

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:13.06.2024

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 as per details mentioned at annexure-I of the circular for the post of:

- I. Consultant (Project Manager) (Officials retired from Director/ Deputy Secretary level)
- II. Consultant (Finance Manager) (Officials retired from Under Secretary or Section Officer level)
- III. Consultant (Legal) (Officials retired from Director/ Deputy Secretary level)

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 01.07.2024.

3. Applications may be sent to the following address:

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

4. Applications can also be emailed at: departmentofhealthresearch@gmail.com. Shortlisted candidates will be required to attend an interview as and when informed.

Bansal
13/06/2024
(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 (Project Manager, Finance Manager and Legal)

1.	No. of consultants to be engaged on contract basis	04* - Consultant (Project Manager) 04*- Consultant (Finance Manager) 01*- Consultant (Legal) * 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 st and 2 nd Floor, IRCS Building, Red Cross Road, New Delhi-110001
6.	Nature of Duties	Consultant (Project Manager): <ol style="list-style-type: none">1. To provide support for planning, managing and implementation of the Health Research Schemes.2. To call for the proposals and preparation of comments on them and coordinate with the ICMR/ State Governments/ Medical Colleges /other Institutions in any matter arising in the examination of proposals.3. To Coordinate and facilitate the maintenance of database for the concerned scheme/project, including their physical and financial progress and outcome/ output indicators.4. To liaison and brief officers of DHR/ICMR/States Health Departments/concerned Institutions & beneficiaries on successes, problems and issues on implementation of program /schemes.5. To examine physical and financial progress of implementation of projects and put up status report to the Department.6. To submit technical reports on status of the program implementation.

7. To organize Expert Committee/Approval committee meetings and other meetings and workshops as required from time to time.
8. Preparation of screening Committee agenda & Minutes.
9. Provide information regarding Parliament Question/Committees, assurances, VIP references from time to time.
10. Any other work assigned by officers from time to time

Consultant (Finance Manager):

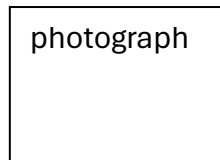
1. Handling of accounts, maintaining data base and budgetary aspects of the scheme of Department of Health Research with respect to States/institutions allotted.
2. Maintaining grants-in-aid register.
3. Maintaining data base with respect to release of funds, expenditure utilization certificate, etc. and maintaining all records as per General Financial Rules and instructions issued by the Government of India from time to time.
4. Implementing the schemes with respect to States/Institutions allotted.
5. Liaisoning with Budget Division, DDO and PAO, etc. with respect to release of funds to the grantee Institutions.
6. Periodically reconciling the expenditure related to the schemes with PAO and ICMR as the case may be.
7. Preparing budgetary requirements of the Schemes and furnishing requisite information to the concerned officers/consultants.
8. Preparing monthly and quarterly expenditure (physical and financial) progress reports of the schemes according to Monthly Expenditure Plan and quarterly Expenditure Plan.
9. Preparing quarterly analysis of physical and financial progress of the schemes based on reports received from the field units by obtaining the same from the concerned officer/consultants dealing with the schemes.
10. Assisting in conduct of meetings of Technical Evaluation Committee, Approval Committee and various other Committees or any other meetings, workshops, etc. and ensure settlement of the TA/DA bills.

		<ol style="list-style-type: none"> 11. Preparing BE/RE and action plan for requirement of funds. 12. Monitor expenditure and assess the unspent balance/requirement of funds in the schemes. 13. To coordinate with ICMR w.r.t release of funds to the grantee Institutions, whenever required. 14. Any other work assigned from time to time. <p>Consultant (Legal):</p> <ol style="list-style-type: none"> 1. Handling litigation including preparation of para-wise comments and filing appeals. 2. Preparation of brief notes in court matters for apprising higher officers in Department. 3. Coordinating litigation matters with Central Government Standing Counsels of Supreme Court and various High Courts. 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. 5. Maintaining and updating a database of Court cases. 6. Coordination with officers of Ministry of Law & Justice. 7. Any other work assigned by officers from time to time
7.	Eligibility Criteria	<p>For Consultant (Project Manager):</p> <p>Government Officials retired from Level 13 & 12 of the pay matrix (equivalent to DS/Director level) having experience in the following matters:</p> <ol style="list-style-type: none"> i. Proficient in Noting and Drafting and well acquainted with Govt. Rules and regulations. ii. Monitoring/ Evaluation/ Implementation of Schemes of Government iii. Administrative Matters iv. RTI matters v. Parliament Questions vi. CPGRAMS vii. Court Cases/ Legal matters viii. Adequate computer knowledge. <p>For Consultant (Finance Manager):</p> <p>Government Officials retired from Level 11 & Level 10 or 8 of the pay matrix (equivalent to Under Secretary or Section Officer level) having experience in the following matters:</p>

		<ul style="list-style-type: none"> i. Proficient in Noting and Drafting and well acquainted with Govt. Rules and regulations. ii. Finance/ Accounting and Budget related matters.` iii. Administrative Matters iv. RTI matters v. Parliament Questions vi. CPGRAMS vii. Court Cases/ Legal matters viii. Adequate computer knowledge. <p>For Consultant (Legal):</p> <p>Government Officials retired from Level 13 & 12 of the pay matrix (equivalent to DS/Director level) having experience in the following matters:</p> <ul style="list-style-type: none"> i. Proficient in Noting and Drafting and well acquainted with Govt. Rules and regulations. ii. Experience in legal matters . iii. Experience of handling litigation. iv. Adequate computer knowledge.
8.	Desirable	<p>Preference will be given to persons:</p> <ul style="list-style-type: none"> • Who are proficient in working independently in MS Office and other computer applications. • Who have handled Government Schemes/ Finance/ Accounting/ Budget / legal matters 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**



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