

F. No.A.22017/02/2013-Admn.I (Pt.II)  
Government of India  
Ministry of Health & Family Welfare  
Directorate General of Health Services  
(Administration - I Section)

Nirman Bhawan, New Delhi.  
Dated the 23<sup>rd</sup> August, 2016.

**CIRCULAR**

**Subject: - Engagement of Retired Central Government Officers, at Assistant Section Officer level.**

It is proposed to prepare a panel of retired/retiring Government employees to work as full time Consultants, at Assistant Section Officer level.

2. Willing and eligible retired/retiring officers of the Government of India may send their bio-data and contact details (telephone/mobile number and e-mail address) along with their service experience details/post held, last Grade Pay drawn etc. to the Deputy Director (Administration), Directorate General of Health Services, Ministry of Health & Family Welfare, Room No. 564, A-wing, Nirman Bhawan, New Delhi on or before 6<sup>th</sup> September, 2016. The terms and conditions and remuneration are as follows:-

**I. Eligibility**

- i) Must have retired from Central Government Service at Assistant level or equivalent.
- ii) Must be well acquainted with the functioning of Government/ Ministries.
- iii) Should be well aware of various rules/regulations of Govt. of India, capable to handle administrative matters (including general admin.), framing of Recruitment Rules, vigilance matters, Court Case and procurement matters.
- iv) Must have working knowledge of computer.
- v) Age limit up to 65 years.

**II. Terms & Conditions**

The engagement of Consultants shall be subject to the following conditions:-

- i) Engagement shall initially be for a period of six months or till regular incumbents become available, whichever is earlier.
- ii) Extension of engagement, if any, shall be at the sole discretion of competent authority.

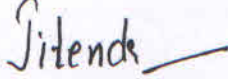
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- iii) Working hours shall be from 9:30 AM to 6:00 PM, during working days including half an hour lunch break between 1.30 PM to 2.00 PM. However, in exigencies of work, he/she may be required to sit late and may be called on Saturday/Sunday and other Gazetted Holidays.
- iv) Engagement may be terminated at any time by the competent authority without assigning any reason and without any notice.
- v) Requirement is only for Headquarter and attached office situated in New Delhi.
- vi) No typing assistance shall be provided.

### III. Remuneration

The consolidated consultancy fee to be paid would be Rs. 20,000/- P.M.

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

  
(Jitender Singh)  
Deputy Director (Admn.)

To

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

Copy to:-

1. IT Cell, Dte.GHS for uploading this Circular on the website of dghs.gov.in under Circular Section.
2. PPS to DGHS/Spl. DGs.