

भारत सरकार

GOVERNMENT OF INDIA

स्वास्थ्य एवं परिवार कल्याण मंत्रालय

MINISTRY OF HEALTH AND FAMILY WELFARE

लेडी हार्डिंग मेडिकल कॉलेज एवं श्रीमती सुचेता कृपलानी अस्पताल, नई दिल्ली

LADY HARDING MEDICAL COLLEGE & SMT. S. K. HOSPITAL, NEW DELHI

दिनांक:- 25/5/18

Employment Notice

LHMC & Smt. S.K. Hospital, New Delhi invites applications from retired Section Officers level to engage 01 (One) Secretariat Consultant for Administration and retired Assistant level to engage 05 (Five) Secretariat consultants for Admn. (01 for Recruitment Rules, 04 for Administration) from Ministries/Departments/Institution of Central/State Government as per Terms & Conditions.

1. **Period of engagement**

The engagement shall be initially for a period of six months. The engagement can be extended from time to time upon the satisfactory performance of the Consultant or requirement of the Administration/Department with the approval of the Competent Authority.

2. **Age Limit**

The maximum age limit for appointment shall be 65 years as on closing date of receipt of applications.

3. **Experience**

The officers should have at least 5 years experience in the grade of Section Officer for Section Officer Level Consultant and 5 year experience in the grade of Assistant for Assistant Level Consultant and should possess experience in general working of the Government in Administration. Experience in recruitment will be an added qualification.

4. **Selection Procedure**

The appointment will be purely on contract basis. The scrutiny of application will be carried out by the Institution on the basis of working experience of individuals based on past record and interaction with a committee of the Institution.

5. **Remuneration**

The consultancy fee will be last pay drawn minus pension and dearness allowance at existing rate. However, the upper limit of consultancy fee will be Rs.25000/- per month for Assistant level consultant and Rs.30,000/- per month for S.O. level consultant.

6. **Scope of Duties**

During the period of such engagement, the consultants would be required to perform any work as assigned to them by the concerned Branch Head in which they would be posted to work as Consultant.

7. **Leave**

The Consultant would not be entitled to any kind of regular leave. However, they would be entitled to Casual Leave of 8 days in a calendar year, to be calculated on pro-rata basis.

8. **Communication and Drafting Skill**

Should have good communication and interpersonal skills with a strong flair for in depth handling of Administration & parliamentary matters.

9. **Proficiency in Computer**

Must be able to work in MS Word, Excel, Net and Presentation.

10. **Accommodation**

The Consultant needs to have own accommodation facility in Delhi/New Delhi or nearby places. No accommodation or House Rent will be provided by the Institution.

11. **Office time and working hours**

Engagement of Consultants would be on full time basis. Working hours shall be from 10.00 AM to 05.00 PM (from Monday to Friday) and 10 AM to 1.30 PM Saturday during working days including half an hour lunch break in between. However, in exigencies of work, he may be required to sit late and he may be called on Sunday and other Gazetted Holidays.

12. **Tax deduction at Source**

The Income Tax or any other tax liable to be deducted, as per the prevailing rules will be deducted at source before effecting the payment for which the office will issue TDS certificate.

13. **Confidentiality of data and documents**

The Intellectual Property Right (IPR) of the data collected as well as the deliverables produced for the office shall remain with this office. No one shall utilize or publish or disclose or part with, to a third party, any part of the data or statistics or proceeding or information collected for the purpose of this assignment or during the course of the assignment for the office, without the express written consent of the office. The Consultant shall be bound to hand over the entire set of records of assignment to the office before the expiry of the contract, and before the final payment is released by the office.

14. **Conflict of interest**

The Consultant appointed by the office, shall in no case represent or give opinion or advice to others in any matter which is adverse to the interest of this office.

15. **Termination of service**

The engagement may be terminated at any time by the office without assigning any reasons by giving a notice of 15 days. In case, a Consultant desires to leave the assignment, he/she is to give 15 day's notice which can be curtailed/ extended depending upon the workload.

16. **Guidelines for the submission of the application**

The duly completed application in prescribed proforma should reach to this Institution on or before 11/06/2018. Application received after the above date will not be entertained. The application should be submitted with the following self attested documents:-

- a) Copy of retirement notification
- b) Copy of PPO & LPC
- c) Certificate in support of education qualification and experience

2. Interested candidates, who fulfil the eligibility criteria, may submit their application in the prescribed performa in sealed cover super - scribed "Selection for Consultants for Administration" which should reach this Institution on or before 11/06/2018 at the following address:-

Deputy Director (Admn.)
Administrative Block,
Lady Hardinge Medical College &
Smt. S.K. Hospital,
New Delhi – 110001.


(Neeraj Sachdeva)
Deputy Director (Admn.)

PROFORMA

Application for engagement of Secretariat Consultant in LHMC & Smt. S.K. Hospital.

1.	Name in full (Block letter)	
2.	Date of Birth	
3.	Residential Address	
4.	Complete residential address with pin Code No.	
5.	Phone No./Mobile No.	
6.	E-mail I.D.	
7.	Educational qualification	
8.	Date of superannuation from Govt. service	
9.	Designation and Office address at the time of retirement	
10.	PPO & LPC No.	
11.	Brief particulars of experience in Govt. service	
12.	Additional relevant information, if any, in support of your suitability for the said engagement, attach a separate sheet, if necessary.	

I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and belief. I further declare that I was clear from vigilance angle at the time of my retirement. I have read this document and ready to accept all the term & conditions for engagement of Consultants.

(Signature of Candidate)

Place:

Date: