

F.No. A/455/2025-ADMIN I/432

GOVERNMENT OF INDIA

DIRECTORATE GENERAL OF HEALTH SERVICES

MINISTRY OF HEALTH & FAMILY WELFARE



Dated the 10 Februry 2026

Vacancy Circular

Subject: Engagement of Consultants in LHMC & SSKH ---reg.

LHMC & Smt. S.K. Hospital, New Delhi invites applications for engagement of Consultants from retired Government employee purely on contract basis as per the following details: -

S. No	Post Name	No. of Posts	Desired Qualification & Experience	Duties and Responsibilities
1.	Consultant (Estate Manager) [Level-11]	01	Retired from a Civil Engineering Division of defines establishment of Govt. of India from Group A or equivalent post with following minimum qualification: - (i) BE/BTech degree in Civil Engineering (ii) Minimum 3 years' experience as Supervising Officer of maintenance of buildings/establishments Desirable: - Experience in Supervising of the maintenance of hospital Estt/building in Govt./PSU	Overall management and supervision of immovable properties and premises under the administrative jurisdiction of the hospital including residential quarters, hostels, institutional buildings and associated infrastructure. To coordinate with the CPWD, PWD, or concerned engineering wings for upkeep, repair, and structural safety of hospital buildings. To ensure compliance with municipal, environmental, and fire safety regulations and effective liaison with civic authorities.
2.	Consultant (Estate Supervisor) [Level-8]	01	Retired from a Civil Engineering Division of division establishment of Govt. of India from Group B or equivalent post with following minimum qualification: - (i) Diploma in Civil	Consultant (Estate Supervisor) shall work under the overall supervision of the Consultant (Estate Manager) and shall be responsible for the day-to-day operational management of estate-related services including supervision of

			<p>Engineering</p> <p>(ii) Minimum 2 years' experience in maintenance of buildings/establishments</p> <p>Desirable: - Experience in the maintenance of hospital Estt/building in Govt./PSU</p>	<p>cleanliness, upkeep, lighting, water supply, and minor repair works in residential and institutional premises.</p> <p>To assist in the process of allotment and vacation of quarters and hostels, maintain inspection and occupancy records. To report instances of unauthorized occupation or misuse. To coordinate with outsourced service providers engaged for security, housekeeping, sanitation, and horticulture activities within the hospital premises and attend complaints related to it.</p>
3.	Consultants (Assistant Security Officer) [Level-8]	02	<p>Retired from Govt. division/ CAPF establishment from Group B or equivalent post and have experience of minimum 03 years relating to management of security related assignment.</p>	<p>To Establish effective relationship with all security personnel.</p> <p>To Help visitors, staff, and students by checking their identification documents.</p> <p>In the event of a medical emergency, render first aid, CPR, or other necessary support until help arrives.</p> <p>Ensure that other assigned equipment's, such as a CPR life mask, metal handcuffs, and flashlight are in working order.</p> <p>Observe surveillance footage and check the identification of visitors and locals.</p> <p>Operating/maintaining of CCTV, handling business and individual receiving, document management, complete file upkeep and their Data Entry into corporate and DOD computer systems.</p> <p>He/ She is required to have managerial and organizational ability for making schedules, preparing training materials, processing payroll, and</p>

				instructing new security officers.
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2. Period of engagement will initially be for one year which may be extended on year-to-year basis as per the administrative requirement of the institution. The terms & conditions of engagement of Consultants would be regulated as per Department of Expenditure's OM No. 03-25/2020-E.IIIA dated 09.12.2020 and guidelines of DOP&T issued from time to time.

3. Interested candidates may send their applications in the proforma attached with certificate in support of educational qualification & experience, proof of date of birth, Last Pay Certificate, a copy of Pension Payment Order **within one month of advertisement on newspaper to the Dy. Director (Admin.), LHMC & SSKH, Saheed Bhagat Singh Marg, New Delhi-110001 by Speed Post.**

4. The shortlisted candidates may 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.

Digitally signed by
 Vinay Kumar
 (Vinay Kumar)
 Date: 10/02/2020
 Deputy Director (Admn.)
 05:39:09
 E-mail: - dda-lhmc@lhmc-hosp.gov.in

Application for engagement as Consultants in LHM& Smt. S. K. Hospital, New Delhi.**Post Applied For:**

1. Name:
2. Father's Name:
3. Date of Birth:
4. 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:

Please affix a
passport size
Photograph

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

*Attach separate sheet, if necessary,

12. Any other information justifying your engagement as consultant in this Institution.

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 judiciary action 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 in the vacancy circular post would be acceptable to me.

Place:

Date:

(Signature of Applicant)