

Government of India
Ministry of Health and Family Welfare
(Department of Health Research)

2nd Floor, IRCS Building,
Red Cross Road, New Delhi-110001.
Dated: 17.11.2022

CIRCULAR

SUBJECT: Engagement of Consultants on contract basis in the Department of Health Research -reg.

The undersigned is directed to say that the Department of Health Research, Ministry of Health & Family Welfare proposes to engage Consultants on contract basis in (i) Assisted Reproductive Technology & Surrogacy division, and (ii) Secretariat for National Registry. Persons retired from the post of Asst. Section Officer/ Section Officer/Under Secretary/Deputy Secretary/Director or equivalent in the Government of India, State Governments, Attached/Sub-ordinate offices of the Government of India are eligible for the positions of Consultants. The details of the posts along with duties, responsibilities and remuneration details are enclosed as **Annexure-I**. The short-listed candidates will be considered for engagement as per functional requirement of the Department.

2. Interested and eligible applicants may submit their particulars in the enclosed format (**Annexure-II**) along with CV and relevant documents to Establishment division (Room no.216), Department of Health Research, 2nd Floor, IRCS Building, Red Cross Road, New Delhi-110001 or at the e-mail departmentofhealthresearch@gmail.com latest by 17.12.2022.

Encls: As above.



(Vinod Kumar)
Deputy Secretary to the Govt. of India
Tele: 011-237306087

To

1. All Ministries/Departments of Government of India.
2. Chief Secretaries of all States/ Administrators of UTs
3. Deputy Secretary (CS-I division), Department of Personnel and Training, Lok Nayak Bhawan, New Delhi - with a request to upload the same on DOPT's website.
4. NIC, DHR with a request to upload this circular on the website of this Department.
5. E-Office Notice Board
6. Guard file

ADVERTISEMENT FOR THE POST OF CONSULTANT

1.	No. of consultants to be engaged on contract basis	As per requirement
2.	Period of engagement	Initially for a period of one year from the date of joining the assignment, which may be further extended on year to year basis, subject to functional requirements and also subject to appraisal of the performance.
3.	Age limit	Should not be more than 65 years of age on the last date for receipt of application.
4.	Remuneration and entry-level requirement	As per the guidelines of the Department of Expenditure issued vide O.M. No.3-25/2020-E.IIIA, dated 09.12.2020.
5.	Place of work	Department of Health Research, 1 st and 2 nd Floor, IRCS Building, Red Cross Road, New Delhi-110001
6.	Specialization	<ul style="list-style-type: none">• Coordination with State Governments/ UTs and various authorities for implementation of Acts including VC meetings/workshops/training etc.• Processing of proposals <i>not covered</i> under the ART (Regulation) Act, 2021 and the Surrogacy (Regulation) Act, 2021 for decision by National Board.• Assistance to National Board in Policy matters.• Physical Inspections of clinics and banks.• Administration/Establishment matters.• Budget/Finance/Cash• Reservation• Parliament work• Protocol duties• Any other work assigned from time to time
7.	Position for retired Central/State Government Employees	Essential Requirements
	Consultant	<ul style="list-style-type: none">• Bachelor Degree in any discipline from recognized University.• Rendered at-least five years' service in Level-7 or above (As per 7th CPC Pay Matrix or equivalent levels in 6th CPC)• Having sound knowledge of service rules and regulations viz. recruitment, appointment, fixation of Pay, upgradation under MACP, disciplinary matters, retirement issues and other related matters of

		establishment/administration, must also be conversant with court cases on service matter. <ul style="list-style-type: none">• Ability to use Internet/ Computer System is mandatory.
	Desirable	Preference will be given to persons: <ul style="list-style-type: none">• Who are proficient in working independently in MS Office and other computer applications.• Who have handled policy/ administrative matters and related issues while in service.

Annexure-II

**APPLICATION FORM FOR THE POST OF CONSULTANT ON CONTRACT BASIS IN
DEPARTMENT OF HEALTH RESEARCH, MINISTRY OF HEALTH & FAMILY
WELFARE**

Photograph

I. Personal Details:

1	Post applied for	
2	Name of the applicant (Block Letters)	
3	Father's /Husband's name	
4	Date of Birth (DOB)	
5	Nationality	
6	Permanent address	
7	Mobile & E-mail (block letters)	
8	Last post held in government service prior to retirement along with the name of organization (with PPO)	
9	Pay level/Grade Pay of the last post held	
10	References	

II. Educational Qualifications (Please attach self-attested copies):

S.No.	Degree/Diploma

III. Professional experience (Please attach self-attested copies):

S.No.	Name of the Organization	Post Held (prior to retirement)	Period of Service

I, solemnly affirm that the above declaration is true and I understand that in the event of the declaration being found to be incorrect after my appointment, my services are liable to be terminated.

Signature with date