

F.No.21/01/2021-CS.I (Coord.)
Ministry of Personnel, Public Grievances & Pension
Department of Personnel & Training
(CS.I Division)

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2nd Floor, A Wing,
Lok Nayak Bhavan
Khan Market, New Delhi.
Dated 23th August, 2021.

OFFICE MEMORANDUM

Subject: Engagement of two Consultants from retired Central Government Officers at the level of Deputy Secretary (1 post) and Under Secretary (1 post) in the Medical Stores Organisation (MSO), DGHS, M/o Health & Family Welfare, on contract basis – last date of submission of application is 10.09.2021-reg.

The undersigned is directed to circulate the circular no. F.No. A-22015/2/2015-St-I dated 19th August, 2021 (along with enclosures) received from Ministry of Health & Family Welfare, Directorate General of Health Services, who proposed to engage up two Consultants from retired Central Government Officers at the level of Deputy Secretary (1 post) and Under Secretary (1 post) in the Medical Stores Organisation (MSO), DGHS, M/o Health & Family Welfare, on contract basis – reg.

2. In case of any further clarification, applicants are requested to contact the concerned Ministry/Department who has advertised the circular.


(Zachariah Thomas)

Under Secretary to the Govt. of India
Tel.No.24629412

To All Ministries/ Departments (through DOPT's website)

F.No. A-22015/2/2015-St-I
Government of India
Ministry of Health & Family Welfare
Directorate General of Health Service
(Medical Stores Organization)

Wing-6, West Block-1,
R.K. Puram, New Delhi-110066.
Dated: 19.08.2020

CIRCULAR

Subject: Engagement of two Consultants from retired Central Government Officers at the level of Deputy Secretary (1 post) and Under Secretary (1 post) in the Medical Stores Organization (MSO), DGHS, M/o Health & Family Welfare, on contract basis.

Medical Stores Organization under Directorate General of Health Services invites applications from retired Central Government Officers(CSS Cadre) at the level of Deputy Secretary (1 post) and Under Secretary (1 post) for engagement as Consultant on contract basis through walk-in-interview initially for a period of one year or till further orders, whichever is earlier. The detailed terms and conditions for engagement of Consultants are given in enclosed **Annexure-I**. The eligibility criteria and other details are as follow:

1	No. of Consultant to be engaged on contract basis	2 (Two) at the level of Deputy Secretary (1 post) and Under Secretary (1 post)
2	Age Limit	Maximum 62 years as on date of Circular
3	Place of assignment	Medical Store Organization, Sector-1, R K Puram, New Delhi - 110066.
4	Eligibility Criteria	Retired Deputy Secretary/Under Secretary to the Government of India, who has experience in administration and has dealt in legal matters pertaining to administration, procurement and miscellaneous matters.
5	Assignments	<u>For Retired DS</u> (i) Handling of Court Cases/Legal matters. (ii) Preparation of Cabinet Note. (iii) Administrative matters & other Misc. matters. <u>For Retired US</u> (i) Framing and Amendments of Recruitment Rules, (ii) Formulation of proposals for creation/revival of abolished/deemed abolished posts and (iii) Other Administrative and Establishment matters.

2. Interested persons who possess good health and are in a position to join immediately, may submit their particulars in the enclosed format (**Annexure-II**) alongwith relevant documents including copy of PPO, **either offline or online, latest by 10th September, 2021.** Offline application may be sent to the "Deputy Director (Admn.), MSO, Wing No. 6, First Floor, West Block No. 1, Sector -1, R K Puram, New Delhi - 110066 and online application may be sent at email ID admn.st.mso@gmail.com.

3. Ministries/Departments may also give this circular a wide publicity among their staff and bring it to the notice of their attached offices.


(Yogender Kumar)
Deputy Director Admn.

To,

1. All Ministries/Departments of the Government of India.
2. Notice Board/All Sections of Dte. GHS.

Copy to:

1. Under Secretary, CS.I Section, DoPT, Lok Nayak Bhawan, Khan Market, New Delhi-110003, with the request to upload this circular on the website of DoPT for wide circulation and better response. (By Speed Post).
2. NIC, MoHFW, Nirman Bhawan, New Delhi, with the request to upload this circular on the website of MoHFW.
3. IT Cell, Dte. GHS, for uploading this Circular on the website at dghs.gov.in.
4. Shri Shital Prakash, Nodal Officer, MSO, DVDMS, with the request to upload this Circular on the website of MSO.

Annexure-I

The terms & conditions of contractual engagement of Consultants from retired central government officer in the Medical Stores Organization, DGHS, MOHFW are as under:-

1. The Consultant shall perform the services as assigned to him/her by the controlling officer/Administration Section.
2. The normal working hours would be from 9:30 AM to 6:00 PM with a lunch break of 30 minutes from 1:30 PM to 2:00 PM from Monday to Friday. Attendance will be marked by the Consultants in Aadhar Enabled Biometric Attendance System.
3. In special circumstances, the Consultant could be called for the services on holidays or beyond normal working hours for which no compensatory leave will be granted.
4. The Consultancy will start from the date he/she join initially for a period of one year. The contractual appointment is initially for a period of one year, which is extendable as per requirement. However, the consultancy can be terminated at any time by the Government without assigning any reason without any prior notice.
5. The Consultant shall be paid remuneration as per the formula of last pay drawn minus pension plus TA as the rate the retired Govt. Servant drew at the time of retirement and as per Ministry of Finance, Department of Expenditure's OM No.3-25/2020-E.III dated 9th December, 2020. Mandatory deduction, if any, will be made. The remuneration for services rendered in a month shall be payable in subsequent month.
6. Medical Stores organization shall have the right to examine/ review the services provided by the Consultant at any time.
7. The Consultant shall perform his/her obligations with all necessary skills, diligence, efficiency and economy.
8. No other facility whatsoever except remuneration shall be provided to the Consultant by MSO in his/her capacity as Consultant.
9. The Medical Stores organization shall not be responsible for any loss, accident, damages/ injury suffered by him, whatsoever arising in or out of the execution of his/her work including travel.
10. During the terms of consultancy, the Consultant shall not be engaged in any private business of professional activity which could conflict with the interest of the Government.
11. The Consultant shall treat all official information/documents as confidential and use the same only for the purpose of the performance of the services.
12. The consultancy can be terminated by either side by giving one month's prior notice.
13. The Consultant will be allowed 1.5 day's absence per month with remuneration. If this is not availed in a particular month the same shall be carried forward and can be availed in the next or subsequent month, but not more than three day's absence in a single spell shall be allowed.
14. No typing assistance shall be provided.



**APPLICATION FORMAT FOR APPOINTMENT AS CONSULTANT IN MEDICAL STORES ORGANIZATION,
DIRECTORATE GENERAL OF HEALTH SERVICES, MINISTRY OF HEALTH & FAMILY WELFARE**

Affix recent passport size
photograph

1. Position applied for: _____
2. Name: _____
3. Father's Name: _____
4. Date of Birth: _____
5. Aadhar Number: _____
6. Date of Retirement: _____
7. Department from which retired: _____
8. Designation/Post held last: _____
9. Last pay drawn (Basic): _____
10. Basic Pension: _____
11. Telephone No. _____
12. Mobile No. _____
13. E-mail ID: _____
14. Mailing Address: _____
15. Permanent Address: _____
16. Educational Qualification: _____
17. Work Experience (Attach separate sheet if required)

Organization/Institute	Period		Nature of Work Handled	Remarks
	From	To		

I certify that the information provided in this application is true and correct to the best of my knowledge and belief. I understand that withholding of any information or giving false information will result in a refusal to hire/termination of employment/civil penalty.

Place :

Date :

(Signature).....

