

FTS No. - 8244216  
No.S-29/648/Admin/NOTTO/23  
Government of India  
Directorate General of Health Services  
National Organ and Tissue Transplant Organization

\*\*\*

4th & 5th Floor, NIOP Building VMMC & Safdarjung Hospital,  
New Delhi-110029

Dated: 17th January,2025

**CIRCULAR**

**Walk-in-Interview on 28th January 2025 at 9:00 AM onwards at Nirman Bhawan, New Delhi**

**Sub: Engagement of retired Central Government Officer on contract basis for 01 Post of Consultant (Admin) in NOTTO.**

Applications are invited from Officers who have retired from Central Government, from the post of Section officer / Under Secretary or equivalent, well versed with establishment, administration matters, rules & procedures, to be engaged as Consultant (Admin) in NOTTO, New Delhi, on contract basis, initially for a period of one year, which can be extended further, if required. Detailed terms & conditions for engagement as Consultant (Admin) are annexed. The eligibility criteria and other details are as follows.

The officer should be well versed with establishment / administration matters, rules & procedures, and is to be engaged as Consultant (Admin) in NOTTO, New Delhi, on contract basis, initially for a period of one year, which can be extended further, if required. The eligible and interested retired Central Government officers may appear for walk in interview scheduled on 28th January 2025 from 9:00 AM onwards in **Room No.243 A, Nirman Bhawan New Delhi-110011.**

Detailed terms & conditions for engagement as Consultant (Admin) are annexed. The eligibility criteria and other details are as follows:

1.	No. of posts to be engaged on contract basis	One (01) Consultant as Consultant (Admin)
2.	Maximum Age Limit	Up to 64 years on the date of publication of Advertisement
3.	Essential and minimum qualifications	Graduate Degree and well versed in administration and establishment matters.
4.	Desirable experience	The Officers having experience of working in Ministry, and of subject matters of administrative sector, would be preferred.
5.	Place of posting	NOTTO, New Delhi

*Shil Kumar*

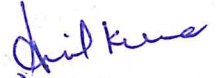
6.	Duties and Responsibilities	<ol style="list-style-type: none"> <li>1. All administrative &amp; establishment matters</li> <li>2. Framing and Amendments of Recruitment Rules</li> <li>3. Parliament Questions</li> <li>4. RTI Matters grievance</li> <li>5. Handling of petitions and Court Cases</li> <li>6. Any other work assigned by Director, NOTTO</li> </ol>
7.	Period of Engagement	<p>The period of engagement of consultant will be initially for one year which may be curtailed or extended as per the requirement and satisfactory performance of the Consultant.</p>
8.	Remuneration and Allowances	<p>The remuneration and allowances will be governed by the Department of Expenditure's O.M. No.3-25/2020-E.IIIA dated 9th December, 2020. The detail is given below:-</p> <p>A fixed monthly amount shall be admissible, arrived at by deducting the basic pension from the pay drawn at the time of retirement. The amount of remuneration so fixed shall remain unchanged for the term of the contract. There will be no annual increment / percentage increase during the contract period.</p> <p>No increment and Dearness Allowance shall be allowed during the term of the contract.</p> <p>No TA / DA would be admissible to them for joining the assignment or on its completion.</p> <p>An appropriate and fixed amount as Transport Allowance for the purpose of commuting between the residence and the place of work shall be allowed not exceeding the rate applicable to the person at the time of his / her retirement. The amount so fixed shall remain unchanged during the term of appointment. However, retired employees engaged as consultants may be allowed TA/DA on official tour, as per their entitlement at the time of retirement.</p> <p>No other facilities such as HRA / DA / accommodation / residential phone / conveyance / transport / personal staff / medical reimbursement / CGHS etc. would be admissible to the consultant.</p>

*Whiteno*

9.	Leave	Paid leave of absence will be allowed at the rate of 1.5 days for each completed month of service. Accumulation of leave beyond a calendar year will not be allowed.
10.	Method of selection	The engagement will be purely on contract basis. Shortlisted candidates will be interviewed by the Selection Committee.

Interested persons who possess good health and are in a position to join immediately may attend walk-in interview along with Bio Data as per enclosed proforma (Annexure-2) along with relevant documents in the office of **Room No.243 A, Nirman Bhawan New Delhi-110011** on 28th January, 2025 at 09:00AM. Those who report after 12noon will not be allowed to appear for walk-in Interview.

The applicants should send soft copy of their application and documents in advance to email ID [dir@notto.nic.in](mailto:dir@notto.nic.in) before the walk-in Interview. For any enquiry/facilitation required for entry to Nirman Bhawan, please contact given telephone numbers or communicate through above email.



(Dr. Anil Kumar)  
Director, NOTTO

Tel:011-26164770

Email ID: [dir@notto.nic.in](mailto:dir@notto.nic.in)

**Enclosure:**

1. Annexure-1 (TORs)
2. Annexure-2 Application Format

**To:**

1. All the Ministries of Government of India
2. For uploading on the website of MOHFW, Dte.GHS and NOTTO
3. Notice Board of MOHFW/Dte. GHS/NOTTO

**Copy To:**

1. PSO to DGHS
2. PPS to JS(VJ)
3. MG Section (SO-AG)
4. MS Section
5. Office order file (NOTTO)

## Annexure-1

### Terms and conditions for engagement of Consultant(Admin) in NOTTO

1. The Consultant (Admin) shall perform the services as assigned to him / her by Director, NOTTO.
2. The normal working hours would be from 09:30 am to 06:00pm with a lunch break of 30 minutes from 1:30pm to 2:00pm from Monday to Friday. Consultant(Admin) will mark his / her attendance in Aadhar Enabled Biometric Attendance System.
3. In special circumstances, the Consultant(Admin) could be called for services on holidays or beyond normal working hours for which no compensatory leave shall be granted.
4. The engagement of Consultant(Admin) will start from the date he / she joins initially for a period of one year.
5. The remuneration and allowances of Consultant(Admin) will be governed by Department of Expenditure's O.M. No.3-25/2020-E.IIIA dated 9th December,2020.
6. NOTTO shall have the right to examine / review the services provided by him/ her at any time.
7. The Consultant (Admin) shall perform his / her obligations with all necessary skills, diligence, efficiency, integrity and economy.
8. No other facility whatsoever except remuneration shall be provided to him / her by the NOTTO in his / her capacity as Consultant (Admin).
9. NOTTO shall not be responsible for any loss, accident, damages / injury suffered by him / her whatsoever arising in or out of the execution of his / her work including travel.
10. During the period of contract, he / she shall not be engaged in any private business or professional activity which could conflict with the interest of the Government.
11. The Consultant(Admin) shall treat all official information as confidential and use the same only for purpose of the performance of the services.
12. The services of Consultant(Admin) can be terminated by either side by giving at least 15 days prior notice.
13. He/ She will be allowed 1.5 casual leave for each completed month of service with remuneration.



**Annexure-2**

**APPLICATION FORMAT FOR ENGAGEMENT AS CONSULTANT (ADMIN) IN THE NATIONAL ORGAN AND TISSUE TRANSPLANT ORGANIZATION, NEW DELHI**

Affix recent  
passport size  
photograph

Name:

Father's Name:

Aadhar Number:

Date of Birth:

Date of Retirement:

Office where last worked:

Designation last held:

Last Pay / Pension Drawn (Basic) with Pay Band / Level: Mobile Number:

Email Id:

Correspondence Address:

Permanent Address:

Educational Qualification:

Work Experience (Add separate sheet if required)

Organization / Institute	Post Held	Period (From & To)	Nature of Work	Remarks

Place:

Date:

(Signature of the applicant)