

F.NO. A-11019/Const./2016-ADMN.I/ 4129

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 the retired Govt. servants from the Central/State Govt. for engagement as consultant at level of Section Officer or Under Secretary (**One for Legal Cell, Two for RTI Cell, Two for Estate Cell and One for Recruitment Rules Cell**) in the Lady Hardinge Medical College & Smt. S. K. Hospital, New Delhi on the following 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 level/Under Secretary in their respective field.

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 short interaction.

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.30,000/- per month for Section Officer level consultant and Rs.35,000/- for Under Secretary level consultant.

6. **Scope of Duties**

During the period of such engagement, the consultants should be required to perform any work as assigned by the Competent Authority from time to time.

7. **Leave**

The Consultant would not be entitled to any kind of leave. However, they would be entitled for 8 days Casual Leave 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 in their respective field.

9. **Proficiency in Computer**

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

10. **Accommodation**

No accommodation or House Rent will be provided by this 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**

Income Tax or any other tax will be deducted at source for which 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 the third party or 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 Consultants 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 shall in no case represent or give any opinion or advice to the others in any matter which is adverse to the interest of this Institution.

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.

Guidelines for the submission of the application

The duly completed application in prescribed proforma should reach to this Institution on or before 14/06/2018. 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" which should reach this Institution on or before 14/06/2018 at the following address:-

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

N
24/1/18
(Neeraj Sachdeva)
Deputy Director (Admn.)

PROFORMA

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

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| 1. | Name in full (Block letter) | |
| 2. | Date of Birth | |
| 3. | Complete residential address with pin Code No. | |
| 4. | Phone No./Mobile No. | |
| 5. | E-mail I.D. | |
| 6. | Educational qualification | |
| 7. | Date of superannuation from Govt. service | |
| 8. | Designation and Office address at the time of retirement | |
| 9. | PPO & LPC No. | |
| 10. | Brief particulars of experience in Govt. service | |
| 11. | 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: