

F.No. A/455/2025-ADMIN I/2636

GOVERNMENT OF INDIA

DIRECTORATE GENERAL OF HEALTH SERVICES

MINISTRY OF HEALTH & FAMILY WELFARE



Dated the 21st July 2025

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: - | 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 |

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| | | | <p>(i) Diploma in Civil 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>including supervision of 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. | Consultant (Chief Security Officer (CSO)) [Level-11] | 01 | <p>Retired from Govt. division/ CAPF establishment from Group A or equivalent post and have experience of minimum 03 years relating to management and supervision of security related assignments</p> <p>Desirable: - Experience in security supervision of hospital Estt/building in Govt./PSU</p> | <p>To Oversee all security operations, including emergency response, property protection any other security related issue.</p> <p>To support the goals and objectives of the institution to maintain security, safety & confidentiality.</p> |
| 4. | Consultants (Assistant Security Officer) [Level-8] | 03 | <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> |

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| | | | | <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 instructing new security officers.</p> |
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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 by **04.08.2025 to the Dy. Director (Admin.), LHMC & SSKH, Saheed Bhagat Singh Marg, New Delhi-110001 either by e-mail or 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.

Encl:- As above


21/7/2025

(Rajeshwar Lal)

Deputy Director (Admn.)

E-mail: - dda-lhmc@lhmc-hosp.gov.in

Application for engagement as Consultants in LHMC & Smt. S. K. Hospital, New Delhi.**Vide vacancy Circular No F.No. A/455/2025-ADMIN I/ 2636 dated 21.07.2025.****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/Deptt. | 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 the vacancy circular dated 21.07.2025 would be acceptable to me.

Place:

Date:

(Signature of Applicant)