

F. No.A.22017/02/2013-Admn.I
Government of India
Ministry of Health & Family Welfare
Directorate General of Health Services
(Administration – I Section)

Nirman Bhawan, New Delhi.
Dated the 3rd June, 2015.

CIRCULAR

Subject: - Engagement of Retired Central Government Officers.

It is proposed to prepare a panel of retired/retiring Government employees to work as full time Consultants.

2. Willing and eligible retired/retiring officers of the Government of India may send their bio-data and contact details (telephone/mobile number and e-mail address) along with their experience details/ last Grade Pay drawn to the Deputy Director (Administration), Directorate General of Health Services, Ministry of Health & Family Welfare, Room No. 564 A-wing Nirman Bhawan, New Delhi on or before 20th June, 2015. The terms and conditions and remuneration are as follows.

I. Eligibility

- i) Must have retired from Government Service at same level or above.
- ii) Must be well acquainted with the functioning of Government Ministries.
- iii) Should have adequate experience in handling administration (including general admin.), vigilance and procurement matters.
- iv) **Must** have working knowledge of computer application and computer usage.
- v) Persons till the age of 65 years can apply.

II. Term & Conditions

The engagement of Consultants shall be subject to the following conditions.

- i) Engagement shall initially be for a period of six months or till regular incumbents become available, whichever is earlier.
- ii) Extension of engagement, if any, shall be at the sole discretion of competent authority.
- iii) Working shall be from 9:30 AM to 6:00 PM, during working days including half an hour lunch break in between. However, in exigencies of work, he/she may be required to sit late and may be called on Saturdays/Sundays and other Gazetted Holidays.

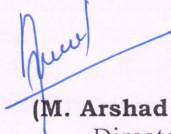
- iv) Engagement may be terminated at any time by the Government without assigning any reason without any notice.
v) No typing assistance shall be provided.

III. Remuneration

3. The consolidated fee to be paid is an under:-

S.No.	Name of Post	Consultancy Fee (Rs.)
1	Section Officer	25,000
2	Assistant	20,000

4. It is requested that Ministries/Departments may give this circular a wide publicity among their staff and bring it to the notice of their attached offices.


(M. Arshad Khan)
Director (HQ)

To

All Ministries/Departments of the Government of India

✓ Copy to NIC, MoHFW for uploading this Circular on the website of MoHFW.