

No. Z-28015/31/2019.E-II
Government of India
Department of Health & Family Welfare
Establishment-II

Nirman Bhawan, New Delhi
Dated the 4th December, 2019

CIRCULAR

Subject: Engagement of Consultant in the Department of Health and Family Welfare on contract basis.

Department of Health and Family Welfare invites applications from retired government servants for engagement as Consultant on contract basis. The consultant will be posted in the Department. Detailed terms and conditions of engagement of consultant are annexed. The eligibly criteria and other details are as follow:

1.	No. of consultants to be engaged on contract basis:	5
2.	Age limit	Maximum of 65 years as on date of Circular
3.	Place of assignment	Department of Health & Family Welfare
4.	Tenure of contract	One Year
5.	Eligibility	As per Annexure-I
6.	Assignment	

2. Interested persons who are in a position to join immediately on call may submit their particulars in the enclosed format along with a copy of PPO, addressed to the "Under Secretary (Admn.), Room No.-330 'C-wing', Nirman Bhawan, New Delhi" through "CR Section, Gate No.- 6, Ground Floor, Nirman Bhawan, New Delhi" within two weeks of issue of this Circular.


(Amit Kumar)

Under Secretary to Government of India
Telefax: 23061323

1. NIC, MoHFW for publishing the circular in M/o of Health & FW's website.
2. E-office notice board.
3. Notice board

Annexure-I

S.No.	Assignments:	Eligibility
1	<p>To assist in following matter of office of JC(UIP):</p> <ul style="list-style-type: none"> i. Assisting the officer in smooth handling of Immunization Programme / Schemes; ii. Assisting in drafting of routine correspondence and reminders. iii. Keeping tasks of meeting iv. Arranging tour package and preparing tour notes; v. Other responsibility assigned by the officer. 	<p>(1 Position) Retired PA/PS or equivalent</p>
2	<p>To assist in following matter of Hospital-I Section:</p> <ul style="list-style-type: none"> i. Assisting in redevelopment related matters of Safdarjung Hospital. ii. Assisting in construction related work of Lecture Theatre Complex in VMMC. iii. Court Cases, NHRC Cases PG Cases, RTI & Parliamentary matters. iv. Matters relating to Recruitment Rules. v. Other administrative and financial matters. 	<p>(1 Position) Retired SO/US or equivalent</p>
3	<p>To assist in following matter of IH/IC:</p> <ul style="list-style-type: none"> i. Assisting in matters related to WHO, BRICS, JICA, other UN Organization. ii. Matters related to foreign deputation cases of Officials/experts/doctors of MoHFW. iii. Coordinating various overseas meetings organized by UN and other Organization. iv. Matters related to bilateral Memorandum of Understandings / Memorandum of Agreement at country level, etc. v. Other administrative and miscellaneous matters. 	<p>(2 Position) Retired ASO/SO or equivalent</p>
4	<p>To assist in following matter of Hindi Section:</p> <ul style="list-style-type: none"> i. Translation work of speech of Ministers, yearly/quarterly reports, cabinet note, Parliamentary questions, press release, advertisements. ii. Matters relating to organization of 'Hindi Pakhwada'. iii. Audit of Hindi report. iv. Applicants should be proficient in Hindi typing. 	<p>(1 Position) Retired ASO/SO or equivalent</p>

Terms and Conditions for engagement of Consultant in the Ministry of Health & Family Welfare.

1. The Consultant shall perform the services as assigned by the controlling officer.
2. The normal working hours would be from 9.00 am to 5.30 p.m. with lunch break of 30 minutes from 1.00 p.m. to 1.30 p.m. from Monday to Friday.
3. The consultant shall be entitled to 8 days of Casual Leave during a period of one year of engagement to be availed with prior permission.
4. In special circumstances, the consultant could be called for services on holidays or beyond normal working hours.
5. The contractual appointment is for a maximum period of one year, extendable as per requirement, in Ministry of Health & Family Welfare.
6. The consultant shall be paid a consolidated remuneration as per the formula of last pay drawn minus pension subject to TDS etc. The remuneration for the services rendered in a month shall be payable in subsequent month. No other allowances shall be permissible to him except TA/DA on official tours. TA/DA entitlement shall be the same as what was entitled to him at the time of retirement from the service.
7. Ministry of Health & Family Welfare shall have the right to examine / review the services provided by him.
8. He shall perform his obligations with all necessary skills, diligence, efficiency and economy.
9. No medical facility shall be provided to him by the Ministry of Health and Family Welfare. The remuneration is deemed to include an element to cover the cost of medical cover, if any.
10. The Ministry shall not be responsible for any loss, accident, damages / injury suffered by him, whatsoever arising in or out of the execution of his work, including travel.
11. During the terms of service, he shall not engage in any private business of professional activity which could conflict with the interest of the Government.
12. He shall treat all official information as confidential and use the same only for the purpose of the performance of the services.
13. The service can be terminated by either side by giving one month's notice.

APPLICATION FORMAT FOR APPOINTMENT AS CONSULTANT IN O/o JC(UIP) /
HOSPITAL-I / IC/IH / HINDI SECTION OF THE DEPARTMENT OF HEALTH & FW

Position applied for:

Name

Father's Name

Date of Birth

Aadhar Number

Affix recent
passport
size
photograph

Date of Retirement

Department retired from

Designation last held

Last pay drawn (Basic)

Pay Level / Grade Pay

Basic Pension

Telephone No.

Mobile No.

E-mail ID

Mailing Address

Permanent Address

Educational Qualification

Work Experience (Add separate sheet is required)

Organization/Institute	Period		Nature of work	Remarks
	From	To		

I certify that the information provided in this application is true and correct as on the date submission of this application. I understand that withholding of information or giving false information will result in a refusal to hire / termination of employment / civil penalty.

Place

Date

(Signature)