



National Medical Commission

राष्ट्रीय आयुर्विज्ञान आयोग  
(Establishment Section)

Pocket- 14, Sector-8,  
Dwarka, Phase - 1, New Delhi-110077  
Dated: 07.05.2025

CIRCULAR

**Subject: Engagement of retired Government Officers as Consultant on contract basis in National Medical Commission - inviting applications thereof- reg.**

Applications from eligible and desirous candidates are invited from retired Government officers, having considerable experience of functioning of Government/ Ministries/Departments, for engagement as Sr. Consultant and Consultant on contractual full time basis as per the details given under:

Sr. No	Position	Number of Positions	Qualification and Eligibility Condition
(1)	(2)	(3)	(4)
I.	Senior Consultant	01*	i) Government Officer retired at the Pay Level 13 or Level 12 of 7 <sup>th</sup> CPC having experience of handling various matters pertaining to framing of policies, regulations, coordination, legal matters, grievances, etc.  ii) The Officer may preferably be with the background of Health Sector/ Ministry of Health & Family Welfare or Social Sector Ministries/ Departments.
II.	Consultant	01*	i) Government Officer retired at the Pay Level 10 or 11 of 7 <sup>th</sup> CPC having experience of handling various issues pertaining to framing of policies, regulations, coordination, legal matters, grievances etc.  ii) The Officer may preferably be with the background of Health Sector/ MoHFW or Social Sector Ministries/ Departments.

\* NMC retains the right to increase/ decrease the vacancy as per the requirement without any notice.

**2. General Condition for the posts:**

i. **Period of engagement:** initially for a period of one year which is extendable for further period(s) subject to satisfactory performance.

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ii. **Job Location:** National Medical Commission, Pocket-14, Sector-8, Dwarka Phase-I, New Delhi-110077

iii. **Age:** Age should be less than 64 years as on closing date of this circular.

iv. **Remuneration:** Last pay drawn minus pension, plus Transport Allowance in accordance with the instructions of Government of India issued from time to time. Selected Candidate will be entitled to Transport Allowance that he/she was getting at the time of retirement/superannuation on the Last Pay Drawn, without Dearness Allowance. Retired Govt. Officers engaged as Consultants may be allowed TA/DA on official tour, if any, as per their entitlement at the time of retirement.

v. **Leave:** Paid Leave may be allowed at the rate of 1.5 days for each completed month of service. Accumulation of leave beyond a calendar year will not be allowed.

vi. **Mode of Selection:** Applications received in response to this advertisement will be shortlisted on the basis of experience and qualifications of applicants, and selections will be made on the basis of Personal Interview.

vii. **Working hours:**

- Normal Office timings are from 9:30AM to 6:00PM which can change subject to exigencies of work, without any additional remunerations.
- May be required to Work from Home beyond office hours, without any additional remunerations.
- May also be required to attend office on holidays depending on exigencies of work, without any additional remunerations.

viii. Any other conditions as mentioned in Department of Expenditure's OM F. No. 3-25/2020-EIII dated 09.12.2020 will be followed.

ix. **How to apply:** Eligible retired Officers, in good health may submit their applications in the enclosed format (completed in all respects) along with copy of PPO and Last Pay Certificate before the closing date, on the following address. Applications received with incomplete information or received beyond the closing date will not be considered.

Under Secretary (Estt.),  
National Medical Commission,  
Pocket-14, Sector-8, Dwarka phase-I,  
New Delhi-110077.

x. **Last date for receipt of application:** 15.05.2025.

*[Handwritten signature]*  
7/5/2025  
National Medical Commission  
Pocket-14, Sector-8, Dwarka Phase-I, New Delhi-110077

4. The retired Govt. Officers after selection shall not claim for status of post which they held before/ at the time retirement. The Channel of submission shall be decided by Competent Authority/Controlling officer of individual in NMC.

*Namrata*  
7/5/2025

(Namrata Kumari)  
Under Secretary (Estt.)

Copy to:

1. The Under Secretary, CS.I Division, DoPT, Lok Nayak Bhawan, New Delhi with a request to upload this Circular on website of DoP&T for wide publicity.
2. The Under Secretary, Medical Education-I, MoH&FW with a request to publish this Circular on website of MoH&FW.
3. The Deputy Secretary (IT Section), NMC with a request to upload this circular on NMC website.
4. Guard file.

(A)  
07/05/2025

ASO (IT)

# Application for the post of Consultant on contract basis in National Medical Commission

(Last date for receipt of application: 15.05.2025)

Applied for consultant as per mentioned in Circular dated 07.05.2025	
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Recent Passport size photograph
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1.	Full Name (in Block Letters)	
2.	Date of Birth	
3.	Email Id	
4.	Mobile No.	
5.	Residential Address	
6.	Educational Qualification (Attach self attested copies of certificate)	
7.	Date of superannuation/retirement	
8.	PPO Number (enclose a copy)	
9.	Post held at the time of retirement	
10.	Last Pay Drawn (Pay Level & Pay)	
11.	Transport allowance (basic) at the time of retirement	
12.	Organisation superannuated from	
13.	Organisation currently working (if any)	
14.	Working Knowledge of MS Office, e-office and Internet browsing (yes/No)	

15.	Brief particulars of experience of last 10 years *	Post held	from	to	Experience/ nature of work

\*Please attach separate sheet if required.

**Undertaking:**

I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and belief. I further declare that I was clear from vigilance angle at the time of my retirement. I have read this circular and accept all the terms and conditions for engagement of consultants.

**Place:**

**Date:**

**(Signature of the applicant)**

**Mobile:**

**Email ID:**