

No-12-6/2021 - 1819  
Government of India  
Directorate General of Health Services  
**RAJKUMARI AMRIT KAUR COLLEGE OF NURSING**  
E-Mail: [principal@rakcon.com](mailto:principal@rakcon.com)  
Tel Nos. 2643 6788, 2643 5397, 2644 7265.

Josip Broz Tito Marg,  
Lajpat Nagar IV,  
New Delhi-110024

Dated: 24 JUN 2022

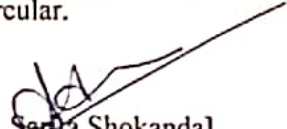
**CIRCULAR**

Subject: Engagement of Consultant in the Rajkumari Amrit Kaur College of Nursing on contract basis.

The Principal, Rajkumari Amrit Kaur College of Nursing (RAKCON) invites applications from retired government servants for engagement as Consultant on contract basis. The consultant will be posted in the College. 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:	02 (Two)
2.	Name of the Post:	Consultant - ASO Consultant - UDC
2.	Age limit	Maximum of 62 years as on date of Circular
3.	Tenure of contract	One Year or till the regular incumbent join, whichever is earlier.
5.	Eligibility	As per Annexure-I
6.	Nature of work	

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 "Principal, Rajkumari Amrit Kaur College of Nursing, Lajpat Nagar IV, Near Moolchand Metro Station, New Delhi- 110 024" either in person or through speed post within three weeks of issue of this Circular.

  
[Mrs. Sarita Shokanda]  
Assistant Professor /DDO

Copy to:

1. The Deputy Director, Nursing Section, The Directorate General of Health Services, Nirman Bhawan, New Delhi (with the request to get the circular published in MoHFW's and DoPT's website.)
2. The Store, Rajkumari Amrit Kaur College of Nursing, (for publishing the circular on College's website.)
3. All Notice boards of the college.
4. Guard File.

Sl. No.	Assignments	Eligibility
1	<p><b><u>DUTIES AND RESPONSIBILITIES OF CONSULTANT (ASO)</u></b></p> <ol style="list-style-type: none"> <li>1. General administrative duties normally entrusted to an administrative officer.</li> <li>2. Supervision and Control of Office.</li> <li>3. All establishment/ administrative matters of all the employees.</li> <li>4. All periodical returns pertaining to establishment matter.</li> <li>5. The financial responsibility of annual budget.</li> <li>6. Academic matters like admission, examinations, Scholarship external lecturers etc.</li> <li>7. Transport management for students' and faculty for their field experience.</li> <li>8. Store: procurement from GeM Portal and maintain of college inventory.</li> <li>9. Administration of hostels of the college.</li> <li>10. Administration of RFTC Chhawla village.</li> <li>11. Any other duties that may be assigned by the Principal.</li> </ol>	<p><b>Number of post - 01 Consultant - ASO</b></p> <p>Retired ASO or equivalent with sufficient experience in the assignments given in column 2</p>
2	<p><b><u>DUTIES AND RESPONSIBILITIES OF CONSULTANT (UDC):-</u></b></p> <ol style="list-style-type: none"> <li>1. All kinds of establishment work.</li> <li>2. Keeping and maintaining the service book of all the Gazetted and Non-Gazetted Staff, their leave accounts and issue of leave orders.</li> <li>3. Correspondence regarding allotment of quarters by the Directorate of Estates and</li> <li>4. Work related to monthly, quarterly, half-yearly and yearly returns to various connected quarters.</li> <li>5. Work related Annual increment, MACP.</li> <li>6. Preparing of annual confidential report staff.</li> <li>7. Correspondence regarding scholarships to B.Sc. (H)</li> <li>8. Correspondence regarding admission to various courses.</li> <li>9. Correspondence regarding statistic and annual reports with Ministry of</li> </ol>	<p><b>Number of post - 01 Consultant - UDC</b></p> <p>Retired UDC in the grade of PB-2, GP 2,400/- or equivalent with sufficient experience in the field of general administration viz.</p> <p>Establishment/Accounts as per column 2.</p>

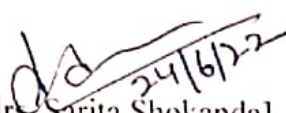
Education, Delhi University, University Grants Commission.

10. Accountant related matters: Pay bills, TA/LTC, Tuition fee reimbursement, GST, TDS, Income Tax return etc.
11. Scholarship bills for student in correspondence with central Government and to her State Government.
12. Preparing of annual Budget and supplementary budget and correspondence connected with it including savings and excess explanations.
13. Reconciliation of figures with the pay & accounts office, for which he is required to visit that office often.



Terms and Conditions for engagement of Consultant in the Rajkumari Amrit Kaur College of Nursing.

1. The Consultant shall perform the services as assigned by the administration of the College.
2. The normal working hours would be from 9.30 am to 6.00 p.m. with lunch break from Monday to Friday.
3. The consultant shall be entitled to leave at the rate of 1.5 days of leave for every completed month of service 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 or till the regular incumbent joins, whichever is earlier. However, the contractual appointment is extendable as per requirement of the College.
6. The consultant shall be paid a consolidated remuneration as per the formula of last pay drawn minus pension subject to TDS etc. He/She will also entitle to Transport Allowance at the same rate drawn at the time of retirement. 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. Rajkumari Amrit Kaur College of Nursing shall have the right to examine / review the services provided by him/her.
8. He/She shall perform his obligations with all necessary skills, diligence, efficiency and economy.
9. No medical facility shall be provided to him by the Rajkumari Amrit Kaur College of Nursing. The remuneration is deemed to include an element to cover the cost of medical cover, if any.
10. The Rajkumari Amrit Kaur College of Nursing 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.
11. During the terms of service, he/she shall not engage in any private business of professional activity which could conflict with the interest of the Government.
12. He/She 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.

  
[Mrs. Sarita Shokanda]

Assistant Professor /DDO

आहरण एवं वितरण अधिकारी  
राजकुमारी अमृत कौर नर्सिंग महाविद्यालय  
लाजपत नगर, नई दिल्ली-110024

## PROFORMA

Application for engagement of Consultant \_\_ in Rajkumari Amrit Kaur  
College of Nursing, Lajpat Nagar, New Delhi – 110 024.

Affix recent  
passport size  
photograph

1.	Name in full (Block letter)	
2.	Father's Name	
3.	Aadhaar Number	
4.	Post applied for	
5.	Date of superannuation from Govt. service	
6.	Name of the department retired from	
7.	Designation and Office address at the time of retirement	
8.	Pay drawn (Basic) Pay Level / Grade Pay Basic	
9.	Pension	
10.	PPO & LPC No.	
11.	Complete residential address with pin code number.	
12.	Phone No./Mobile No.	
13.	E-mail I.D.	
14.	Educational qualification	
15.	Brief particulars of experience in Govt. service	

16.	Additional relevant information, if any, in support of your suitability for the said engagement, attach a separate sheet, if necessary.			
Organization/Institute	Period		Nature of work	Remarks
	From	To		

I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and belief. I further declare that I was clear from vigilance angle at the time of my retirement. I have read this document and ready to accept all the term & conditions for engagement of Consultants.

I understand that withholding of information or giving false information will result in a refusal to hire / termination of employment / civil penalty.

Place:

Date:

(Signature of Candidate)