



File No.: ADMN/27/2022-ADMIN-I  
भारत सरकार  
GOVERNMENT OF INDIA  
चिकित्सा अधीक्षक का कार्यालय  
OFFICE OF THE MEDICAL SUPERINTENDENT  
सफदरजंग अस्पताल एवं वी.एम.एम. कॉलेज  
VMMC & SAFDARJUNG HOSPITAL  
नई दिल्ली - ११००२९ New Delhi - 110029

Dated:

## **ADVERTISEMENT NOTICE**

The following posts are to be filled up from Consultant (Legal) purely on contract basis as per details and terms and conditions mentioned here under:

S.No.	Category of post	Number of Posts	Qualification	Tenure	Remuneration (Rs.)
1.	Consultant (legal)	02	Having legal background or retired from Govt. services having experience for dealing court cases/legal/Medico-legal matters.	02 years (Extendable for another two years subject to satisfactory performance, with the approval of MoHFW).	Rs.60,000/-

### **Terms of reference:**

#### **Consultant (legal):**

- Qualification:** Minimum qualification of a degree in law from a recognized university, atleast 10 years post qualification experience of handling cases partially District Court and mainly in High Court/Supreme Court/CAT. The preparation of counter replies and coordination with government counsels. Having legal background or retired from Govt. services having experience for dealing court cases/legal/Medico-legal matters.
- Knowledge and Skills:**
  - Capability to function collaboratively and productively, in

multidisciplinary environment.

- b. Ability to represent the organization in interactions with Central & State Government and other stakeholders.
- c. Track record of implanting innovative idea and schemes in day to day working.
- d. Ability and willingness to travel extensively.
- e. Interpersonal and management skills with ability to work in deadline-driven environment.
- f. Possess team working capability.
- g. Good command over MS-Office and internet.
- h. Good communication skills in English and Hindi both written and verbal.
- i. To undertake any other tasks and responsibilities assigned by the supervisor.

3. **Age Limit:** The maximum age limit for appointment shall be 62 years on the date of submitting the application.

4. **Duties & Responsibilities:**

- a. The Consultants (Legal) shall perform the services as assigned to him/her by his/her Controlling Officer/Administration Division.
- b. In special circumstances, they could be called for services on holidays or beyond normal working hours for which no compensatory leave will be granted.

5. **Period of Contract:**

- a. The engagement shall be initially for a period of two (02) years.
- b. The performance of the Consultant will be assessed by the hospital for first 03 months from commencement date of consultancy. During this period, in case, if the Organization is not satisfied with the work/performance, the services of the Consultant will be terminated immediately without any notice period with the approval of Medical Superintendent.

6. **Leave:**

- a. Consultants will be eligible for 30 days leave in a calendar year, of which 15 days leave may be taken in first half and 15 days in 2<sup>nd</sup> half of contract. A Consultant shall not draw any remuneration in case of his/her absence beyond 30 days in a year (calculated on half yearly Pro rata basis). Un-availed leave in a calendar year cannot be carried forward to next calendar year. The Medical Superintendent, Safdarjung Hospital would be free to terminate the services in case of absence of a Consultant for more the 15 days beyond the entitled leave in a calendar year.

**Terms & Conditions:**

- a. **Selection Procedure:** The appointment will be purely on contract basis. The scrutiny of application will be carried out by the competent authority on the basis of working experience or individuals based on past record and interaction with a committee of the institution.
- b. **Communication and drafting skill:** Should have good communication and interpersonal skills with a strong flair in depth handling of Establishment, financial, vigilance, Parliamentary matters and audit paras.
- c. **Proficiency in computer:** Must be able to work in MS word, Excel and Presentation.
- d. **Accommodation:** No accommodation or House Rent will be provided by the Institution.
- e. **Office time and working hours:** Engagement of Consultants would be on full time basis. Working hours shall be from 09.00 AM to 04.00 PM (from Monday to Friday) and 09.00 AM to 01.00 PM (Saturday) during the working days including half an hour lunch break in between. However, in exigencies of work, he/she may be required to extend office hours and he/she may be called on Sunday and other Gazetted holidays.
- f. **Tax deduction at source:** The income tax or any other tax liable to be deducted, as per the prevailing rules will be deducted at source before effecting the payment for

which the office will issue TDS certificate.

- g. **Confidentiality of data and documents:** The Intellectual Property Right (IPR) of the data collected as well as the deliverables produced for the office shall remain with this office. No one shall utilize or publish or disclose or part with, to a third party, any part of the data or statistics or proceedings or information collected for the purpose of this assignment or during the course of the assignment for the office, without the express written consent of the office. The consultant shall be bound to hand over the entire set of records of assignment to the office before the expiry of the contract, and before the final payment is released by the office.
- h. **Conflict of interest:** The consultant appointed by the office, shall in no case represent or give opinion or advice to others in any matter which is adverse to the interest of this office.
- i. **Termination of service:** The engagement may be terminated at any time by the office without assigning any reasons by giving notice of 15 days. In case, a Consultant desires to leave the assignment, he/she is to give 15 days notice which can be curtailed/extended depending upon the workload.
- j. **TA/DA:** No TA/DA shall be admissible for joining the assignment or on its completion. Foreign travel of consultants is not permitted at all unless specifically authorised by the Secretary in public interest. However, Consultants, shall be allowed TA/DA for their travel inside the country with the approval of competent authority in connection with the official work.
- k. **Guidelines for the submission of the application:** The duly completed application in prescribed Proforma should reach this institution within a period of 15 days from the date of issue of this circular. Any application received after the above deadline will not be entertained. The application should be submitted with the following documents:
  - 1. Copy of retirement notification.
  - 2. Copy of PPO & LPC

3. Certificate in support of education qualification and experience.

- l. **Right of the Hospital:** The hospital has the right to cancel the advertisement, and not go for engagement of Consultant, at any stage. It may accept or reject any or all applications, without giving any reasons thereof, whatsoever.
- m. SJH shall have the right to examine/review the services provided by him/her at any time.
- n. They shall perform his/her obligations under his/her consultancy with all necessary skills, diligence, efficiency and economy.
- o. No other facility whatsoever except monthly remuneration be provided to them by SJH in his/her capacity.
- p. SJH shall not be responsible for any loss, accident, damages/injury suffered by him/her whatsoever arising in or out of the execution of his/her work including travel.
- q. During the terms of the consultancy, he/she shall not be engaged in any private business or professional activity which could conflict with the interest of the Government.



(Ashok Kumar Pal)  
Deputy Director (Admn.)



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## **PERFORMA**

Application for engagement of Consultant (legal) on contract basis in VMMC & Safdarjung Hospital.

1	Name in Full (Block letter)	
2	Father's Name (Block letter)	
3	Date of Birth	
4	Complete Residential address with pin code no.	
5	Phone no. /Mobile no.	
6	Email ID	
7	Educational Qualification	
8	Date of superannuation from Govt. Service	
9	Designation and office address	
10	PPO & LPC No. (enclose copies of the same)	
11	Experience certificate	
12	Brief particulars of experience in Govt. service	
13	Additional relevant information, if any, in support of your suitability for the said engagement, attach a separate sheet, if necessary.	

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 angel. I have

read this document and ready to accept all the terms & conditions for engagement of Consultant-Legal.

(Signature of the candidate)

Place:  
Dated: