Government of India

Ministry of Health & Family Welfare

Central Government Health Scheme (CGHS) Directorate

R.K. Puram-13, CGHS Bhawan, New Delhi

Dated: 03.11.2026

ADVERTISEMENT

Subject: Engagement of one retired Government officer and one Young Professional as Legal Consultant in Dte. of CGHS on contract basis – reg.

The Ministry of Health & Family Welfare invites applications from eligible retired Central Government Servants and young professionals for engagement as Consultants on contract basis in the Central Government Health Scheme (CGHS) Directorate. The Consultants will provide dedicated professional assistance in legal, budgetary and financial matters of CGHS. The detailed terms and conditions are annexed. The eligibility criteria and other details are as follows:

A. Legal Consultant (retired Government officer)

Sl. No.	Particulars	Details
1	No. of Consultants to be engaged	1
2	Age limit	Maximum 63 years as on the last date of submission of application
3	Place of assignment	CGHS Directorate, Ministry of Health & Family Welfare, R.K. Puram-13, CGHS Bhawan, New Delhi
4	Tenure of contract	One year initially, extendable further subject to satisfactory performance, requirement and applicable rules/instructions
5	Eligibility Criteria and Key Responsibilities	As per Annexure-I
6	Terms and Conditions for Engagement of Consultants	As per Annexure-III

B. Legal Consultant (Young Professional)

Sl. No.	Particulars	Details
1	No. of Consultants to be engaged	1
2	Age limit	Maximum 40 years as on the last date of submission of application
3	Place of assignment	CGHS Directorate, Ministry of Health & Family Welfare, R.K. Puram-13, CGHS Bhawan, New Delhi

4	Tenure of contract	One year initially, extendable further subject to satisfactory performance, requirement and applicable rules/instructions
5	Eligibility Criteria and Key Responsibilities	As per Annexure-II
6	Terms and Conditions for Engagement of Consultants	As per Annexure-III

2. Interested persons who are in a position to join immediately/on being called for duty may submit their applications in the prescribed format at Annexure-IV, along with a copy of PPO and relevant supporting documents, addressed to Under Secretary (CGHS), Room no. 301, R.K. Puram-13, CGHS Bhawan, New Delhi, within one month from the date of publication of this Advertisement.

3. The engagement shall be purely contractual and shall not confer any right for regular appointment or continuation in service. The Ministry reserves the right to accept or reject any application and to modify/cancel the process as per administrative requirements.

4. The detailed eligibility criteria, responsibilities and terms and conditions are given in the Annexures.

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Deputy Secretary to the Government of India
Ministry of Health & Family Welfare

(अरुण कुमार विश्वास)
(ARUN KUMAR BISWAS)
उप सचिव/Deputy Secretary
स्वास्थ्य एवं परिवार कल्याण मंत्रालय
Ministry of Health & Family Welfare
भारत सरकार/Govt. of India
नई दिल्ली/New Delhi

Annexure-I

Eligibility Criteria and Key Responsibilities

A. Legal Consultant (retired Government officer)

Total positions: 1

Eligibility:

- Retired Central Government Servant at the level of Under Secretary/Deputy Secretary or equivalent, with relevant experience in handling court cases/legal matters in the Government of India.
- The officer should have an in-depth understanding of legal procedures, Government litigation and coordination with multiple stakeholders.
- Preference may be given to candidates possessing an LL.B. degree or equivalent legal qualification.
- Maximum age: 63 years as on the date of application.

Key Responsibilities:

- Act as the nodal point for monitoring and coordination of court cases pertaining to CGHS.
- Maintain a consolidated record/database of court cases and monitor their status.
- Monitor timelines for filing replies, counter-affidavits, written submissions and compliance reports.
- Coordinate with Government Counsels, Legal Advisors and the concerned Sections/Officers for effective representation before Courts and other judicial/quasi-judicial forums.
- Facilitate obtaining legal opinions and necessary approvals from the competent authorities.
- Assist in examination and vetting of legal drafts, replies, affidavits and briefs.
- Maintain institutional knowledge of important judgments, legal precedents and relevant CGHS Rules/orders.
- Suggest measures for improving case management and ensuring timely compliance with judicial directions.

Annexure-II

Eligibility Criteria and Key Responsibilities

B. Legal Consultant (Young Professional)

Total position: 1

Eligibility:

- Law degree (L.LB) from a UGC recognized University with Post qualification relevant work experience of minimum 5 years in legal field Or
- Graduate in Law (integrated course- 5 year) from a UGC recognized University with Post qualification relevant work experience for a minimum of 5 years
- Excellent legal research, analysis, drafting, and presentation skills.

Age Limit: 40 Years (maximum age will be counted from the last date for receiving the applications).

Remuneration: ₹50,000/- per month

Key Responsibilities:

- Act as the nodal point for monitoring and coordination of court cases pertaining to CGHS.
- Maintain a consolidated record/database of court cases and monitor their status.
- Monitor timelines for filing replies, counter-affidavits, written submissions and compliance reports.
- Coordinate with Government Counsels, Legal Advisors and the concerned Sections/Officers for effective representation before Courts and other judicial/quasi-judicial forums.
- Facilitate obtaining legal opinions and necessary approvals from the competent authorities.
- Assist in examination and vetting of legal drafts, replies, affidavits and briefs.
- Maintain institutional knowledge of important judgments, legal precedents and relevant CGHS Rules/orders.
- Suggest measures for improving case management and ensuring timely compliance with judicial directions.

Annexure-III

Terms and Conditions for Engagement of Consultants

1. **Nature of Duties:** The Consultant shall perform the duties and responsibilities assigned by the concerned Division/Section of the Ministry of Health and Family Welfare from time to time, in accordance with the terms of reference of the engagement.
2. **Working Hours:** The Consultant shall observe the normal working hours prescribed by the Ministry. However, depending upon the exigencies of work, the Consultant may be required to attend office beyond normal working hours, on weekends and on closed holidays, as may be directed by the concerned Division.
3. **Period of Engagement:** The initial engagement shall ordinarily be for a period of three years, subject to review of performance and recommendation of the concerned Division on a yearly basis. Extension, if any, may be granted for a period not exceeding one year at a time, subject to satisfactory performance and approval of the competent authority. The total period of continuous engagement shall ordinarily not exceed five years, subject to the provisions of the applicable guidelines.
4. **Remuneration:** The remuneration payable to the Consultant shall be as approved by the competent authority and in accordance with the applicable instructions/guidelines of the Government of India. In the case of retired Government employees, remuneration shall be regulated in accordance with the applicable Department of Expenditure instructions, including OM dated 09.12.2020, as amended from time to time. Remuneration in respect of Young Professionals shall be governed by the relevant instructions of the Ministry of Health and Family Welfare, including OM dated 02.09.2021, as amended from time to time.
5. **Allowances:** No allowances or benefits, other than those specifically admissible under the applicable guidelines, shall be payable to the Consultant. The Consultant shall not be entitled to any medical facility or other service benefits available to regular Government employees.
6. **Leave:** The Consultant shall be entitled to leave at the rate of **1.5 days per month** during the period of engagement. No other leave or leave-related benefits shall be admissible.
7. **Travelling Allowance/Daily Allowance:** No TA/DA shall be admissible for joining the assignment or on completion of the engagement. For official domestic tours, TA/DA shall be admissible only with the prior approval of the competent authority and as per the applicable guidelines. Foreign travel shall not be permitted unless specifically authorised by the Secretary, Ministry of Health and Family Welfare, in public interest.
8. **Income Tax and Other Taxes:** Income tax and other applicable taxes shall be deducted at source from the remuneration payable to the Consultant, as per the prevailing rules. The Ministry shall issue the requisite TDS certificate in accordance with the applicable provisions.
9. **Performance Review:** The performance of the Consultant shall be assessed during the initial three months of engagement. In case the performance is found unsatisfactory, the services may be terminated immediately without notice. Thereafter, the performance shall be reviewed periodically, including annual performance appraisal, which shall be a prerequisite for consideration of extension of the engagement.

10. **Confidentiality:** The Consultant shall maintain strict confidentiality in respect of all official information, documents and records accessed or handled during the engagement and shall be bound by the provisions of the Official Secrets Act, 1923, as applicable. The Consultant shall not disclose or communicate any official information to any unauthorised person or publish any material relating to the work of the Ministry without prior written approval of the competent authority.

11. **Ownership of Work and Records:** All data, reports, documents, material and other outputs prepared or generated by the Consultant in connection with the assignment shall remain the property of the Ministry. The Consultant shall not claim any intellectual property rights over such material. All official records, documents and other materials shall be handed over to the concerned Division before completion or termination of the engagement. The Consultant shall also be required to execute a Non-Disclosure Agreement, wherever applicable.

12. **Full-time Engagement and Conflict of Interest:** The engagement shall be on a full-time basis. The Consultant shall not undertake any other assignment or employment during the period of engagement. The Consultant shall disclose any actual or potential conflict of interest and shall not engage in any activity or private business which may conflict with the interests of the Ministry.

13. **Diligence and Conduct:** The Consultant shall discharge the assigned duties with due diligence, efficiency and professionalism and shall comply with the instructions issued by the Ministry from time to time. The Consultant shall not represent or commit the Ministry in any matter unless specifically authorised to do so.

14. **Medical Facilities and Personal Liability:** The Consultant shall not be entitled to any medical facility or reimbursement of medical expenses from the Ministry. The Ministry shall not be responsible for any loss, accident, damage or injury suffered by the Consultant during the performance of duties, including while undertaking official travel.

15. **Termination of Engagement:** The engagement may be terminated by either side by giving 15 days' written notice. The Ministry may also terminate the engagement in accordance with the applicable guidelines and in the event of unsatisfactory performance, misconduct, breach of confidentiality or violation of the terms and conditions of engagement. The engagement shall also come to an end automatically on expiry of the approved tenure, unless extended with the approval of the competent authority.

16. **General:** The engagement shall be purely temporary and for a specific assignment. It shall not confer any right or claim for regular appointment or absorption in the Ministry. The Ministry reserves the right to cancel the engagement or not to proceed with the selection process at any stage, in accordance with the applicable guidelines.

17. **Amendment/Relaxation:** The Ministry reserves the right to amend, modify or relax any of the above terms and conditions in accordance with the applicable Government instructions/guidelines, with the approval of the competent authority.

Annexure-IV

APPLICATION FORMAT

Position applied for: _____

Name of Applicant: _____

Father's/Mother's Name: _____

Date of Birth: _____

Aadhaar Number: _____

Recent passport-size photograph:

_____

Date of Retirement: _____

Department/Ministry retired from:

_____

Designation last held: _____

Last Pay Drawn (Basic): _____

Pay Level / Grade Pay: _____

Basic Pension: _____

Telephone No.: _____

Mobile No.: _____

E-mail ID: _____

Mailing Address: _____

Permanent Address: _____

Educational Qualification:

_____

Work Experience

Organization/Institute	From	To	Nature of Work	Remarks

Declaration: I certify that the information provided in this application is true and correct to the best of my knowledge and belief. I understand that withholding information or furnishing false information

may result in rejection of the application/termination of engagement and other action as per applicable rules.

Place: _____ **Date:** _____

(Signature of Applicant)

Name: _____