



F.No.6-3/2021-Admn.I  
 भारत सरकार  
 GOVERNMENT OF INDIA  
 चिकित्सा अधीक्षक का कार्यालय  
 OFFICE OF THE MEDICAL SUPERINTENDENT  
 सफदरजंग अस्पताल एवं वी.एम.एम. कॉलेज  
 VMMC & SAFDARJUNG HOSPITAL  
 नई दिल्ली - ११००२९ New  
 Delhi - 110029

Dated: 29.12.2022

### **Advertisement Notice**

The following posts are to be filled up from Consultants for two different categories purely on contract basis as per details and terms & conditions mentioned hereunder:

S.No.	Category	Number of Posts	Qualification	Tenure	Renumeration (Rs.)
1	Consultant (Legal)	02	LLB	01 year	60,000/-
				Extendable for another two years subject to satisfactory performance, with the approval of MoHFW.	
2	Consultant (Administration)	01	Graduate	01 year	As per the terms of reference for Retired Government Servant.
				Extendable for another one year subject to satisfactory performance, with the approval of MOHFW.	

#### **A. Consultant (legal):**

##### **1. Qualification required:**

Essential: Minimum qualification of a degree in Law from a recognized university, at least 10 years post qualification experience of handling cases partially in District Court and mainly in High Court/Supreme Court/CAT. Preparation of counter replies and coordination with the government counsels.

##### **2. Knowledge and Skills:**

- Capability to function collaboratively and productively, in multidisciplinary environment.
- Ability to represent the organization in interactions with Central & State Government and

Other stakeholders.

- c. Track record of implanting innovative idea and schemes in day to day working.
- d. Ability and willingness to travel extensively.
- e. Interpersonal and management skills with ability to work in deadline-driven environment.
- f. Possess team working capability.
- g. Good command over MS-office and internet.
- h. Good communication skills in English and Hindi both written and verbal.
- i. To undertake any other tasks and responsibilities assigned by the supervisor.

### **3. Age Limit:**

The maximum age limit for appointment shall be 50 years as on closing date of receipt of applications.

The contract shall not be extended if the engaged consultant crosses age of 50 years at the time of extension of contract.

### **4. Duties and responsibilities:**

a. The consultant shall be entrusted with legal work that could relate to any of the 3 Central Government Hospitals viz. Safdarjung Hospital, Dr. RML and LHMC or any legal matters related to functioning of these three hospitals.

b. To undertake any other tasks and responsibilities assigned by the supervisor.

c. **Remuneration:** Rs. 60,000/- per month.

d. **Period of contract:** The engagement shall be initially for a period of 01 year. The engagement can be extended for another two years upon the satisfactory performance of the Consultant or requirement of the Administration/Department with the approval of MoHFW.

The performance of the Consultant will be assessed by the hospital for first 3 (three) months from commencement date of consultancy. During this period, in case, if the Organization is not satisfied with the work/performance, the services of the Consultant will be terminated immediately without any notice period with the approval of Medical Superintendent.

e. **Leave:** Consultants will be eligible for 30 days leave in a calendar year, of which 15 days leave may be taken in first half and 15 days in 2nd half of contract. A Consultant shall not draw any remuneration in case of his/her absence beyond 30 days in a year (calculated on half yearly Pro-rata basis). Un-availed leave in a calendar year cannot be carried forward to next calendar year. The Medical Superintendent, Safdarjung Hospital would be free to terminate the services, in case of absence of a Consultant for more than 15 days beyond the entitled leave in a calendar year

## **II. Consultant (Administration):**

### **a. Period of engagement:**

The engagement shall be initially for a period of 01 year. The engagement can be extended for another one year upon the satisfactory performance of the Consultant or requirement of the Administration/Department with the approval of MoHFW.

### **b. Age Limit:**

The maximum age limit for appointment shall be 64 years as on closing date of receipt of applications.

The contract shall not be extended, if the engaged consultant crosses age of 65 years at the time of extension of contract.

**c. Experience:**

Having worked in the Administration for at least 10 years in Central/State Government/autonomous bodies and have retired at level 9 & above.

**d. Duties & Responsibilities:**

i. The consultant shall assist the official work of Dy. Director (Admin.) and Estate Officer of the hospital and other assignments as assigned by the Medical Superintendent, Safdarjung Hospital.

ii. To undertake any other tasks and responsibilities assigned by the supervisor.

**e. Remuneration:**

The consultancy fee will be arrived by deducting the basic pension from the pay drawn at the time of retirement. The amount of remuneration so fixed shall remain unchanged for the term of the contract. There will be no annual increment/percentage increase during the contract period. No Dearness Allowance and HRA shall be admissible. Transport Allowance for the purpose of commuting between the residence and the place of work shall be allowed, not exceeding the rate applicable to the appointee at the time of retirement i.e. Rs.7200/-. The amount so fixed shall remain unchanged during the term of appointment. However, retired employees engaged as consultants may be allowed TA/DA on official tour, if any, as per their entitlement at the time of retirement.

**f. Leave:**

Paid leave of absence may be allowed at the rate of 1.5 days for each completed month of service. Accumulation of leave beyond a calendar year may not be allowed.

**GENERAL TERMS AND CONDITIONS:**

**a. Selection Procedure:**

The appointment will be purely on contract basis. The scrutiny of application will be carried out by the competent authority on the basis of working experience or individuals based on past record and interaction with a committee of the Institution.

**b. Communication and Drafting skill:**

Should have good communication and interpersonal skills with a strong flair in depth handling of Establishment, Financial, Vigilance, Parliamentary matters and audit paras.

**c. Proficiency in computer:**

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

**d. Accommodation:**

No accommodation or House Rent will be provided by the Institution.

**e. Office time and working hours:**

Engagement of Consultants would be on full time basis. Working hours shall be from 09.00 AM to 04.00 PM (from Monday to Friday) and 09.00 AM to 1.00 PM (Saturday) during working days including half an hour lunch break in between. However, in exigencies of work, he/she may be required to extend office hours and he/she may be called on Sunday and other Gazetted holidays.

**f. 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.

**g. 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 a third party, 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 Consultant 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.

**h. Conflict of interest:**

The Consultant appointment by the office, shall in no case represent or give opinion or advise to others in any matter which is adverse to the interest of this office.

**i. Termination of Service:**

The engagement may be terminated at any time by the office without assigning any reasons by giving notice of 15 days. In case, a Consultant desires to leave the assignment, he/she is to give 15 days notice which can be curtailed/extended depending upon the workload.

**j. TA/DA:**

No TA/DA shall be admissible for joining the assignment or on its completion. Foreign travel of consultant is not permitted at all unless specifically authorized by the Secretary in Public interest. However, Consultants shall be allowed TA/DA for their travel inside the country with the approval of competent authority in connection with the official work.

**k. Guidelines for the submission of the application:**

The duly completed application in prescribed proforma should reach this Institution within a period of 15 days from the date of issue of this circular. Any application received after the above deadline will not be entertained. The application should be submitted with the following documents:

1. Copy of retirement notification (for consultants (Administration)).
2. Copy of PPO & LPC (for consultant (Administration)).
3. Certificate in support of education qualification and experience.

**l. Rights of the Hospital:**

The hospital has the right to cancel the advertisement, and not go for engagement of Consultant, at any stage. It may accept or reject any or all applications, without giving any reasons thereof, whatsoever.

*Amit Kumar*  
29/12/22

(Amit Kumar)  
Deputy Director (Admin.)  
Ph.No.011-26707276

**PERFORMA**

Application for engagement of Consultant (legal) and Consultant (Administration) in VMMC & Safdarjung Hospital.



1.	Name in full (Block Letter)	
2.	Father's Name (Block Letter)	
3.	Date of Birth	
4.	Complete residential address with pin code no.	
5.	Phone No./Mobile No.	
6.	E-Mail I.D.	
7.	Educational Qualification	
8.	Date of superannuation from Govt. service	
9.	Designation and Office address	
10.	PPO & LPC No. (Enclose copies of the same)	
11.	Experience certificate	
12.	Brief particulars of experience in Govt. service	
13.	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. I have read this document and ready to accept all the terms & conditions for engagement of Consultant-Legal & Consultant-Administration.

(Signature of Candidate)

Place:

Dated: