

F. No. A-19/693/2023 -ADMIN I /3034
GOVERNMENT OF INDIA
DIRECTORATE GENERAL OF HEALTH SERVICES
MINISTRY OF HEALTH & FAMILY WELFARE



Dated 25th August 2025

Vacancy Circular

LHMC & Smt. S.K. Hospital, New Delhi invites applications from retired employee from Ministries/Departments/Institution of Central Govt. in the Pay Level 8 to Level 10 for engaging 07 Consultants for its Administration Branch as per the Terms & Conditions mentioned below: -

Number of Consultants to be engaged	Essential Criteria	Required work experience
07 (Seven)	Must have retired from Ministries/Departments/Bodies/ Institutions of Central Govt. from the Level 8 to Level 10 of Pay Matrix.	a. Experience of handing the work of Administrative/Establishment/ Procurement matter /Gem etc. Handing of Court Cases/ Vigilance matters. b. Good communication skill/drafting c. Ability of coordination with different Departments/ Ministries

2. Period of engagement

Period engagement will initially be for one year which shall be extended on year-to-year basis, as per Department of Expenditure OM No. 03-25/2020-E.IIIA dated 09.12.2020 and as per guidelines of DOP&T issued from time to time.

3. Age Limit

All candidates who are retired as on 31.07.2025 may apply. Those who have attained the age of 64 years as on 31.07.2025 are not eligible to apply.

4. Remuneration

The Remuneration will be fixed as per Department of Expenditure OM No.3-25/2020-E.IIIA dated 09.12.2020 and as per the guidelines of DOPT issued from time to time. **However, monthly remuneration will be restricted to Rs. 49300/- (Forty-Nine Thousand Three Hundred only) inclusive of Transport Allowance.** The amount of remuneration so fixed shall remain unchanged for the term of the contract. There will neither be any annual increment during the contract period, nor any enhancement of pay by this Institution. HRA will not be admissible.

No TA/DA shall be admissible for joining the assignment and for attending personal talk if any. Consultants will not be entitled for staff car, HRA, CGHS, medical reimbursement, telephone, newspapers, residential accommodations, personal staff, or LTC etc. All guidelines issued in this regard by the Government shall be applicable.

5. Exigencies of work

The Selected candidates would work 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.

The Selected candidates may be required to perform duty on Sunday and other Gazetted holidays, and beyond office hours in case of exigencies of work as per the instructions/directions issued for which no additional remuneration shall be paid.

6. Leave of absence

Leave shall be admissible at the rate of 1.5 days for each completed month of service. Accumulation of leave beyond a calendar year will not be allowed.

7. Place of posting

Place of posting shall be anywhere in LHMC & SSKH and if any official tour is required to be undertaken, TA/DA shall be governed by GOI orders applicable in this regard.

8. 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. The LHMC & SSKH does not undertake any liability for other taxes or contribution payable by the consultant on payments made under the contract of Consultancy.

9. Termination of Engagement

- a. If consultant is unable to accomplish the assigned tasks
- b. If consultant is found to be lacking in honesty and integrity
- c. If consultant is unwilling to undertake duties attached to the post and is not fit to resume the work as per medical practitioner's advice.
- d. 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 will require to give 15 days' notice which can be curtailed/extended depending upon the workload.

10. 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 to a third party, any part of the data or statistics or proceeding or information collected purpose of this assignment or during the course of the assignment for the office, without express written consent of the office. The Consultant shall be bound to hand over the entire records of assignment to the office before the expiry of the contract, and before the final payment is released by the office.

11. Conflict of interest

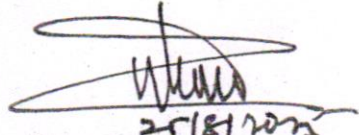
The selected candidates appointed by the office, shall in no case represent or give opinion or advice to others in any matter which is adverse to the interest of this Institution.

12. How to apply

Interested candidates may send completed resume in the proforma attached along with Certificates in support of education qualification, experience, proof of date of birth, Last Pay Certificate, a copy of Pension Payment order by post **within 30 days of uploading of this Circular on the website of LHMC & SSKH, New Delhi, addressed to The Dy. Director (Admin.), LHMC & SSKH, Saheed Bhagat Singh Marg, New Delhi-110001.**

14. **Selection Procedure**

The shortlisted candidates will be called for an Online/Physical interview, the date and time of which will be conveyed through e-mail and/or mobile in due course. Candidates will have to make their own arrangements to reach the place of interview. No TA/DA shall be paid by LHMC & SSKH for attending the interview. The competent authority reserves the right to select or reject a candidate or decide not to proceed with the selection process without assigning any reason.


25/8/2012
(Man Mohan Bhardwaj)
Assistant Admin. Officer.
Phone No-011-23408107

Application for engagement as Consultants in LHMC & Smt. S. K. Hospital, New Delhi.**Vide Circular No 3034 dated 25th August 2025****Post Applied For:** Consultant in AdministrationPlease affix a
passport size
Photograph

1. Name:
2. Father's Name:
3. Date of Birth:
4. Residential Address:
5. Mobile No.:
6. E-mail ID:
7. Date of Retirement:
8. Name of Ministry/Dept from which retired:
9. Last pay drawn (Please attach copy of PPO):
10. Educational Qualifications:
11. Detail of Experience:

S.No.	Designation & Ministry/Deptt.	From	To	Nature of work Performed
I.				
II.				
III.				
IV.				
V.				

*Attach separate sheet, if necessary,

12. Additional information covering specific achievements in their area of work, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if need be. Any recommendation letters issued for their work may be attached (if any)

13. Remarks, with details of their specialization in their area of work.

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 and no disciplinary or judicial proceeding is pending against me as on date. I further declare that in the event of my engagement as Consultant in this Institution, the general Terms & Conditions as mentioned the vacancy circular dated 25.08.2025 would be acceptable to me.

Place:

Date:

(Signature of Applicant)