EMPLOYMENT OF CONTRACTUAL EMPLOYEES AT ECHS ESTABLISHMENTS

1. References:
   (a) GoI, MoD letter No 22(6)/03/US (WE)/D(Res) dt 22 Sep 2003
   (b) Central Organisation ECHS letter No B/49760/AG/ECHS (R) dt 07 Mar 2006.
   (c) GoI, MoD letter No 24(6)/03/US (WE)/D(Res) Pt-III dt 15 Jun 2006.
   (d) Central Organisation ECHS letter No B/49760/AG/ECHS (R) (II) dt 24 May 2011.
   (e) AG's Branch (DGDS) letter No 22223/Misc/Directorys/DGDS-2 dt 23 Sep 2014
   (g) Central Organisation ECHS letter No B/49760/AG/ECHS(R)/2016 dated 04 Jan 2016.

2. Govt orders on the subject of contractual employment allow employment normally for a period of two years. Second year employment is allowed on extn after first year based on satisfactory performance in the first year based on appraisal system as promulgated earlier & amended vide our letter No B/49760/AG/ECHS (R)/2017 dt 06 Oct 2017 and even No dt 10 Nov 2017 and continued regmt of the said appr while granting the extension for the second year, minimum three days gap will be ensured. Anyone found unsuitable for extension in any Polyclinic will be 'ineligible' for subsequent contractual employment in any ECHS est at any stage.

3. Though GoI, MoD letter No 22(6)/03/US (WE)/D(Res) dt 22 Sep 2003 lays down upper age limit but the same has been misquoted including some of the employees going to the courts relating the same to 'superannuation/continued employment'. While fresh MoA is being worked out for approval & issue, there is a need to streamline and evolve norms to ensure that quality manpower is available to ECHS set up on regular basis. Details are covered in succeeding paras to bring further clarity on the related issues.
Employment Age

4. Subject to physical fitness, current max age for contractual employment as promulgated vide Govt of India MoD letter No 22(D)/2017/WE/D(RES-I) dt 18 Dec 2017 effective 18 Dec 17 is as under:

(a) OIC Polyclinic
(b) MOs
(c) Med Specialist /Gynecologist/
Radiologist
(d) Dental Officers
(e) Para Medical
(f) Para Dental
(g) Non Medical

(65)
(68)
(70)
(65)
(58)
(50)
(55)

(Note. Medical fitness cerf from SEMO/CMD will need to be attached)

5. The age so specified is the age beyond which continuance of contractual employment is NOT allowed. There is no concept of continued employment till specified upper age / concept of superannuation being contractual employment. Though transfer of vacancies/other employment durations are invariably related to the end of financial year, continuance beyond the specified age is NOT permitted. MoA should be correctly signed accordingly.

6. The contractual employment will be terminated on the date an individual attains the max age and will not be continued till the end of month or till the end of financial year.

7. MoA should preferably specify this aspect, however, even if not mentioned specifically, Para 6 above will be mandatorily binding on all the contractual employees. All MoAs signed will be examined and necessary actions initiated immediately including issue of notice where required. Persons applying for the first time in ECHS ests are eligible if they have minimum two years (24 months) balance to serve from maximum age criteria as covered at Para 4 above. This will be calculated from 1st of next month in which advertisement of vacancy has been advertised, e.g. if an advertisement is issued on any date in Jan 18, the applicant should be with minimum two years as on 01 Feb 2013 before he attains the maximum age as specified in Para 4 above. Minimum one year (12 months) will be needed for eligibility for persons applying if they have been employed with ECHS establishments at any stage for minimum 12 months or more provided there is nothing adverse against them at any stage. Calculation criteria for 12 months will remain the same as per new applicants.

Employment Duration

9. Govt has specified the duration of contractual employment as two years wherein second year extn is granted based on satisfactory performance in the first year.

10. The enhanced duration as per letter at Para 1 (d) (Letter No 3/49760/AG/ECHS (R) (I) dt 24 May 2011) will no longer be applicable w.e.f 01 Apr 2018 onwards. All contractual employees who have completed / will complete two years as on 31 Mar 2018 (Extension granted in the same Polyclinic or in more than one Polyclinic based on previous performance) will mandatorily apply afresh if they want the contractual employment and will participate in the selection process on ‘merit’. This is essential to ensure that qualitative improvements are ensured in the ‘manning profile’ of ECHS establishments. After selection on merit, next two years will be handled at par for new contractual employment i.e. second year extn based on satisfactory performance in the first year. Medical Specialists / Gynecologists / Radiologists will be also paid remuneration in the first year as approved and the second year as per the second year. All employees who are screened and selected will be at par in all considerations as employed for first year.

<table>
<thead>
<tr>
<th>Ser No</th>
<th>Category</th>
<th>Revised Remuneration</th>
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<tbody>
<tr>
<td>(a)</td>
<td>Medical Officer</td>
<td>Rs 75,000/-</td>
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| (b)    | Specialist (Medical Specialist, Gynaecologist & Radiologist) | (i) Rs 87,500/- for 1st year of contractual engagement.  
                                                   (ii) Rs 1,00,000/- for 2nd year of contractual engagement.   |
| (c)    | Dental Officer                          | Rs 75,000/-                               |
| (d)    | Officer in Charge ECHS Polyclinic       | Rs 75,000/-                               |
| (e)    | Radiographer                            | Rs 28,100/-                               |
| (f)    | Laboratory Technician                   | Rs 28,100/-                               |
| (g)    | Laboratory Assistant                    | Rs 28,100/-                               |
| (h)    | Physiotherapist                         | Rs 28,100/-                               |
| (i)    | Pharmacist                              | Rs 28,100/-                               |
| (k)    | Nursing Assistant                       | Rs 28,100/-                               |
| (l)    | Dental Hygienist/Dental Assistant/Dental Technician | Rs 28,100/-|
| (m)    | Driver                                  | Rs 19,700/-                               |
| (n)    | Chowkidar                               | Rs 16,800/-                               |
| (o)    | Female Attendant                        | Rs 16,800/-                               |
| (p)    | Poorn                                   | Rs 16,800/-                                |
| (q)    | Safaiwala                               | Rs 16,800/-                               |
| (i)    | Clerks (ECHS Branch EOI Nepal)          | Rs 22,500/-                               |

12. Any candidate can apply for multiple times for contractual employment of two years duration in any ECHS establishment subject to all eligibility criteria. In such cases of employment, minimum seven days gap will be given. Formations will ensure staggered date of employment to ensure that the Organisation run smoothly. If a contractual employee has completed two years (24 months, 15 days or more to be counted as completed month) or more in all ECHS establishments put together as on 31 Mar 2018 based on extensions without fresh selection process, he/she has to apply for vacancies occurring for the duration wef 01 Apr 2018 onwards and go through entire selection process with all fresh applicants to ensure that the best are employed for this scheme for delivery of the service. The duration as existing vide letter at Para 1 (d) stands superseded wef 01 Apr 2018.

13. Any contractual employee giving inaccurate information about his/her previous employment with ECHS will make the selection null and void. It will not only result in recovery of total salaries paid but make him/her ineligible for all future employment in all ECHS organizations. It will also be mandatory for any current employee to inform the selection board (as well in the application) if he/she is applying for different Polyclinic/ECHS establishments.

14. There have been reports about nexus being developed between employees, veterans and hospitals resulting in unfair practices. It will be therefore ensured that employees are rotated within AOR of appointing authority (Area HQ/Sub Area HQ). Authority at one stage up from the sanctioning authority can allow continuance on merit with sanction accorded in writing indicating reasons. This will be regulated by the Dy approving authority as applicable at the time. A transparent norm will be maintained and notified based on the geographical & environmental considerations as prevalent in AOR of concerned Gmd HQ & equivalent
Selection Norms

15. QR as laid down vide GoI, MoD letter No 22/8(6)/US WE/D (Res) dt 22 Sep 2003 will be strictly followed. No ineligible candidate will be allowed to appear for the selection process. Applicants must meet all eligibility criteria at the time of application. While balance age criteria will be based on Para 8 above.

16. Wherever experience has been stipulated, the same will be counted with first of next month from which the advertisement has been placed on similar lines as explained in Para 12 above.

17. No of vacancies as 'reserve category' will be as specified vide our letter No B/49760/AG/ECHS (R) 2015 dt 08 Jul 2015, salient features of which are as under:

(a) In case the reserved percentage is a fraction, the next higher figure will be applicable. For example, if the No of posts is six and reservation is 70%, the No of reserved posts comes to 4.2. Therefore the No of posts reserved for Ex-Servicemen will be next higher figure, i.e., five posts will be reserved for the Ex-Servicemen.

(b) Post of OIC ECHS Polyclinic is 100% reserved for Ex-Servicemen.

(c) 50% of total of Med Staff in an ECHS Polyclinic will be reserved for Ex-Servicemen.

(d) 70% of total post of Para Med Staff and Non Med Staff in an ECHS Polyclinic will be reserved for Ex-Servicemen.


(f) While reservation is currently available to ESM/Var Widow, the same is NOT applicable to dependents of ESM. Entire selection will be done on 'merit'.

18. The reservation will apply to 'allowed' vacancies which includes the transfer vacancy by MD ECHS in form of manning document given for each fin year.

Condition of Ineligibility

19. Offers holding appts of SO ECHS at any HQ were ineligible for three years as per our letter No B/49760/AG/ECHS (R) (i) dated 24 May 2011, which was reduced to one year as per our letter No B/49760/AG/ECHS (R) 2016 dated 04 Jan 2016. Please ensure that there is clear 12 months gap between the date of superannuation and first of next month in which advertisement is placed for the vacancies. All appts of SO ECHS screened for ECHS apps will be screened with this 'Cooling off period. All selections not meeting the QR will be termed as 'null and void'.

20. It has been observed that Dental Offrs have been appointed in place of Dental Hygienist in violation of AG's Branch (DGDS) letter No 22223/Misc/Directives/DGDS- 2 dt 23 Sep 2014. All such appts will be 'null and void'.

21. It has also been observed that some appts have been made which were not authorised/allowed. All such appts will be terminated and be 'null and void'. No appts will be made in anticipation of 'sanction' to be given later.

22. GOC Area or equivalent is currently the sanctioning auth for contractual persons. However, a proposal has been forwarded to bring this auth at the level of GOC Sub Area. In case of Sub Areas not commanded by Maj Gen/PCs directly under Area HQ, sanctioning authority will continue to be GOC Area HQ or equivalent. Current authorities will continue till Govt approves the new proposal.
23. All employees earmarked as 'reserve' under the AGR of sanctioning authority for all ECHS establishments will be part of common pool and can be employed on choice cum merit (to be decided by Board on marks obtained out of 100) to any PC/ECHS est within AGR of sanctioning authority subject to his willingness. If person with higher merit does not take up the assignment, the same can be passed to next person 'on merit'. Reserve list will deem to be over by end of the financial year for which the vacancy was advertised. For example, if an advertisement has been made for vacancies commencing wef 01 Apr 2018 & beyond, reserve list will be valid till FY 2018-19 (till 31 Mar 2019). If a person has given willingness for working in certain ECHS establishments but does not take up assignment on offer, he/she will be ineligible for next three years (Gap between offer is made and first of next month in which advertisement is published). This will not apply to reserve category.

24. If any applicant has any stake in any empanelled hosp/facility, he/she will be ineligible for applying for conflict of interest. Any appointment will be held 'null and void'.

25. Any Offr/Staff (with exception of Para 18) prior to superannuation/termination of re-employment period can apply for the selection after obtaining NOC from his/her department provided he/she is superannuated/retired on or before the last day of submission of application. No vacancy will be kept 'vacant' in anticipation of superannuation/re-employment etc.

26. If any applicant has signed contract with any Govt agency which makes him ineligible for employment, will also be ineligible for ECHS establishments viz, if DGR gives any agency which prohibits employment elsewhere, such person will be ineligible for employment in ECHS establishments.

27. Appt of contractual employees like Driver is not allowed where ambulance/vehicle is NOT held. Appts made will be treated 'null and void' unless specifically approved by MD ECHS as part of 'managing document'.

28. Except in case of Driver, Chowkidar, Safaiwala and Lady Attendant, all other employees need to be conversant with basic computer knowledge to function in an automated environment. This will be ensured in process of selection. All formations must ensure the automated functioning at all PCs under their AGR.

29. Priority will be accorded to Veer Naris/Widows of ESM within the ambit of Govt instrs.

30. Till time objective criteria are centrally evolved, all selections will be based on '100 marks based on which merit will be drawn. It will be essential to get at least 33% marks by all applicants to Quality for contractual employment. This minimum criteria is also applicable to reserve category of ESM as well.

31. It will be ensured that QR check is correctly done prior to selection.

32. Civil candidates will not be appointed against ESM vacancies. Once BOO is approved by the sanctioning authority, sanction will be taken from sanctioning authority based on certificate in terms of Para 4 of Annexure I to GoI, MoD letter No 22(6)/03/US (WE)D(O) (Res) dated 22 Sep 2003 amended from time to time. After this, vacancies will be available for the posts tenable by ESM for civilians. Civilians selected in lieu of ESM vacancy will be eligible to serve only till 11 months from the date of appt. The said vacancy will fall vacant thereafter for being made available to ESM.

33. Result sheet indicating merit of selected and reserve candidate after approval will be published/available in public domain to ensure transparency.

34. If even a single MO is NOT available in an ECHS PC on initial employment, balance staff except Chowkidar and One Para Med Staff will not be issued appointment letter. This criteria will be relaxed by MD ECHS only if concerned form provides a MO from its own resources. It is essential as no medical so can be provided in absence of a MO. Same norm will also be applicable if a sit arises that not even a single MO is available continuously for 60 days.
35. Appts for 89 days as per permission of Str Cdr will also be done as per laid down eligibility criteria.

36. It is very important that the vacancies are given maximum publicity. Details of vacancies besides being advertised in Newspapers as per current norm, will also be intimated to the following ests:

(a) Army Welfare & Placement Org
   Maude Line
   Delhi Cantt-10

(b) Dte of Indian Army Veterans
    Maude Line
    Delhi Cantt-10.
    Dte of Air Veterans
    Subrato Park
    New Delhi-110011.
    Dir of Navy Veterans
    IHQ of MoD
    6th Chankiyapuri
    New Delhi-110021

(c) All Record Offices.

(d) Central Org ECHS
    Maude Line
    Delhi Cantt-10

(e) Local Employment Exchange.

37. This letter is applicable from the date of issue and has approval of MD ECHS.

(ES Sisodia)
Co
Dir (Op & Coord)
for MD ECHS

Internal
All Secs (Less S&A Sec) - For info pl.
S&A Sec - Pl upload the same on ECHS website.