

No.A.12024/03/2024-HR
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: 24.09.2024

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 (Private Secretary)
 - II. Consultant (Personal Assistant)
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 **01.11.2024**.
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
24/09/2024
(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 & II Encl.

Details for the post of CONSULTANT (Private Secretary and Personal Assistant)

1.	No. of consultants to be engaged on contract basis	02* - Consultant (Private Secretary) 02* - Consultant (Personal Assistant) * 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, or whenever the regular incumbent joins, whichever is earlier. Engagement may be further extended, 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.	Eligibility conditions and Nature of Duties	<p>1.Consultant (Private Secretary): Officers retired as:</p> <ol style="list-style-type: none"> Principal Staff Officer (level-13) Sr. Principal Private Secretary (level-12) Principal Private Secretary (level-11) Private Secretary (level-08/10) <p>from Central Secretariat Stenographer Service (CSSS) or from equivalent post from any Govt. Ministry/ Department/ organisation having following work experience:</p> <ol style="list-style-type: none"> Extensive experience of taking dictation in shorthand and its transcription, Assisting in drafting and issue of all correspondences as per the direction of the officer, Managing appointments/ engagements attending to telephone calls and receiving visitors, Maintaining papers required to be retained by the officer. Good Working Knowledge of computers.

2. Consultant (Personal Assistant):

Officers retired as:

- a. Sr. Principal Private Secretary (level-12)
- b. Principal Private Secretary (level-11)
- c. Private Secretary (level-08/10)
- d. Personal Assistant (level-07)

from Central Secretariat Stenographer Service (CSSS) or from equivalent post from any Govt. Ministry/ Department/ organisation having following work experience:

- I. Extensive experience of taking dictation in shorthand and its transcription,
- II. Assisting in drafting and issue of all correspondences as per the direction of the officer,
- III. Managing appointments/ engagements attending to telephone calls and receiving visitors,
- IV. Maintaining papers required to be retained by the officer.
- V. Good Working Knowledge of computers.

ANNOUNCEMENT

**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