

Government of India
Ministry of Health & Family Welfare
Department of Health & Family Welfare
Establishment-II

Nirman Bhawan, New Delhi
Dated the 12th Sept, 2019

CIRCULAR

Subject: Engagement of Consultants 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 Cash Section of 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:	1
2.	Age limit	Maximum of 65 years as on date of application
3.	Place of assignment	Department of Health & Family Welfare
4.	Eligibility	As per Annexure-I
5.	Tenure of contract	
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.

Digitally signed by AMIT KUMAR
Date: Thu Sep 12 12:16:42 IST 2019
Reason: Approved

(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

Assignments:	Eligibility	Duration
<p data-bbox="213 315 927 383">To assist Cash Section of the Department in following matters:</p> <ol data-bbox="248 421 1043 707" style="list-style-type: none">1. Monitoring and supervising the Cash Section2. Preparation of various bills3. Payment of salary, LTC, TA, Medical, etc.4. Knowledge of e-TDS and GST.5. Knowledge of PFMS6. All accounting work including Grants-in-aid.7. <u>Priority will be given to those applicants who are well versed with work related to Cash Section.</u>	Retired Section Officer or equivalent	1 years

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 THE CASH
SECTION OF DEPARTMENT OF HEALTH & FAMILY WELFARE

Name

Father's Name

Date of Birth

Aadhar Number

Date of Retirement

Office where last worked

Designation last held

Last pay drawn (Basic)

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		

Place

Date

(Signature)