

F. No.A-24015/01/2018/NML/Admn.  
 Government of India  
 Ministry of Health & Family Welfare  
 Directorate General of Health Services  
 National Medical Library  
 (Administration Section)

Ansari Nagar, Ring Road

New Delhi. Dated the: 6<sup>th</sup> Dec, , 2018.

**CIRCULAR**

Subject: - Engagement of Retired Government Servant as Consultant (ERMED Consortium)/ on contract basis in the National Medical Library (Directorate General of Health Services).

National Medical Library invites applications from retired Assistant Library and Information Officer having requisite qualifications and experience for engagement as Consultant (ERMED Consortium) on contract basis for a period of one year. The Consultant will be deployed in National Medical Library, New Delhi. Detailed terms and conditions of engagement of consultants are annexed. The eligibility criteria and other details are as follows:

Sl. No	Name & Number of posts	Qualifications / Experience, age limit and Remuneration	Job Description
1.	<b>Consultant (ERMED Consortium)</b>  No. of Post - 01	<p><b>Essential:</b> He/she should have retired from the post of Assistant Library and Information Officer in Ministry/Department of the Central/state Government and having following Qualifications and experience:</p> <p><b>Qualifications:</b> 1. M.A./M. Sc./M. Com, and 2. M.L.I.S.</p> <p><b>Experience:</b> 1. Knowledge of Library Networking, 2. Experience of Consortium, Handling 3. Knowledge of Tender processing</p> <p><b>Age:</b> Below 65 years as on date of submission of application.</p> <p><b>Monthly remuneration:</b> The consultant shall be paid a remuneration as per the formula of last pay drawn minus pension subject to mandatory deduction on a/c of Income Tax etc.</p>	<p>1. To manage the NML-ERMED Consortium and to Coordinate with all 90 Member Institutes (including NML) of Consortium for optimum utilization of e-journals subscribed for the Consortium.</p> <p>2. To monitor usage of e-journals by the ERMED member institutes and send reminders whose usages are not up to the mark..</p> <p>3. To coordinate with Consortium Member Institutes, concerned Vendors and Publishers to organize regional Users Training and Awareness programme for Access / Download articles from e-journals subscribed for ERMED consortium to facilitate optimum utilization of e-journals by the end users of member Institutes of the Consortium.</p> <p>4. To initiate tender process of the ERMED Consortium for the calendar year 2019.</p>

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2. Interested persons who possess essential qualifications and experience, good health and are in a position to join immediately may submit their particulars in the enclosed format along with relevant documents to the Director, National Medical Library, Ansari Nagar, Ring Road, New Delhi within 30 days from the publication of this advertisement. **Only the short listed candidates will be called for the Interview.**

3. Assistant Library and Information Officer retired from the Ministry/Department of the Central/state Government may submit their application for appointment as Consultant.

4. Ministries/ Departments may also give this circular a wide publicity among their staff and bring it to the notice of their attached offices.



Sd/

Director (NML)

Tel. No. 26589085, 26589370

To: -

All Ministries/ Departments of the Government of India.

Copy to: -

1. IT Cell, Dte.GHS for uploading this Circular on the website of dghs.gov.in.
2. PPS to DGHS/Sr. PPS to Spl. DGHS/PPS to DDG (M).

## Annexure-I

### Terms and Conditions for engagement of Consultant in the National Medical Library.

1. The consultant shall perform the services as assigned to him/her by his/her controlling officer.
2. The normal working hours would be from 9.30 a.m. to 6.00 p.m. with a lunch break of 30 minutes from 1.00 p.m. to 1.30 p.m. from Monday to Friday. The consultant will mark his/her attendance in Aadhar Enabled Biometric Attendance System.
3. In special circumstances, the Consultant could be called for services on holidays or beyond normal working hours.
4. The consultancy will start from the date he/she joins initially for a period of one year.
5. The consultant shall be paid a remuneration as per the formula of last pay drawn minus pension subject to mandatory deduction. The remuneration for services rendered in a month shall be payable in subsequent month.
6. National Medical Library shall have the right to examine/ review the services provided by him/her, at any time.
7. The consultant shall perform his/her obligations under his/her consultancy with all necessary skills, diligence, efficiency and economy.
8. No medical facility shall be provided to him/her by the National Medical Library in his/her capacity as Consultant.
9. The National Medical Library 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 terms of the consultancy, 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 shall treat all official information as confidential and use the same only for purpose of the performance of the services.
12. The consultancy can be terminated at any time by the Government without assigning any reason and without any prior notice.
13. He/she will be allowed a day's absence per month with remuneration. If this is not availed in a particular month, the same shall be carried forward and can be availed in the next or subsequent month, but not more than three days 'absence in a single spell shall be allowed.

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APPLICATION FORMAT FOR APPOINTMENT AS CONSULTANT IN THE  
NATIONAL MEDICAL LIBRARY (DIRECTORATE GENERAL OF HEALTH SERVICES)

APPLICATION FOR THE CONSULTANT (ERMED Consortium).

Name:

Father's Name:

Date of Birth:

Aadhaar Number:

Date of Retirement:

Office where last worked:

Designation last held:

Last pay drawn & Pension:

Telephone Number:

Mobile Number:

E-mail ID:

Mailing Address:

Educational Qualifications:

Work Experience (Add separate sheet if required)



Organization/institute	Post held	Period		Nature of work	Remarks
		From	To		

Place:

Date:

(Signature)

*Singh*