

No. 2-19/2019-LRHS
Government of India
Lady Reading Health School

Bara Hindu Rao, Delhi-110006
Dated the, 06 March, 2019


CIRCULAR

Subject: Engagement of accountant in the Lady Reading Health School, Delhi on contract basis.

Lady Reading Health School under Ministry of Health and Family Welfare invites applications from retired government official for engagement as accountant on contract basis for a period of one year, the accountant will be posted in the Lady Reading Health School, Delhi-06. Detailed terms and conditions of engagement of accountant are annexed. The eligibly criteria and other details are as follow:-

1.	No. of consultant to be engaged on contract basis.	01
2.	Age Limit	Maximum of 65 years as on date of application
3.	Place of assignment	Lady Reading Health School, Delhi -06
4.	Eligibility	Retired person having knowledge of accounts and other financial matter.
5.	Assignment	As per Annexure-I

2. Interested persons submit their particulars in the enclosed format along with relevant documents to the Lady Reading Health School, Bara Hindu Rao, Delhi-110006 within two weeks of issue this circular.


(Mrs. Geeta Malik)
Principal Nursing Officer

Copy to :-

1. Copy forward to NIC for publishing the circular in the website of Ministry of Health and Family Welfare.
2. Section Officer, (Nursing Section) Nirman Bhawan, New Delhi.

**APPLICATION FORMAT FOR APPOINTMENT AS ACCOUNTANT IN THE
LADY READING HEALTH SCHOOL UNDER MOHFW**

Name

Father's Name

Date of Birth

Aadhar Number

Affix recent
passport size
photograph

Date of Retirement

Office where last worked

Designation last held

Last pay drawn

Pension

Telephone No.

Mobile No.

E-mail ID

Mailing Address

Permanent Address

Educational Qualification

Work Experience (Add separate sheet if required)

Organization/Institute	Period		Nature of work	Remarks
	From	To		

Place

Date

(Signature)

Annexure-I

Assignments for Accountant:	No. of Positions
To assist in following matters of Lady Reading Health School (LRHS) under Ministry of Health and Family Welfare (MOHFW). 1. Preparation of Budget. 2. Pension Cases. 3. Income Tax. 4. Cash related work. 5. Maintain the expenditure. 6. Other financial matters of LRHS.	01

Annexure-II

Terms and Conditions for engagement of Accountant in Lady Reading Health School, Delhi under Ministry of Health and Family welfare.

1. The Consultant shall perform the services as assigned by the controlling officer.
2. The normal working hours would be from 9:30 am to 4:30 pm with lunch break of 30 minutes from 1:00 pm to 1:30 pm from Monday to Saturday with 2nd Saturday off only.
3. The Consultant shall be entitled to 8 days casual leave during 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 LRHS under MOHFW.
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 allowance shall be permissible to him except TA/DA on official tour. 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 and 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 LRHS, MOHFW. The remuneration is deemed to include an element to cover the cost of medical cover, if any.
10. The LRHS, MOHFW shall not be responsible for any loss, accident, damage/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 services can be terminated by either side by giving one month's notice.