

No.Z-28015/11/2021.E-II  
Government of India  
Ministry of Health & Family Welfare  
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Nirman Bhawan, New Delhi  
Dated the 29/07/2021.

**CIRCULAR**

Subject: Engagement of Consultant in the Department of Health and Family Welfare on contract basis.

Ministry of Health and Family Welfare invites applications from retired government servants for engagement as Consultant on contract basis. The consultant will be posted in the Department. Detailed terms and conditions of engagement of consultant are annexed. The eligibly criteria and other details are as follow:

1. No. of consultants to be engaged on contract basis:	1
2. Age limit	Maximum of 62 years as on date of Circular
3. Place of assignment	Ministry of Health & Family Welfare
4. Tenure of contract	One Year
5. Eligibility	As per Annexure-I
6. Assignment	

2. Interested persons who are in a position to join immediately on call may submit their particulars in the enclosed format along with a copy of PPO, addressed to the “Under Secretary (Admn.), Room No.-330 ‘C-wing’, Nirman Bhawan, New Delhi” through “CR Section, Gate No.- 6, Ground Floor, Nirman Bhawan, New Delhi” within two weeks of issue of this Circular.

( Amit Kumar )  
Under Secretary to Government of India  
Telefax: 23061323  
To

1. NIC, MoHFW for publishing the circular in M/o of Health & FW’s website.
2. E-office notice board.
3. Notice board

**Annexure-I**

<b>Sl. No.</b>	<b>Assignments:</b>	<b>Eligibility</b>
1	<b>To carry out Gujarati Typewriting work in the Ministry of Health &amp; Family Welfare</b>	<b>(1 Position)</b> Retired SSA/ASO/PA/Steno or equivalent with sufficient knowledge in Gujarati typewriting

Terms and Conditions for engagement of Consultant in the Ministry of Health & Family Welfare.

1. The Consultant shall perform the services as assigned by the controlling officer.
2. The normal working hours would be from 9.00 am to 5.30 p.m. with lunch break of 30 minutes from 1.00 p.m. to 1.30 p.m. from Monday to Friday.
3. The consultant shall be entitled to leave at the rate of 1.5 days of leave for every completed month of service to be availed with prior permission.
4. In special circumstances, the consultant could be called for services on holidays or beyond normal working hours.
5. The contractual appointment is for a maximum period of one year, extendable as per requirement, in Ministry of Health & Family Welfare.
6. The consultant shall be paid a consolidated remuneration as per the formula of last pay drawn minus pension subject to TDS etc. He/She will also be entitled to Transport Allowance at the same rate drawn at the time of retirement. The remuneration for the services rendered in a month shall be payable in subsequent month. No other allowances shall be permissible to him except TA/DA on official tours. TA/DA entitlement shall be the same as what was entitled to him at the time of retirement from the service.
7. Ministry of Health & Family Welfare shall have the right to examine / review the services provided by him.
8. He shall perform his obligations with all necessary skills, diligence, efficiency and economy.
9. No medical facility shall be provided to him by the Ministry of Health and Family Welfare. The remuneration is deemed to include an element to cover the cost of medical cover, if any.
10. The Ministry shall not be responsible for any loss, accident, damages / injury suffered by him, whatsoever arising in or out of the execution of his work, including travel.
11. During the terms of service, he shall not engage in any private business of professional activity which could conflict with the interest of the Government.
12. He shall treat all official information as confidential and use the same only for the purpose of the performance of the services.
13. The service can be terminated by either side by giving one month's notice.

( Amit Kumar )  
Under Secretary to Government of India  
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APPLICATION FORMAT FOR APPOINTMENT AS CONSULTANT (GUJARATI TYPIST)  
IN THE MINISTRY OF HEALTH & FAMILY WELFARE

Position applied for:

Name

Father's Name

Date of Birth

Aadhar Number

Affix recent  
passport  
size  
photograph

Date of Retirement

Department retired from

Designation last held

Last pay drawn (Basic)

Pay Level / Grade Pay

Basic Pension

Telephone No.

Mobile No.

E-mail ID

Mailing Address

Permanent Address

Educational Qualification

Work Experience (Add separate sheet is required)

Organization/Institute	Period		Nature of work	Remarks
	From	To		

I certify that the information provided in this application is true and correct as on the date submission of this application. I understand that withholding of information or giving false information will result in a refusal to hire / termination of employment / civil penalty.

Place

Date

(Signature)