

**No.S-12012/ /2023-NHA**  
**Government of India**  
**Ministry of Health and Family Welfare**  
**National Health Authority**

3<sup>rd</sup> floor, Tower-1  
Jeevan Bharti Building,  
Connaught Place, New Delhi-110001

Dated the 7<sup>th</sup> June, 2023

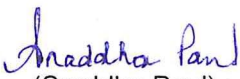
CIRCULAR

**Subject:-** Inviting applications for 04 posts of Under Secretary / Deputy Director, 01 Post of Principal Private Secretary, 14 Posts of Section Officer, 06 Posts of Private Secretary and 10 Posts of Assistant Section Officer

It is proposed to engage retired personnel of [DS/Joint Director, US / Deputy Director, Pr. Private Secretary, Section Officer, Private Secretary and Assistant Section Officers Level] of the Central Government Service for rendering their services as Consultant in the National Health Authority, Ministry of Health and Family Welfare, for an initial period not exceeding one year with effect from the date of their joining, which is extendable by another one year, as per details given below-

1		Name of the Posts
		Consultant Sr. Private Secretary Retired Personnel From Pay Level 12 from the Central Government Service
		Consultant US / Deputy Director - Retired Personnel from Pay Level 11 from the Central Government Service
		Consultant Principal Private Secretary - Retired - Personnel From Pay Level 11 from the Central Government Service
		Consultant Section Officer / Assistant Director - Retired Personnel from Pay Level 8 from the Central Government Service
		Consultant Section Officer / Assistant Director - Retired Personnel from Pay Level 8 from the Central Government Service
		Consultant Assistant Section Officer (ASO) - Retired --Personnel from Pay Level 7 from the Central Government
2	Total number of Vacancies	Sr.PPS-1 US/Deputy Director - 4 Principal Private Secretary-2 Section Officer/Assistant Director - 14 Private Secretary-6 Assistant Section Officer - 10
3	Period of engagement	For an initial period not exceeding one year w.e.f the date of joining, which is extendable by another one year.
4	Job Location	National Health Authority, 3rd floor, Jeevan Bharti Building, Connaught Place, New Delhi-110 001.
5	Eligibility Criterion	As per Annexure-I attached
6	Age eligibility	Age eligibility Age should be less than 65 years
7	Scope of Work	As per Annexure-I attached
8	Remuneration	Fixed remuneration arrived by deducting the basic pension from the pay drawn at the time of retirement.
		There will be no increment and Dearness allowance
		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 at the time of retirement. 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.

		No HRA will be paid
9	Leave	1.5 day of paid leave every month
10	Working Hours	Normal office timings from 09.30 AM to 06.00 PM
		May also have to devote more time than usual to meet the exigencies of work, if required
11	Terms of engagement	The Department can cancel the appointment of a Consultant at any time, without providing any reason for it. However, in the normal course, one month's notice to the Consultant would be given by the office. The Consultant can also seek for termination of the contract by giving one month's notice to the NHA.
12	How to apply	The applications in the prescribed format (complete in all respects) along with the requisite documents, i.e. Copy of the PPO, Last Pay Certificate and Bank Details, Copy of Aadhaar Card and PAN Card to the following Address:- The Deputy Director (Administration), National Health Authority, 3rd floor, Jeevan Bharti Building, Connaught Place, New Delhi-110 001.
13	Last date for receipt of application	24 <sup>th</sup> July,2023

  
(Sraddha Paul)  
Deputy Director(Admin)  
Tele No 23468805

**ANNEXURE-I**

**Eligibility criterion**

<b>S. No.</b>	<b>Name of Post</b>	<b>Eligibility Criterion</b>	<b>Scope of Work</b>
<b><u>1</u></b>	Consultant – Senior Private Secretary	Officers retired as Sr PPS from Pay Level 12 from the Central Government with minimum of 12 – 15 years of experience in CSSS Cadre	Knowledge of taking dictation/transcribing the same, attending to telephone calls, managing appointment and meetings and other regular work related to the smooth functioning of the office.
<b><u>2</u></b>	Consultant – Private Principal Secretary	Officers retired as PPS from Pay Level 11 from the Central Government with minimum of 12 – 15 years of experience in CSSS Cadre	Knowledge of taking dictation/transcribing the same, attending to telephone calls, managing appointment and meetings and other regular work related to the smooth functioning of the office.
<b><u>3</u></b>	Consultant – Private Secretary	retired as PS from Pay Level 8 from the Central Government with minimum of 12 – 15 years of experience in CSSS Cadre	Knowledge of taking dictation/transcribing the same, attending to telephone calls, managing appointment and meetings and other regular work related to the smooth functioning of the office.
<b><u>4</u></b>	Consultant – U.S./ Deputy Director	retired from Pay Level 11 from the Central Government with minimum of 12 – 15 years of experience in	To assist the Division Heads of Admin and Finance in the routine functions of Establishment, Admin, General Admin, Vigilance and Disciplinary matters, Pay Bill and Claims, Official Language, Internal Finance etc.

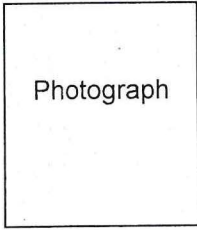


		Administration, General Administration, Establishment, Finance, Accounts Cash & Pay Bill, Vigilance and Legal matters	To provide end to end solutions under Desk Pattern without any assistance and deliver the KRAs of the Domain Areas of expertise in the NHA.
<u>5</u>	Consultant – Section Officer/Assistant Director	retired from Pay Level 8 from the Central Government with minimum of 12 – 15 years of experience in Administration, General Administration, Establishment, Finance, Accounts Cash & Pay Bill, Vigilance and Legal matters	To assist the Division Heads of Admin and Finance in the routine functions of Establishment, Admin, General Admin, Vigilance and Disciplinary matters, Pay Bill and Claims, Official Language, Internal Finance etc.  To provide end to end solutions under Desk Pattern without any assistance and deliver the KRAs of the Domain Areas of expertise in the NHA.
<u>6</u>	Consultant – Assistant Section Officer	retired from Pay Level 7 from the Central Government with minimum of 12 – 15 years of experience in Administration, General Administration, Establishment, Finance, Accounts Cash & Pay Bill, Vigilance and Legal matters	To assist the Division Heads of Admin and Finance in the routine functions of Establishment, Admin, General Admin, Vigilance and Disciplinary matters, Pay Bill and Claims, Official Language, Internal Finance etc.  To provide end to end solutions under Desk Pattern without any assistance and deliver the KRAs of the Domain Areas of expertise in the NHA.

**Application for Consultant in the National Health Authority, Ministry of Health and Family Welfare**

**For Post of Consultant**

**(Last date for receipt of application-24<sup>th</sup> July,2023)**



1	Name in full ( Block Letters)	
2	Designation at the time of retirement	
3	Date of Birth	
4.	Complete residential address	
5.	Address for correspondence	
6.	Contact No: Alternate Contact No:	
7.	Email-id	
8.	Name and Department from where retired	
8.	Date of Superannuation from Government service	
9	Position held at the time of retirement	
10.	Pay level in which retired	
5	Last pay drawn (Copies of LPC and PPO should be enclosed in case of retired Govt servants)	
6	PPO No.	
7	Monthly pension sanctioned	
8	Name and Designation (with mobile numbers) of the Controlling Officer in the last department served	
9	Educational qualifications	
10	Experience details	Please provide information in the format below  [Please furnish experience details of and above the level]

Name of the Min/Deptt. /Organisation where served and designation	Period		Scale of Pay & Pay	Brief details of the work handled/nature of work performed
	From	To		

16. 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. No disciplinary or judiciary action is pending against me as on date. I have read this document and ready to accept the terms and conditions for engagement of consultant.

Signature of applicant

Place:  
Date:

Name \_\_\_\_\_

Documents to be attached-

1. Copy of the PAN Card
2. Copy of the Aadhar Card
3. Copy of PPO
4. Copy of LPC
5. Bank details