

परिपत्र

विषय: - Engagement of Retired Government Officers on contract basis at the level of Section Officer and Assistant Section Officer in the Directorate General of Health Services- regarding.

Directorate General of Health Services invites applications for engagement of Consultant at Section Officer (SO) and Assistant Section Officer (ASO) level. The eligibility criteria will be as under:

- (a) For consultant at **Section Officer** level, Officers/Officials retired from substantive pay Level 11, 10, 9 & 8 from CSS Cadre.
- (b) For consultant at **Assistant Section Officer level**, Officers/Officials retired from substantive pay Level 10, 9, 8 & 7 from CSS Cadre.
- (c) Officer/Official retiring upto October, 2025 will also be considered.


2. Applicant should have profound knowledge of administrative, establishment, financial matters viz. recruitment rules, handling court cases, promotion, reservation, procurement through GeM etc. and should have excellent knowledge of computer (MS Office), typing and e-office. **Retired/discharged Officers & Officials from Defence Forces / CAPF personnel** may apply for engagement as Consultant on contract basis.

3. The consultant will be deployed in Dte.GHS (HQ) as well as other subordinate offices located in New Delhi. The Consultancy will be on temporary basis but likely to continue till regular incumbent joins the post. Detailed terms and conditions for engagement of consultants are annexed. The eligibility details of vacancies and other required information are as follows:

1	No. of consultants to be engaged on contract basis	6 (Six) at the level of SO (numbers may vary) 7 (Seven) at the level of ASO (numbers may vary)
2	Maximum Age limit	62 years and below as on the date of advertisement and officers/ officials retiring up to October, 2025 can apply for the post
3	Place of assignment	Directorate General of Health Services and its subordinate offices located in New Delhi
4	Assignments	1. Framing and Amendments of Recruitment Rules. 2. Handling of Court Cases. 3. Other administrative & establishment matters. 4. Matter related to procurement through GeM portal etc.

4. Interested persons, who 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 31 October, 2025.**

संलग्न:- यथोपरी


 (अरिंदम बनर्जी)

उप निदेशक (प्रशासन)

टेलीफोन संख्या-011-23063539

सेवा में:-

All Ministries/Departments (as per standard list)

प्रतिलिपि:-

1. PPS to DGHS.
2. PA to JS(RS), Dte.GHS (HQ).
3. Medical Superintendent, Dr. RML Hospital/ Safdarjung Hospital.
4. Director, LHMC
5. Under Secretary, (Admn.), MoHFW
6. MSO/CDSCO/ CHEB/NML
7. Under Secretary, CS-I(Coord.), DoPT, Lok Nayak Bhawan, New Delhi with the request to upload the circular on DoPT website.
8. DD (GA) for uploading in Dte.GHS website.
9. Technical Officer for uploading on Dte. GHS website.

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 compensatory leave will be granted.
4. The consultancy will start from the date he/she joins initially for a period of one year which may be extended/ curtailed as per requirement/ performance of the individual.
5. The consultant shall be paid a remuneration as per the formula of last pay drawn minus pension plus TA at the rate the retired Govt. servant drew at the time of retirement. The remuneration so fixed shall remain unchanged for the term of engagement and 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 at least 15 days prior notice.
13. He/She 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 days absence in a single spell shall be allowed.
14. No typing assistance shall be provided.

15/10/2015

**APPLICATION FORMAT FOR ENGAGEMENT AS CONSULTANT AT SECTION OFFICER/
ASSISTANT SECTION OFFICER LEVEL IN THE DIRECTORATE GENERAL OF
HEALTH SERVICES**

Applied for the post of : _____

Affix recent
passport size
photograph

1.	Name	
2.	Father's Name	
3.	Date of Birth and Age as on 15 October, 2025	
4.	Date of Retirement	
5.	Officer where last worked	
6.	Designation (Last held)	
7.	Cadre from which belong	
8.	Last pay / pension drawn	
9.	Aadhar Card No.	
10.	Mobile No.	
11.	Email ID	
12.	Correspondence Address	
13.	Permanent Address	

14.	Education Qualification (Since Matriculation / 10th Onwards)				
Class	Board / Education Institute / University	Year	Subject	Percentage / Grade	

15.	Work Experience (Add separate sheet, if required)					
Orgnaization / Institute	Post Held	Period		Nature of Work	Remarks	
		From	To			

16. Any other information :

Place :

Date :

(Signature of applicant)