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पॉकेट -14, सेक्टर-8, द्वारका,
फेस-1, नई दिल्ली-110077
Pocket- 14, Sector- 8,Dwarka,
Phase - 1, New Delhi-110077

राष्ट्रीयआयुर्विज्ञानआयोग
NATIONAL MEDICAL COMMISSION
(Administration Section)

F. No. A-12034/03/2021/NMC/Admn 003624
CIRCULAR

Date: 03rd February, 2023

Subject: Engagement of retired Government Officers / Employees as Consultant on contract basis in National Medical Commission - inviting applications thereof- reg.

National Medical Commission, invites applications from eligible and desirous candidates retired from Government Service, having considerable experience of functioning of Government/ Ministries/Departments, for engagement as Consultant on contractual full time basis.

2. Details of required Consultants to be engaged are as under:

Sr. No	Position	Equivalent to the Pay Level in 7 th CPC	Number of Positions	Eligibility Condition
(1)	(2)	(3)	(4)	(5)
I.	Consultant (Accounts)	Level 12	01	i) Government Officer retired at the Pay Level 12 of 7 th CPC having experience in Finance, Accounts and Budget matters. OR ii) Government Officer retired at the Pay Level 11 of 7 th CPC with three years of regular service having experience of Finance, Accounts and Budget matters.
II.	Consultant (Legal)	Level 12	01	i) Government Officer retired at the Pay Level 12 of 7 th CPC having experience of handling legal and legislative matters. OR ii) Government Officer retired at the Pay Level 11 of 7 th CPC with three years of regular service having experience of handling legal and legislative matters.
		Level 11	03	i) Government Officer retired at the Pay Level 11 of 7 th CPC having experience of handling legal and legislative matters. OR ii) Government Officer retired at the Pay Level 10 of 7 th CPC with three years of regular service having experience of handling legal and legislative matters. iii) Graduate with LLB.

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Sr. No	Position	Equivalent to the Pay Level in 7 th CPC	Number of Positions	Eligibility Condition
III.	Consultant (IT)	Level 11 or above	02	Government Officers retired at the Pay Level 11 of 7 th CPC and above having experience of handling IT and e-Governance Projects.
IV.	Consultant (Hindi)	Level 8	01	Government Officers retired at the Pay Level 8 of 7 th CPC having experience of working in Rashtrabasha Hindi related work.
			01	Government Officers retired at the Pay Level 8 of 7 th CPC with having experience of translation from Hindi to English and vice-versa.
	Consultant (Hindi Typist)	Level 7	01	Retired Government Officers from Level 7 of 7 th CPC having experience of Hindi typing experience on computer.
V.	Consultant (US Level)	Level 11	05	Retired Government Officer from Level 11 of the 7 th CPC having experience in the following matters:- a) Proficient in Noting and drafting and are well acquainted with Govt. Rules and Regulations. b) Administrative Matters c) RTI Matters d) Parliament Questions e) CPGRAM f) Court cases / Court Matters etc. g) In addition to duties/ responsibilities as assigned to US Level officer as per CSMOP (Central Secretariat Manual of Office Procedure) h) Computer Knowledge Must i) Any other task assigned from time to time.
VI.	Consultant (SO Level)	Level 10	05	Retired Government Officer from Level 10 of the 7 th CPC having experience in the following matters:- a) Proficient in Noting and drafting and are well acquainted with Govt. Rules and Regulations. b) Administrative Matters c) RTI Matters

				d) Parliament Questions e) CPGRAM f) Court cases / Court Matters etc. g) In addition to duties/ responsibilities as assigned to SO Level officer as per CSMOP (Central Secretariat Manual of Office Procedure) h) Computer Knowledge Must i) Any other task assigned from time to time.
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3. **General Condition for all the posts:**

- i) **Period of engagement:** initially for a period of one year which is extendable for further period(s) subject to satisfactory performance.
- ii) **Job location:** National Medical Commission, Pocket-14, Sector-8, Dwarka, phase-I, New Delhi-110077.
- iii) **Age:** Age should be less than 64 years as on closing date of this circular. Officers due for retirement in the month of January, 2023 are also eligible to apply.
- iv) **Remuneration:** Last pay drawn minus pension plus transport allowance in accordance with the instructions of Government of India issued from time to time. You will be entitled to Transport Allowance that you were getting at the time of retirement/ superannuation on the Last Pay Drawn without DA. Retired Govt. Officers engaged as Consultants may be allowed TA/DA on official tour, if any, as per their entitlement at the time of retirement.
- v) **Leave:** Paid Leave may be allowed at the rate of 1.5 days for each completed month of service. Accumulation of leave beyond a calendar year may not be allowed.
- vi) **Mode of Selection:** Application received in response to this advertisement will be shortlisted on the basis of experience and qualifications of applicants. Consultants will be selected on Interview basis from shortlisted candidates.
- vii) **Working hours:**
 - Normal Office timings are from 9:30AM to 6:00PM but the post/nature of duties requires monitoring/follow up beyond office hours.
 - May be required to Work from Home beyond office hours.
 - May also be required to attend office on holidays depending on exigencies of work.
- viii) Department of Expenditure's OM F. No. 3-25/2020-EIII dated 09.12.2020 will be followed.
- ix) **How to apply:** The applications in the prescribed format (completed in all respects) along with copy of PPO and Last Pay Certificate may be sent to the following address:-

Deputy Secretary (Estt.),
National Medical Commission,
Pocket-14, Sector-8, Dwarka phase-I,
New Delhi-110077.

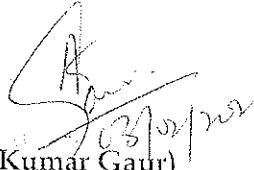
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x) Last date for receipt of application: 21.02.2023.

4. Eligible retired Officers, in good health may submit their applications in the enclosed format before the closing date. Applications received with incomplete information or received beyond the closing date will not be considered.

5. NMC retains the right to increase/ decrease the vacancy as per the requirement without any notice.


(Ajay Kumar Gaur)
Deputy Secretary (Estt.)

All Ministries/Departments of the Government of India (as per list).

Copy to:

अजय कुमार गौड़ / Ajay Kumar Gaur
उप सचिव / Deputy Secretary
राष्ट्रीय आयुर्विज्ञान आयोग / National Medical Commission
पॉकेट-14, सेक्टर-8, द्वारका, नई दिल्ली-110077
Pocket-14, Sector-8, Dwarka, New Delhi-110077

1. Under Secretary, CS.I Division, DoPT, Lok Nayak Bhawan, New Delhi with a request to upload this Circular on website of DoP&T for wide publicity.
2. Under Secretary, Medical Education-I, MoH&FW with a request to publish this Circular on website of MoH&FW. *DMMP, NMC*
- ✓ 3. US(IT Section), NMC with a request to upload this circular on NMC website.
4. Guard file.

Application for the post of Consultant on contract basis in National Medical Commission

(Last date for receipt of application:21.02.2023)

Applied for consultant as per S.No mentioned in Circular dated _____	
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Recent Passport size photograph

1.	Full Name (in Block Letters)	
2.	Date of Birth	
3.	Email Id	
4.	Mobile No.	
5.	Residential Address	
6.	Educational Qualification (Attach self attested copies of certificate)	
7.	Date of superannuation/retirement	

8.	PPO Number (enclose a copy)				
9.	Post held at the time of retirement				
10.	Last Pay Drawn (Pay Level & Pay)				
11.	Transport allowance (basic) at the time of retirement				
12.	Organisation superannuated from				
13.	Organisation currently working (if any)				
14.	Working Knowledge of MS Office, e-office and Internet browsing (yes/No)				
15.	Brief particulars of experience of last 10 years *	Post held	from	to	Experience/nature of work

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*Please attach separate sheet if required.

Undertaking:

I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and belief. I further declare that I was clear from vigilance angle at the time of my retirement. I have read this circular and accept all the terms and conditions for engagement of consultants.

Place:

Date:

(Signature of the applicant)

Mobile:

Email ID: