

F.No.V.25011/144/2013-HR(Vol.3)  
Government of India  
Ministry of Health and Family Welfare  
(Department of Health Research)

2nd floor, Indian Red Cross Society HQ  
1, Red Cross Road, New Delhi-01.

Dated: 03.03.2025

**CIRCULAR**

**Subject: Engagement of retired Government Officials as Consultant in the Department of Health Research –reg.**

The Department of Health Research invites applications from retired Government officials having relevant experience and eligible for the contractual post of Consultant (Legal) (Officials retired from Director/ Deputy Secretary level) as per details in Annexure I.

2. Retired officials who are eligible and willing to accept the engagement may send applications by mail/post in the prescribed format (annexure-II) along with relevant enclosures. The last date for submission of application is 31.03.2025.

3. Applications may be sent to the following address:

Under Secretary (Admn.)  
Department of Health Research  
Room No.222, 2<sup>nd</sup> Floor, IRCS Building, Red Cross Road, New Delhi-01.

4. Applications can also be emailed at: [adm1-dhr@gov.in](mailto:adm1-dhr@gov.in). Shortlisted candidates will be required to attend an interview as and when informed.



(Rajeev Saxena)  
Under Secretary to the Govt. of India

To

- i. Department of Personnel and Training (for uploading the circular on DoPT website.)
- ii. NIC, DHR- for uploading the circular on the website of DHR and eOffice Notice board.

Annexure-I

Details for the post of CONSULTANT (Legal)

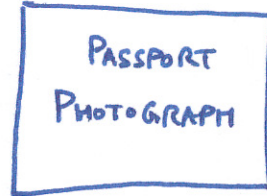
1.	No. of consultants to be engaged on contract basis	02* * D/o Health Research retains the right to increase/decrease the requirement without any notice.
2.	Period of engagement	Initially for a period of one year from the date of joining the assignment, which may be further extended on year-to-year basis, subject to functional requirements and also subject to appraisal of the performance.
3.	Age limit	Age should be less than 64 years as on the closing date of this circular.
4.	Remuneration, allowances, leave and other conditions	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 <sup>st</sup> and 2 <sup>nd</sup> Floor, IRCS Building, Red Cross Road, New Delhi-110001
6.	Nature of Duties	<ol style="list-style-type: none"><li>1. Handling litigation including preparation of para-wise comments and filing appeals.</li><li>2. Preparation of brief notes in court matters for apprising higher officers in Department.</li><li>3. Coordinating litigation matters with Central Government Standing Counsels of Supreme Court and various High Courts.</li><li>4. Review and Monitoring of the status of the pending Court cases at regular interval and apprising the position to senior officers from time to time.</li><li>5. Maintaining and updating a database of Court cases.</li><li>6. Coordination with officers of Ministry of Law &amp; Justice.</li><li>7. Any other work assigned by officers from time to time</li></ol>
7.	Eligibility Criteria	Government Officials retired from Level 13 & 12 of the pay matrix (equivalent to DS/Director level) having experience in the following matters: <ol style="list-style-type: none"><li>i. Proficient in Noting and Drafting and well acquainted with Govt. Rules and regulations.</li></ol>

		<ul style="list-style-type: none"> <li>ii. Experience in legal matters .</li> <li>iii. Experience of handling litigation.</li> <li>iv. Adequate computer knowledge.</li> </ul>
8.	<b>Desirable</b>	<p>Preference will be given to persons:</p> <ul style="list-style-type: none"> <li>• Who are proficient in working independently in MS Office and other computer applications.</li> <li>• Who have handled legal matters while in service.</li> </ul>

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**Annexure-II**

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



**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