Service Commission is to be consulted in making recruitment.

In case of recruitment by	If a Departmental Promotion	Circumstances
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promotion or deputation / absorption to be made grade from which promotion or deputation/absorption to be made.	Committee exists, what is its composition	in which Union Public Service Commission is to be consulted in making recruitment
(11)	(12)	(13)
As stated in Column (10).	Group 'C' Departmental promotion Committee (for considering promotion) consisting of :- i. Senior Regional Director or Regional Director - Chairman ii. Deputy Director; RoHFW - Member iii. Deputy Director Admin;CBHI - Member	Not applicable.

b. Senior Secretariat Assistant (SSA)

SCHEDULE

Name of post	Number of posts	Classification	Level in the pay matrix
(1)	(2)	(3)	(4)
1. Senior Secretariat Assistant (SSA)	02* (2026) Existing vacancies as per DoE OM No. DoE (MoF) OM F No.7 (1)/E.Coord-I/2017 dtd 05 Jan 2024. *Subject to variation dependent on workload.	General Central Services, Group 'C', Non-Gazetted, Ministerial.	Level 4 (₹25,500 - ₹81,100)

Whether selection post or non-selection post	Age-limit for direct recruits	Educational and other qualification required for direct recruits.
(5)	(6)	(7)
Non-selection	Not applicable	Not applicable

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 & percentage of the vacancies to be filled by various methods
(8)	(9)	(10)
Not applicable	Not applicable	100% by Promotion failing which by Deputation / Absorption

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(11)	(12)	(13)
<p>Promotion: Lower Division Clerk in Level-2 (₹19,900-63,200) in the pay matrix with eight years regular service in the grade. Note 1: Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their seniors would also be considered, provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying or eligibility service or two years, whichever is less and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying or eligibility service.</p> <p>Deputation: Officers of the Central Government: (i) holding analogous post on regular basis; or (ii) with eight years regular service in the grade of Lower Division Clerk in Level-2 (₹19,900- 63,200) in the pay matrix or equivalent.</p> <p>Note 1: The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, the deputationists shall not be eligible for consideration for appointment by promotion.</p> <p>Note 2: The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or department of the Central Government shall ordinarily not exceed three years. The maximum age limit for appointment by deputation shall be not exceeding fifty-six years as on the closing date of receipt of applications.</p>	<p>Group 'C' Departmental promotion Committee (for considering promotion) consisting of :-</p> <p>i. Senior Regional Director or Regional Director -Chairman</p> <p>ii. Deputy Director; RoHFW - Member</p> <p>iii. Deputy Director, CBHI Admin - Member</p>	<p>Not applicable.</p>

[F. No. 60015/07/2024-CBHI]

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