

No. Z-28016/106/2020-PMSSY-IV
Government of India
Ministry of Health & Family Welfare
(PMSSY Division)

IRCS Building, 3rd Floor, New Delhi-110001
Dated the 25th September, 2020

CIRCULAR

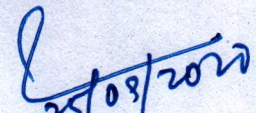
Subject: Engagement of Consultants in Pradhan Mantri Swasthya Suraksha Yojana (PMSSY Division), Ministry of Health & Family Welfare on Contract Basis.

PMSSY Division, M/o Health & Family Welfare invites applications from retired Government Servants for engagement as consultant on contract basis. The eligibility criteria and their details are as follows:

S.N.	Position	Number of posts	Eligibility	Age limit	Assignments	Place of engagement
1.	Deputy Consultant (P&A)	01	Persons retired from Govt. service/ PSU/ Autonomous Body as Dy. Secretary/Under Secretary/ Section Officer or equivalent having experience of 3-5 years in the field of Personnel matters, court cases/arbitration /legal matters of Govt. Organizations/ autonomous bodies/institutions.	Maximum 64 years as on date of circular	Processing of work relating to Court cases/arbitration cases, Personnel matters related to PMSSY Division. Giving legal advice in HR matters (recruitment etc.) of autonomous bodies.	PMSSY Division, Ministry of Health and Family Welfare, Red Cross Building, New Delhi
2.	Junior Consultant (P&A)	01	Persons retired from Govt. service/ PSU/ Autonomous Body as Under Secretary/ Section Officer/ ASO or equivalent having experience of 2 years in the field of establishment/administration related matters.		Processing of work relating to Establishment/ administration matters including RTI matters under PMSSY Division.	

2. The Terms & conditions for engagement of consultant in PMSY Division and the application format are enclosed.

3. Interested persons who are in a position to join immediately may submit their application in the attached format along with a copy of PPO/relevant documents addressed to the Under Secretary, PMSSY -IV, Room No. 303, 3rd Floor, IRCS Building, New Delhi-110001 by latest by 10th November, 2020.


(Shambhu Kumar)
Under Secretary to the Govt. of India
Tele : 23736977

1. NIC, MOHFW for publishing the circular on website of the Ministry
2. E-office notice board.
3. Website of PMSSY Division

Annexure

Terms and Conditions for engagement of Consultant in PMSSY Division (MoHFW).

1. The Consultant shall perform the services as assigned by the Controlling Officer.
2. The Consultant will follow the normal working hours as followed by the Ministry (i.e. from 9.00 AM to 5.30 PM). However, as per the exigency, one may have to work beyond the stipulated hours to complete the time bound work. Though physical presence beyond scheduled working hours may not always be required and the work may be completed remotely over internet/mail.
3. During the terms of the consultancy, he/she shall not be engaged in any private business or professional activity which could conflict with the interest of the Government.
4. The Consultant shall be entitled to 30 days leave in a calendar year on a pro-rata basis, all unavailed leave in a calendar year can neither be carried forward to next calendar year nor can be encashed.
5. In special circumstances, they could be called for services on holidays or beyond normal working hours.
6. The contractual engagement is for a maximum period of one year, extendable as per requirement in the PMSSY Division.
7. The engaged consultants will be on probation for a period of three (3) months beginning upon the commencement of the day of contract. During the period of probation, in case, the consultant or the Division is not satisfied with the work /performance, a 15 days' notice can be given on either side or payment in lieu thereof.
8. In case of retired Govt. officials, the total monthly consolidated fee and the pension drawn by the Consultant shall not be more than the last pay drawn by him/her, calculated at the current rates of Dearness Allowances (DA). The remuneration in case of retired employee of PSU will be decided by the Department as per guidelines of PMSSY Division for engagement of Consultants (available on *pmssy-mohfw.nic.in*).
9. 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.
10. TA/DA entitlement will be covered as per guidelines of PMSSY Division for engagement of Consultants.
11. PMSSY Division, MOHFW shall have the right to examine/review the services provided by him.
12. The Consultant shall perform his obligations with all necessary skills, diligence, efficiency and economy.
13. No medical facility shall be provided to him by the MOHFW. The remuneration is deemed to include an element to cover the cost of medical cover, if any.
14. The PMSSY Division, MOHFW 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.

15. During the terms of service, he shall not engage himself in any private business or professional activity which could conflict with the interest of the Govt.
16. The Consultant shall sign an agreement of confidentiality with the Ministry, containing a clause on ethics and integrity. The Consultant shall not share data/information with any person/institution outside Ministry without the prior written approval of the appropriate authority in the Ministry. Also, prior written approval of the Ministry should be taken by the consultant before publishing any article based on the data, inputs and information obtained as part of the consultant's work.
17. The Ministry and consultant can terminate the contract of engagement at any point of time by giving 30 days' notice/or payment in lieu thereof. Any outstanding leave could be adjusted against the notice period only with prior permission of the appropriate authority. The Consultant would have to follow the handover procedure as laid down by MoHFW.
18. The Consultant will mark his/her attendance in Aadhar Enabled Biometric Attendance System.
19. The other terms and conditions of the contract will be covered by the guidelines of PMSSY Division for engagement of Consultants dated 14.07.2020 (available on *pmssy-mohfw.nic.in*).

APPLICATION FORMAT FOR APPOINTMENT AS CONSULTANT IN THE PMSSY DIVISION, MoHFW.

1.	Name (In block letters)		Please affix a passport size photograph here		
2.	Father's Name				
3.	Date of Birth (In Cristian Era) (In words)				
4.	Date of Retirement				
5.	Office where last worked				
6.	Designation last held				
7.	Last pay drawn (Pay level may also be mentioned)				
8.	Basic Pension (Copy of PPO may be enclosed)				
9.	Educational qualification				
10.	Telephone/Mobile No.				
11.	E-mail ID				
12.	Mailing address				
13.	Permanent address				
14.	Work experience (Add separate sheet, if required)				
	Organisation/ Institute	Designation	Period	Nature of	Remarks

	held	From	To	work	
a.					
b.					
c.					
d.					
15.	Anything else you would like state in support of your candidature				

Place:

Date:

Signature of the applicant

Name