

C. ULAR No. 88/2015

F.No.O-21030/33/2015-Coo  
Government of India  
Ministry of Finance  
Department of Revenue

New Delhi, the 5<sup>TH</sup> August, 2015.

*Per Comf/coordy*  
*PL circulate -*  
*see web site*

**OFFICE MEMORANDUM**

**Subject:- Engagement of Retired Central Government Officers, at Assistant level- regarding -**

A copy of O.M. No. A-22017/02/2013-Admn.I dated 28.07.2015 received from Ministry of Health & Family Welfare on the above mentioned subject is forwarded herewith for information and necessary action.

*Narendra Kumar*  
*5/8/15*

**(Narendra Kumar)**

**Under Secretary to the Government of India**

**Tele fax. No.23095539**

**Encl: As above.**

2. All Officers and Section in the Department of Revenue
2. Commissioner (Coord.)-CBEC in r/o of CBEC
3. Commissioner (Coord.)-CBDT in r/o of CBDT
4. DG (CEIB)
5. Director (Enforcement)
6. Director (NC)/Dir.(Admn.), Deptt. of Revenue
7. Guard File.

F. No.A.22017/02/2013- n.1  
 Government of India  
 Ministry of Health & Family Welfare  
 Directorate General of Health Services  
 (Administration - I Section)

Nirman Bhawan, New Delhi.  
 Dated the 28<sup>th</sup> July, 2015.

**CIRCULAR**

**Subject: - Engagement of Retired Central Government Officers, at Assistant level.**

It is proposed to prepare a panel of retired/retiring Government employees to work as full time Consultants, at Assistant level.

2. Willing and eligible retired/retiring officers of the Government of India may send their bio-data and contact details (telephone/mobile number and e-mail address) along with their service experience details/post held, last Grade Pay drawn etc. to the Deputy Director (Administration), Directorate General of Health Services, Ministry of Health & Family Welfare, Room No. 564 A-wing Nirman Bhawan, New Delhi on or before 31<sup>st</sup> August, 2015. The terms and conditions and remuneration are as follows.

**I. Eligibility**

- i) Must have retired from Central Government Service at Assistant/Section Officer level.
- ii) Must be well acquainted with the functioning of Government/Ministries.
- iii) Should have adequate experience in handling administration (including general admin.), vigilance and procurement matters.
- iv) Must have working knowledge of computer.
- v) Age limit up to 65 years.

**II. Terms & Conditions**

The engagement of Consultants shall be subject to the following conditions:-

- i) Engagement shall initially be for a period of six months or till regular incumbents become available, whichever is earlier.
- ii) Extension of engagement, if any, shall be at the sole discretion of competent authority.
- iii) Working hours shall be from 9:30 AM to 6:00 PM, during working days including half an hour lunch break between 1.30 PM to 2.00 PM. However, in exigencies of work, he/she may be required to sit late and may be called on Saturday/Sunday and other Gazetted Holidays.

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- iv) Engagement may be terminated at any time by the competent authority without assigning any reason and without any notice.
- v) No typing assistance shall be provided.

**III. Remuneration**

- i) The consolidated consultancy fee to be paid would be Rs. 20,000/- P.M.
3. Ministries/Departments may also give this circular a wide publicity among their staff and bring it to the notice of their attached offices.

*Jitender*

**(Jitender Singh)**  
Deputy Director (Admn.)

To

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

Copy to:-

- 1. NIC, MoHFW for uploading this Circular on the website of MoHFW under vacancy category.
- 2. PPS to DGHS/Spl. DGHS/Addl. DGs.