



भारत सरकार
Government of India
वर्धमान महावीर मेडिकल कॉलेज एवं सफदरजंग अस्पताल, नई दिल्ली-110029
Vardhman Mahavir Medical College & Safdarjung Hospital, New Delhi-110029
क्रीड़ा घात केन्द्र

Sports Injury Centre



File No.: SIC-01006/8/2025-SIC

Date: 05.08.2026

Office Memorandum

Subject:- Engagement of 01 SO & 02 ASO in Sports Injury Centre Safdarjung Hospital under Ministry of Health and Family Welfare.

The undersigned is directed to say that Sports Injury Centre, Safdarjung Hospital under the MoH&FW is inviting applications from willing and eligible retired Central Government/State Government/Autonomous Bodies/Statutory Bodies employees who have retired from the Post of Section Officer, Assistant Section Officer and Assistant or equivalent for engagement as SO & ASO on contract basis. The last date for receipt of applicants is 15 days from the date of issuance of this circular.

2. Application form, terms and conditions for the concerned posts are attached herewith.

3. DoPT is, therefore, requested to circulate these vacancies along with application form and terms and conditions attached herewith in its website.

4. In case of any further clarification, applicants may be directed to contact the Sports Injury Centre, Safdarjung Hospital under the MoH&FW.

Encl: As Above

Digitally signed by
HARSH RAJ RANA
Date: 05-08-2026

(Harsh Raj Rana)
Dy. Director Admn.

To,
The Under Secretary (CS-I Division)
DoPT, Ministry of Personnel, Public Grievances & Pensions,
2nd Floor, 'A' Wing, Lok Nayak Bhavan,
Khan Market, New Delhi-110003

Copy to:

- I. Deputy Secretary, Hospital Division-1 Moh&FW, Kartavya Bhawan-1, New Delhi
- II. DDA, Safdarjung Hospital with request to display this O.M on the notice board of SJH
- III. IT Cell, Safdarjung Hospital for uploading the O.M on their Website
- IV. PA to Director, SJH

SCOPE OF SERVICE & JOB RESPONSIBILITIES

Sl. No.	Name of Post	No. of Vacancies	Desired Work Experience	Eligibility Criteria/Experience
1.	S.O.	1 (ONE)	1. Experience of working in administrative matters/Establishment matters. 2. Good communication, noting and drafting skill. 3. Having good working computer knowledge of MS Office and able to work on e-office platform. 4. Knowledge of dealing in RTI, Court Cases and Parliamentary issues.	• Officers must have retired from the post of Section Officer/ASO or equivalent. However, preference will be given to the retired officers belonging to Central Secretariat Services. • The position of Section Officer is often at Level 8 to 10 in the pay matrix, which means candidates should have held analogous posts on a regular basis in the parent cadre or department.
2.	ASO	2 (TWO)	1. Experience of working in administrative matters/Establishment matters. 2. Good communication, noting and drafting skill. 3. Having good working computer knowledge of MS Office and able to work on e-office platform. 4. Knowledge of dealing in RTI, Court Cases and Parliamentary issues.	• Officers must have retired from the post of ASO/SSA or equivalent. However, preference will be given to the retired officers belonging to Central Secretariat Services. • The position of ASO is often at Level-4 to Level- 7 in the pay matrix.

2. PERIOD OF ENGAGEMENT:-

- The initial engagement of above posts would be for a period of one year which may be extended on year to year basis beyond one year depending upon the requirement of Sports Injury Centre and performance review of the consultants. However, the engagement shall not be extended beyond 5 years after the age of superannuation.
- The engagement would be full time basis and they would not be permitted to take up any other assignment during the period of consultancy.
- The above said engagement is purely on temporary and on contract basis. The selected candidate will not have any right to seek regularization in any post in this organization. Further the selected candidates will be governed by the provisions in the guidelines for engagement of Consultants, SO, ASO in this organization as amended from time to time.

3. Remuneration & Allowance:-

A fixed monthly amount shall be admissible arrived at by deducting the basic pension from the pay drawn at the time of retirement. The amount of remuneration so fixed shall remain unchanged for the term of the contract. There will be no annual increment/percentage increase during the contract period. No increment and Dearness Allowance shall be allowed during the terms of the contract. The candidates shall not be entitled to any other allowance such as Dearness Allowance, HRA, Residential Telephone, Residential Accommodation, Personal Staff, benefit of CGHS and Medical Reimbursement and claim of LTC etc.

4. Working hours:-

- Normal office timing from 09:00 am to 04.00 pm.
- May also have to devote more time than usual to meet the exigencies of work, if required.
- Saturday is also is working day in this office.

5. Job Location:

New Sports Injury Centre, Safdarjung Hospital, New Delhi.

6. Transport Allowance

An appropriate and fixed amount of Transport Allowance for the purpose of commuting between the residence and the place of work shall be allowed not exceeding the rate applicable to the appointee at the time of retirement. The amount so fixed shall remain unchanged during the term of appointment. However, retired employees engaged as consultants may be allowed TA/DA on official tour, if any, as per their entitlement at the time of retirement.

7. Leave:- Paid leave of absence 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. Also, no payment in lieu of un-utilized leaves will be paid by this office at the time of expiry of contract.

Annexure-II

1.	Name	
2.	Designation at the time of retirement	
3.	PPO No.(Copy attached)	
4.	Pay Level in which retired	
5.	Name of the Ministry /Department/Office from where retired	
6.	Date of retirement	
7.	Address of correspondence	
8.	Contact No. Alternate Contact No.	
9.	Email ID	
10.	Qualification	
11.	Experience Detail	Please provide information in the format below

Name of the Ministry/Department	Period		Designation	Brief details of the work handled
	From	To		

12. Additional relevant information, if any, in support of your suitability for the said engagement (Attach Separate sheet, If necessary)

DECLARATION

I hereby declare that all the statements made by me in this application are true and complete to the best of my knowledge and belief. I further declare that I was clear from vigilance angle at the time of retirement. I have read this document and ready to accept the terms and conditions for engagement.

Signature of the applicant

Name : _____

Place :-

Date :-

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