

No. Z-28015/01/2026-Estt.II
Government of India
Ministry of Health & Family Welfare
Department of Health & Family Welfare
Establishment – II Section

Kartavya Bhavan-1, New Delhi-110001

Dated: 30.09.2026

CIRCULAR

Subject: Engagement of 01 retired Central Government servant as Consultant in the Department of Health & Family Welfare on contract basis – reg.

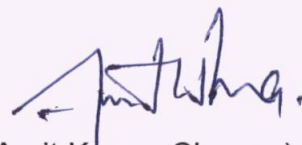
Ministry of Health & Family Welfare invite applications from retired central government servants for engagement as Consultant on contract basis. The consultant will be posted in the Department of Health and Family Welfare. Detailed terms and conditions of the contract are annexed herewith. The eligibility criteria and other details are tabulated below:

1.	No. of Consultant to be engaged on contract basis	01
2.	Age limit	Maximum 63 years of age as on the date of this circular
3.	Place of assignment	APAR Cell and CHS-VI Section, Department of Health & Family Welfare
4.	Tenure of contract	One (01) Year
5.	Eligibility	As per Annexure I & II
6.	Assignment	

2. Interested applicants who are in a position to join immediately on call may submit their particulars in the enclosed application format along with a copy of PPO & LPC, within one (01) month from the date of issue of this circular, addressed to:

“Under Secretary (Establishment – II), DoH&FW, Work Hall No. 11049, ‘A’ Wing, First Floor, Kartavya Bhavan – 1, New Delhi – 110001”

Encl: As above


(Amit Kumar Sharma)

Under Secretary to the Govt. of India
Tele: 011-24013259

To:

1. NIC, MoHFW for publishing the circular in MoH&FW website.
2. Under Secretary (CS.I) (Kind Attn: Shri Sunil Kumar), Room No. 503, Ground Floor, GPOA-03, Netaji Nagar, South West Delhi-110023 – for publishing the circular on DoP&T website.
3. E-office notice board.
4. Notice board.

Annexure – I

Sl. No.	Name of Position	Key Responsibilities	Eligibility	Experience
1.	One (01) Consultant for APAR Cell and CHS-VI Section	APAR Cell: 1.Examination and processing of complex APAR/ACR cases and representations. 2.Examination of cases relating to APAR upgradation, below-benchmark gradings and related representations. 3.Examination of Government rules/instructions relating to APAR/ACR matters. 4.Assistance in processing cases involving Reporting, Reviewing and Accepting Authorities. 5.Examination of grievances, RTI references and other sensitive APAR matters. 6.Assistance in SPARROW-related and other APAR matters. CHS-VI Section: 7.Examination and processing of complex recruitment and promotion cases. 8.Examination/framing and amendment of Recruitment Rules and service-related rules. 9.Assistance in preparation of proposals for UPSC, DPC/DAB and other competent authorities. 10.Examination of seniority, service-related representations and other cadre-management matters. 11.Assistance in processing court cases. 12.Other establishment/service matters as assigned by the competent authority.	Retired Government servant at the level of Under Secretary or equivalent.	Experience in administrative matters, Recruitment Rules and service-related matters.

Annexure – II

Terms and Conditions for engagement of Consultant in the Ministry of Health & Family Welfare.

1. The Consultant shall perform the services as assigned by the controlling officer.
2. The normal working hours would be from 9.00 am to 5.30 p.m. with lunch break of 30 minutes from 1.00 p.m. to 1.30 p.m. from Monday to Friday.
3. The consultant shall be entitled to leave at the rate of 1.5 days of leave for every completed month of service, to be availed with prior permission.
4. In special circumstances, the consultant could be called for services on holidays or beyond normal working hours.
5. The contractual appointment is for a maximum period of one year, extendable as per requirement, in Ministry of Health & Family Welfare.
6. The consultant shall be paid a consolidated remuneration as per the formula of last pay drawn minus pension subject to TDS etc. The remuneration for the services rendered in a month shall be payable in subsequent month. No other allowances shall be permissible to him except TA/DA on official tours. TA/DA entitlement shall be the same as what was entitled to him at the time of retirement from the service.
7. Ministry of Health & Family Welfare shall have the right to examine / review the services provided by him.
8. He shall perform his obligations with all necessary skills, diligence, efficiency and economy.
9. No medical facility shall be provided to him by the Ministry of Health and Family Welfare. The remuneration is deemed to include an element to cover the cost of medical cover, if any.
10. The Ministry shall not be responsible for any loss, accident, damages / injury suffered by him, whatsoever arising in or out of the execution of his work, including travel.
11. During the terms of service, he shall not engage in any private business of professional activity which could conflict with the interest of the Government.
12. He shall treat all official information as confidential and use the same only for the purpose of the performance of the services.
13. The service can be terminated by either side by giving one month's notice.

**APPLICATION FORMAT FOR APPOINTMENT AS CONSULTANT IN APAR Cell
and CHS-VI Section, MINISTRY OF HEALTH & FAMILY WELFARE**

Position applied for:

Name:

Father's/Husband's Name:

Date of Birth:

Aadhar Number:

Date of Retirement:

Ministry/Department retired from:

Designation last held:

Last pay drawn (Basic) and enclosed copies of PPO & LPC:

Pay Level / Grade Pay:

Basic Pension:

Telephone No.:

Mobile No.:

E-mail ID:

Mailing Address:

Permanent Address:

Educational Qualification:

Work Experience (add separate sheet if required):

Organization/Institute	Period		Nature of work	Remarks
	From	To		

I certify that the information provided in this application is true and correct as on the date submission of this application. I understand that withholding of information or giving false information will result in a refusal to hire / termination of employment / civil penalty.

Place:

Date:

Affix recent
passport
size
photograph

(Signature)