OFFICE MEMORANDUM

Subject:- Engagement of Retired Government Officers as Consultant on contract basis in the Directorate General of Health Services as Under Secretary level

The undersigned is directed to circulate the vacancy Circular No. A-22017/2/2013-Admn-I dated 26th September, 2019 (along-with enclosures) received from Ministry of Health and Family Welfare inviting application from retired Under Secretary or equivalent or and above, well versed with Establishment/Administration Rules and procedure and who have served in Central Secretariat, for engagement as Consultant on contract basis for a period of one year or till the vacancy is filled up on regular basis whichever is earlier.

2. It may be noted that cadre clearance from C.S.I Division will be required in case of Under Secretary and above level officers of CSS applying for deputation.

3. In case of any further clarification, applicants are requested to contact the concerned Ministries/Departments.

(Sanjay Kumar Das Gupta)
Under Secretary to the Government of India
Tele:- 24629412

To,

All Ministries/Departments (through DOPT’s website)
विषय: -  Engagement of Retired Government Officers as Consultant on contract basis in the

Directorate General of Health Services, at Under Secretary level.

Directorate General of Health Services invites application from retired Under Secretary or equivalent or and above, well versed with Establishment/Administration Rules and procedure and who have served in Central Secretariat, for engagement as Consultant on contract basis for a period of one year or till the vacancy is filled up on regular basis whichever is earlier. The consultant will be deployed in Dte.GHS (HQ) as well as other subordinate offices located in New Delhi. Detailed terms and conditions for engagement of consultants are Annexed. The eligibility criteria and other details are as follows:

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<td>1.</td>
<td>No. of consultants to be engaged on contract basis</td>
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<td>Maximum Age limit</td>
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                  2. Handling of Court Cases; and  
                  3. Other administrative & establishment matter. |

2. Interested persons who will also retire in the month of September, 2019 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 10th October, 2019.

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

संयम:- यथोपरि

उप निदेशक (प्रशासन)

(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. Notice Board/All Section of Dte. GHS/ देश ग्याय वेबसाइट

प्रतिलिपि:-

1. Sr. PPS to DGHS.
2. IT Cell, Dte.GHS for uploading this Circular on the website of dghs.gov.in.
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.

4. The consultancy will start from the date he/she join 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 plus DA at existing rate. 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 at least 15 days 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.
APPLICATION FORMAT FOR ENGAGEMENT AS CONSULTANT IN THE DIRECTORATE GENERAL OF HEALTH SERVICES

Name
Father’s Name
Aadhar Number
Date of Birth
Date of Retirement
Office where last worked
Designation last held
Last pay/Pension drawn (Basic)
Mobile Number

E-mail ID

Correspondence Address
Permanent Address
Educational Qualification

Work Experience (Add separate sheet if required)

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Place

Date

(Signature)