

मिसिल संख्या A.15019/01/2019-प्रशासन-1

भारत सरकार

स्वास्थ्य एवं परिवार कल्याण मंत्रालय

स्वास्थ्य सेवा महानिदेशालय

(प्रशासन-1 अनुभाग)

निर्माण भवन नई दिल्ली

दिनांक 20 December, 2019.

## परिपत्र

**विषय:- Engagement of Retired Government Officers as Consultant on contract basis in the Directorate General of Health Services, at Private Secretary level.**

In continuation of this Directorate's Circular of even number dated 27.11.2019, Directorate General of Health Services invites application from retired Private Secretary or equivalent or higher level (CSSS Cadre only), well versed with manage the work of Appex Office and who have served in Central Secretariat, for engagement as Consultant on contract basis initially for a period of 6 months or till the vacancy is filled up on regular basis whichever is earlier. The consultant will be deployed in Dte.GHS (HQ) located in New Delhi. Detailed terms and conditions for engagement of consultants are Annexed. The eligibility criteria and other details are as follows:

|   |  |  |
|---|--|--|
| 1 | No. of consultants to be engaged on contract basis | 01   |
| 2 | Maximum Age limit                                  | 62 years on the date of application  |
| 3 | Place of assignment                                | Directorate General of Health Services located in New Delhi  |
| 4 | Assignments  | Maintaining of engagement diary, Protocol related matters, Coordination with Ministry, Liaisoning with various field Offices, Regional Offices, Conducting meetings etc. |

2. Interested persons who retired on attaining the age of superannuation and possess good health, and are in a position to join immediately may submit their particulars in the enclosed format along with relevant documents to the Section Officer, Administration-I Section, Directorate General of Health Services, Ministry of Health & Family Welfare, Room No. 553 A-wing, Nirman Bhawan, New Delhi on or before 15<sup>th</sup> January, 2020.

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

संलग्न:- यथोपरी

जितेन्द्र

(जितेन्द्र सिंह)

उप निदेशक (प्रशासन)

टेलीफोन संख्या-23062814

सेवा में:-

1. All Ministries/Departments of the Government of India.
2. Under Secretary, CS.I Section, DoPT, Lok Nayak Bhawan, Khan Market, New Delhi for uploading in their website.
3. Technical Director, NIC, MoHFW for hosting on the website of MoHFW.
4. Notice Board/All Section of Dte. GHS.

प्रतिलिपि:-

1. Sr. PPS to DGHS.
2. PS to Director (HQ).
3. DD (GA), Dte.GHS for uploading this Circular on the website.

Handwritten notes: "Upload on 20/12/19 I-T-Cell" with an arrow pointing to the list of recipients.

Annexure

Terms and Conditions for engagement as Consultant in the Directorate General of Health Services.

1. The consultant shall perform the services as assigned to him/her by his/her controlling officer/Administration Division.
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 1.30 p.m. to 2.00 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 for which no other benefits/leave will be granted.
4. The consultancy will start from the date he/she join initially for a period of 6 months.
5. The consultant shall be paid a remuneration as per the formula of last pay drawn minus pension plus DA on existing rate. Mandatory deduction, if any, will be made. The remuneration for services rendered in a month shall be payable in subsequent month.
6. Directorate General of Health Services 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 other facility whatsoever except remuneration shall be provided to him/her by the Directorate General of Health Services in his/her capacity as Consultant.
9. The Directorate 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 by either side by giving prior one month's 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.

**APPLICATION FORMAT FOR ENGAGEMENT AS CONSULTANT IN THE  
DIRECTORATE GENERAL OF HEALTH SERVICES**

Name

Father's Name

Date of Birth

Aadhar Number

Date of Retirement

Office where last worked

Designation last held

Last pay drawn (Basic)

Basic Pension

Mobile Number

E-mail ID

Mailing Address

Permanent Address

Educational Qualification

Work Experience (Add separate sheet if required)



| Organization/Institute | Post held | Period |    | Nature of work | Remarks |
|------------------------|-----------|--------|----|----------------|---------|
|                        |           | From   | To |                |         |
|                        |           |        |    |                |         |
|                        |           |        |    |                |         |
|                        |           |        |    |                |         |

Place 

Date

(Signature)