

2832461/2022/ESTABLISHMENT-II

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

Nirman Bhawan, New Delhi  
Dated the 27/09/2022

**CIRCULAR**

Subject: Engagement of Consultant in the G-20 Secretariat on contract basis.

Ministry 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 G-20 Secretariat. Detailed terms and conditions of engagement of consultant are annexed. The eligibility criteria and other details are as follow:

1.	No. of consultants to be engaged on contract basis:	16
2.	Age limit	Maximum of 62 years as on date of Circular
3.	Place of assignment	G-20 Secretariat
4.	Tenure of contract	From date of joining till 29-02-2024
5.	Eligibility	As per Annexure
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" within four weeks of issue of this Circular.

Digitally Signed by K  
Venkatesan  
Date: 27-09-2022 12:45:24  
Reason: Approved (Venkatesan)

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

<b>Assignments:</b>	<b>Number positions / Eligibility</b>
A. The post is required to man the position in G20 Secretariat, which will be responsible for implementation of overall policy decisions and arrangements needed for steering India's forthcoming G 20 Presidency.	4 Retired Section Officer
B. Responsibilities of the secretariat include developing the theme, outcomes and focus areas for the G20 Summit, agenda-setting and preparation of issue notes, preparing draft outcome documents and reports, inter-ministerial coordination, study of experience of previous G20 presidents and coordination with G20 tracks, working groups, international organization, engagement groups and knowledge partners and knowledge partners, and organization of G20 meetings and events. C. Any work assigned by Senior Officer.	6 Retired Assistant Section Officer
A. taking dictation/transcribing, handling telephone calls, receiving visitors, tour programme/travel arrangements, maintaining the papers required to be retained by the officer and maintaining engagement diary, etc. B. Handling confidential and secret letters/dak/files, handling parliamentary work, security of information, facilitating meetings/conferences. C. Any work assigned by Senior Officer.	1 Retired PPS
	2 Retired PS
	3 Retired PA

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 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 period from date of joining till 29-02-2024, 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 G-20  
SECRETARIAT OF THE MINISTRY OF HEALTH & FAMILY WELFARE

Position applied for:

Name

Father's Name

Date of Birth

Aadhar Number

Affix recent  
passport  
size  
photograph

Date of Retirement

Department retired from

Designation last held

Last pay drawn (Basic)

Pay Level / Grade Pay

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		

I certify that the information provided in this application is true and correct as on the date submission of this application. 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)