

No.Z.28015/7/2018-E-II
Government of India
Ministry of Health & Family Welfare
Department of Health & Family Welfare

Nirman Bhawan, New Delhi
Dated the 28 March, 2018

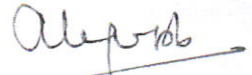
CIRCULAR

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 officials for engagement as Consultant on contract basis for a period of one year. The consultants will be posted in the Department. Detailed terms and conditions of engagement of consultants are annexed. The eligibly criteria and other details are as follow:

| | | |
|----|-----------------------------------------------------|-----------------------------------------------|
| 1. | No. of consultants to be engaged on contract basis: | 2 |
| 2. | Age limit | Maximum of 65 years as on date of application |
| 3. | Place of assignment | Department of Health & Family Welfare |
| 4. | Assignments: | As per annexure-I |

2. Interested persons who are in a position to join immediately on call may submit their particulars in the enclosed format along with relevant documents to the Under Secretary (Administration), Room No.330-C, Nirman Bhawan, New Delhi by 6th April, 2018



(A K Gupta)

Under Secretary to Government of India
Telefax: 23061323

1. Copy forwarded to NIC for publishing the circular in the Department's website.
2. Notice board
3. E-office notice board.

Annexure-I

| Assignments | Eligibility | No. of Positions |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|-------------------------|
| <ol style="list-style-type: none">1. Services / Cadre matters of group-A officers preferably in Health Sector2. Amendment and updation of Service Rules and RRs.3. Administrative and Parliamentary matters.4. Handling of court cases and contempt of court cases.5. Training related matters.6. Guidance in formulation of policy. | Retired as DS/Director | 1 |
| <ol style="list-style-type: none">1. Maintaining of Cash Book2. Accounts and Ledger3. Maintaining of Stock register4. Supervision of the canteen5. Credit bill accounts6. Coupon sale register7. Purchase of raw material8. Payment to vendors/supplies | Retired as Canteen Manager | 1 |

Terms and Conditions for engagement of Consultant in 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
DEPARTMENT OF HEALTH & FAMILY WELFARE

Assignment Applied for (Specify S. No.) :

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 is required)

| Organization/Institute | Period | | Nature of work | Remarks |
|------------------------|--------|----|----------------|---------|
| | From | To | | |
| | | | | |
| | | | | |
| | | | | |

Place

Date

(Signature)