



E.Comp.No.33366
Government of India
Min. of Health & Family Welfare
Office of the Director
Safdarjung Hospital & VMMC
New Delhi-110029.

File No.: ADMN/27/2022-ADMIN-I-Part (1)

Dated: 12-09-2025

ADVERTISEMENT NOTICE

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

S.No.	Name of the Post	Consultant (Legal)
1	No. of Posts	02
2	Tenure	02 years
3	Eligibility Criteria/Essential Educational Qualification	<p>(a) Graduate in any discipline with Bachelor's Degree in Law or any equivalent degree from a recognised Institution/University and duly registered as an Advocate from State Bar Council.</p> <p>(b) Retired Government servants from any Ministry/Department or its attached/subordinate offices of Central/State/UT Governments, Autonomous Bodies, Statutory Bodies or PSUs having served in pay level of 10 and above (as per 7th CPC) with requisite qualification as mentioned in point no.(a).</p>
4	Experience	<p>(a) Atleast 10 years post qualification experience of handling cases partially in District Court and mainly in High Court/Supreme Court/CAT.</p> <p>(b) Experience in the service matters/Recruitment/Tender matters etc. and dealing with all type of legal matters.</p> <p>(c.) Experience in Health Sector/Judicial body/Regulatory/Quasi-Judicial body Etc./dealing with all type of legal matters etc.</p> <p>(d) Experience in legal drafting and administrative coordination</p> <p>(e) prepare draft counter replies for filing before District Court/High Court/Supreme Court/CAT & other courts and get them vetted from legal prespective.</p> <p>(f) Provide legal advice as and when required.</p> <p>(g) Liaise and coordinate with advocates on various legal cases.</p>

5	Remuneration	<p>(i) Rs. 60,000/- per month (Consolidated in Rs.) and</p> <p>(ii) For retired govt. servants shall be as per the DoE OM No..3-25/2020-E.III-A dated 09.12.2020 wherein a fixed monthly remuneration by deducting basic pension from the pay drawn at the time of retirement shall be paid. No DA and HRA shall be paid. There shall be no annual increment/percentage increase during the contract period.</p>
6	Knowledge & Skills	<p>a. Capability to function collaboratively and productively, in Multi disciplinary environment.</p> <p>b. Ability to represent the organization in interactions with Central & State Government and other stakeholders.</p> <p>c. Ability and willingness to travel extensively.</p> <p>d. Interpersonal and management skills with ability to work in deadline-driven environment.</p> <p>e. Possess team working capability and analytical skills.</p> <p>f. Good command over MS-Office and internet.</p> <p>g. Good communication skills in English and Hindi both written and verbal.</p>
7	Age Limit	Upto 65 years of age.
8	Mode of Recruitment	Walk in Interview
9	Allowances	There shall be no separate allowances.
10	Duties & Responsibilities	<p>a. The Consultants (Legal) shall perform the services as assigned to him/her by his/her Controlling Officer/Administration Division.</p> <p>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.</p> <p>c. Advice/guide the staff of this hospital in disposal of the petitions. The scope includes, but not limited to interacting with the staff of this hospital.</p> <p>d. The Consultant (Legal) will also attend the court as & when required</p> <p>e. Any other work as assigned by the Controlling Officer/Administration Division.</p>
11	Leave	The Consultant shall be entitled for fifteen (15) days leave in a Calender year (January to December) which shall be credited in advance on quartly basis, as under. The

		<p>intervening Saturdays/Sundays/holidays, if any, shall not be counted as leave. Un-utilised leave shall not be carried forward to the next calendar year and is not encashable leave of any other nature is not admissible:</p> <p>a. 1st Quarter: 04 days (January to March)</p> <p>b. 2nd Quarter: 04 days (April to June)</p> <p>c. 3rd Quarter: 04 days (July to September)</p> <p>d. 4th Quarter: 03 days (October to December)</p> <p>The Consultant shall not be entitled to any professional fees for the period of absence beyond the entitled leave for 15 days as above.</p> <p>In case the Consultant remain absent for more than 15 days beyond the entitled leave in a calendar year, without any prior intimation/prior sanction, except in case of emergency, this hospital is free to terminate the services of the Consultant.</p> <p>In the event of absence on the ground of sickness, the Consultant shall be required to submit a proper medical and fitness certificate. However, any leave including the leave on medical grounds beyond the cumulative period of 15 days shall be without any professional fees.</p>
12	Period of Contract	<p>a. The engagement shall be initially for a period of two (02) years, and may be extended for one or two years subject to satisfactory performance with the approval of MoHFW. If the contract is not extended further, the same will lapse automatically.</p> <p>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 Organisation is not satisfied with the work performance, the services of the Consultant will be terminated immediately without any notice period with the approval of Competent Authority of the hospital.</p>
13	Selection procedure	<p>a. A Selection Committee will be constituted by the Competent Authority which will recommend the selected candidates.</p> <p>b. The Committee will also have the power to do short listing of the candidates.</p> <p>c. The Head of the Institute reserves the right to reject any or all the applicants without assigning any reason whatsoever.</p>

14	Accommodation	No accommodation or House Rent will be provided by the Institution.
15	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.

General Terms & Conditions for contract appointment:

1. The scrutiny of application will be carried out by the competent authority on the basis of working experience, past record and interaction with a committee of the institution.
2. The applications are to be brought in the prescribed format only at the time/date of walk in interview. The applications which are not in prescribed format are liable to be rejected without any communication.
3. The candidature of such candidates who are subsequently found ineligible according to the terms and conditions laid down in this Advertisement notice will be cancelled. The decision of the Screening Committee regarding eligibility of the candidate shall be final.
4. Engagement of Consultants would be on full time basis. Working hours shall be from 9.00 AM to 4.00 PM (from Monday to Friday) and 9.00 AM to 1.00 PM (Saturday) 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.
5. The appointment will be subject to medical fitness from the Competent Authority.
6. **Secrecy Clause:**
 - a. All official information, documents etc. whether in physical form or in electronic form, shall be the propriety ownership of this Institute and the consultant shall not disclose the same to any person or persons or firms etc., unless required to do so, with prior permission/approval of the Controlling Officer/Competent Authority in this hospital.
 - b. The Consultant will not utilise or publish or part with to a third party, any part of the data or statistics or proceedings or information collected for the purpose of their assignments or during the course of assignment for this hospital without written consent of this hospital.
 - c. The Consultant will maintain highest standards of integrity, transparency, competitiveness, economy and efficiency while working in this hospital. The Consultant so appointed shall in no case represent or give opinion or advice to others in any matter which is adverse to the interest of this hospital nor will indulge in any activity outside the terms of the contractual assignment.
 - d. 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.
7. **Termination of Service:** The engagement may be terminated at any time by the office without assigning any reasons. 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.
8. **TA/DA:** No TA/DA shall be admissible for joining the assignment or on its completion.

9. **Guidelines for the submission of the application:** The duly completed application with 02 similar recent passport size photographs in prescribed proforma alongwith original documents and one set of self attested documents should be submitted at the time of Walk-in-Interview.

The Walk in interview will be held on 26.09.2025 (Friday). The Reporting Time for verification of the documents will be between-10.00 AM to 11.00 AM (after 11.00 AM no candidates will be entertained for verification) at Room no.513, 5th Floor, New OPD Building, Safdarjung Hospital, New Delhi.

10. **Rights of the Hospital:** This 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.

11. They shall perform his/her obligations under his/her consultancy with all necessary skills, diligence, efficiency and economy.
12. This hospital 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.
13. 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.
14. Relaxation in essential qualifications/experience can be considered in deserving cases at the discretion of the Head of Institution/Chairman Screening Committee/Interview Board.
16. This hospital reserves the right not to fill up all or any of the above-mentioned positions.
17. Preference will be given to those candidates who are well versed in communication in English & Hindi background to address the legal issues of this hospital in both languages in various courts of Delhi/NCR jurisdiction.
18. The candidates who do not possess the required essential educational qualification and experience at the time of interview will not be eligible.
19. The contractually engaged person(s) should not have been convicted by any court of law.
20. If any declaration given or information furnished by him/her proves false or if he/she is found to have willfully suppressed any material, information, he/she will be liable for removal from the service and also such other action as the Government may deemed it necessary.
21. Other conditions of service will be governed by relevant rules and orders issued from time to time.
22. To undertake any other tasks and responsibilities assigned by the Director or authorised representatives.



(Ashok Kumar Pal)
Deputy Director (Admn.)

Annexure-I**PERFORMA**

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

Recent passport size
colour photo

I. Personal Details:

1.	Name	
2.	Gender	
3.	Date of Birth	
4.	Father's Name	
5.	Marital Status	
6.	Permanent Address	
7.	Contact Address	
8.	a. Telephone no. b. Mobile no. c. Email ID	
9.	Post Applied for	
10	Enrollment no. as an Advocate	
11	Last Pay drawn (document's to be enclosed)	

II. Academic/Professional Qualification:

a. 10th standard onwards (attach self attested copy of certificates)

Course Degree and no. of years	Institute/University/College	Year of passing	Regular/Distance education	% of marks	Subjects specialised	Achievements, if any.

b. Diplomas, if any (Attach self attested copy of certificates):

Course Degree and no. of years	Institute/University/College	Year of passing	Regular/Distance education	% of marks	Subjects specialised	Achievements, if any.

III. Experience (Attach self attested copies of experience certificates in chronological order. Enclose separate sheet, duly authenticated by your signature, if space is insufficient):

Organisation/Institute/Office	Post held	Period		No. of years and months	Description of duties	Remarks
		From	To			

IV. Other details: Additional information/specific professional achievement/contribution.

V. Please state why you want to take up this role and are suitable for the post in 100 words.

"I hereby undertake that I am willing to work in this Institute".

"I hereby declare that information furnished above is true and correct in every respect and in case any information is found incorrect even partially the candidature shall be liable to be rejected. I do hereby declare that I will submit the necessary original documents viz. 10th & 12th Marksheet, Graduation Marksheet, LLB/LLM marksheet, Bar Council certificate and other necessary experience certificate(s) on selection to the post of Consultant (Legal) in this Institute. If I fail to submit the same my candidature will be summarily rejected without assigning any reason".

Full Name & Signature of the candidate)

Place:

Date: