

F.No. A-12011/02/2024-St-I  
Government of India  
Ministry of Health & Family Welfare  
Directorate General of Health Service  
(Medical Stores Organization)

Wing-6, West Block-1,  
R.K. Puram, New Delhi-110066.  
Dated: 14<sup>th</sup> August, 2024

CIRCULAR

**Subject: Engagement of Consultants from retired Central Government Officers in the Medical Stores Organization (MSO), DGHS, Ministry Health & Family Welfare, on contract basis.**

Medical Stores Organization under the Administrative control of Directorate General of Health Services invites applications from retired Central Government Officers (CSS Cadre) at the level of Deputy Secretary (one post) and Under Secretary/Section Officer/Accounts Officer (one post) for engagement as Consultant on contract basis through walk-in-interview initially for a period of six month / one year as the case may be or till further orders, whichever is earlier. The detailed terms and conditions for engagement of Consultants are given in enclosed Annexure-I. The eligibility criteria and other details are as follow:-

1. No. of Consultant to be engaged on Contract basis : 2 (Two) at the level of Deputy Secretary (one post) and Under Secretary/Section Officer /Accounts Officer (one post)
2. Age Limit : Maximum 62 years as on date of Circular
3. Place of assignment : Medical Store Organization, Sector-1, R.K. Puram, New Delhi-110066.
4. Eligibility Criteria : **Consultant I**  
Retired Deputy Secretary preferably of CSS cadre or equivalent to the Government of India who has experience in administration and Finance has dealt in legal matters pertaining to administration, procurement and miscellaneous matters.

**Consultant II**

Retired Under Secretary/Section Officer/Sr. Accounts Officer or equivalent to the Government of India who has experience in matter dealing with Budget, Finance, Administration & General Administration, Cash, Parliament questions, Procurement on GeM, etc.

5. Assignments

**For Retired DS**

To assist in the following matter of Medial Stores Organization / Govt. Medical Stores Depot:

- i. Handling of Court Cases/Legal matters.
- ii. Preparation of Cabinet Note.
- iii. Administrative matters & other Misc. matters.
- iv. Framing and Amendments of Recruitment Rules,
- v. Formulation of proposals for creation/revival of abolished/ deemed abolished posts and
- vi. Other Administrative and Establishment matters.

**For Retired US/SO/AO**

- i. Preparation of Salary & other bills,
- ii. Preparation of Budget, Re-appropriation and related issues,
- iii. Process of Pension cases, Compassionate appointment, RTI Cases, Public Grievances, Parliament related matters,
- iv. Procurement matters through GeM,
- v. Monthly/Quarterly/Annually Report & Returns
- vi. Housekeeping issues
- vii. Any other matter assigned by Senior Officers.



2. Interested persons who possess good health and are in a position to join immediately may submit their particulars in the enclosed format (Annexure-II) alongwith relevant documents including copy of PPO, to the "Deputy Director (Admn.), MSO, Wing No.6, First Floor, West Block No.1, Sector-1, R K Puram, New Delhi-110066" by post or at E-mail Id at: admn.st.mso@gmail.com, latest by 24<sup>th</sup> August, 2024.

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



(J. Barwa)

Dy. Director Admn.(MSO)

**To**

1. All Ministries/Departments of the Government of India.
2. Notice Board/All Sections of Dte. GHS.

**Copy to:**

1. Under Secretary, CS.I Section, DoPT, Lok Nayak Bhawan, Khan Market, New Delhi-110003, with the request to upload this circular on the website of DoPT for wide circulation and better response. (By Speed Post).
2. NIC, MoHFW, Nirman Bhawan, New Delhi, with the request to upload this circular on the website of MoHFW.
3. IT Cell, Dtc. GHS, for uploading this Circular on the website at dghs.gov.in.
4. Shri Shital Prakash, Nodal Officer, MSO, DVDMS, with the request to upload this Circular on the website of MSO.

Annexure-I

**The terms & conditions of contractual engagement of  
Consultants from retired central government officer in the  
Medical Stores Organization, DGHS, MOHFW**

1. The Consultant shall perform the services as assigned to him/her by the controlling officer/Administration Section.
2. The normal working hours would be from 9:30 AM to 6:00 PM with a lunch break of 30 minutes from 1:30 PM to 2:00 PM from Monday to Friday. Attendance will be marked by the Consultants in Aadhar Enabled Biometric Attendance System.
3. In special circumstances, the Consultant could be called for the services on holidays or beyond normal working hours for which no compensatory leave will be granted.
4. The Consultancy will start from the date he/she join initially for a period of 6 month or one year as the case may be. The contractual appointment is initially for a period of six month/one year, which is extendable as per requirement. However, the consultancy can be terminated at any time by the Government without assigning any reason without any prior notice.
5. The Consultant shall be paid remuneration as per the formula of last pay drawn minus pension plus TA as the rate the retired Govt. Servant drew at the time of retirement and as per Ministry of Finance, Department of Expenditure's OM No.3-25/2020-E.111 dated 9<sup>th</sup> December, 2020. Mandatory deduction, if any, will be made. The remuneration for services rendered in a month shall be payable in subsequent month.
6. Medical Stores organization shall have the right to examine/ review the services provided by the Consultant at any time.
7. The Consultant shall perform his/her obligations with all necessary skills, diligence, efficiency and economy.
8. No other facility whatsoever except remuneration shall be provided to the Consultant by MSO in his/her capacity as Consultant.
9. The Medical Stores organization shall not be responsible for any loss, accident, damages/ injury suffered by him, whatsoever arising in or out of the execution of his/her work including travel.
10. During the terms of consultancy, the Consultant shall not be engaged in any private business of professional activity which could conflict with the interest of the Government.
11. The Consultant shall treat all official information/documents as confidential and use the same only for the purpose of the performance of the services.
12. The consultancy can be terminated by either side by giving one month's prior notice.
13. The Consultant will be allowed 1.5 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 day's absence in a single spell shall be allowed.
14. No typing assistance shall be provided.

APPLICATION FORMAT FOR APPOINTMENT AS CONSULTANT IN  
MEDICAL, STORES ORGANIZATION., DIRECTORATE GENERAL OF HEALTH  
SERVICES, MINISTRY OF HEALTH & FAMILY WELFARE

Affix recent  
passport size  
photograph

1. Position applied for :
2. Name :
3. Father's Name :
4. Date of Birth :
5. Aadhar Number :
6. Date of Retirement :
7. Department from which  
retired :
8. Designation/Post  
held :
9. Last pay drawn(Basic) :
  
10. Basic Pension :
11. Telephone No :
12. Mobile No. :
13. E-mail ID :
14. Mailing Address :
15. Permanent Address :
16. Educational  
Qualification :

17. Work Experience (Attach separate sheet if required)

Organization/ Institute	Period		Nature of Work Handled	Remarks
	From	To		

I certify that the information provided in this application is true and correct to the best of my knowledge and belief. I understand that withholding of any information or giving false information will result in a refusal to hire/termination of employment/civil penalty.

Place:

Date:

(Signature)