

No. A-41020/05/2017-Admn.I  
Union Public Service Commission  
(Administration-I Section)  
Dholpur House, Shahjahan Road,  
New Delhi - 110069.

**Dated:25<sup>th</sup> November, 2021**

**CIRCULAR**

**Subject: -Engagement of Retired Doctor as Medical Consultant purely on contract basis in the office of Union Public Service Commission- reg.**


Applications are invited from Doctors (allopathic), **who have retired or will retire by 31.12.2021**, for engagement as **Medical Consultant** purely on contract basis, in the Office of UPSC as per the following details:-

Number of positions	Age Limit ( as on the last date of receipt of applications)	Eligibility	Remuneration Per month
01	Not exceeding 67 years	<ul style="list-style-type: none"><li>Doctors who have retired from any Government Hospital or CGHS Dispensary.</li><li>He/She should possess a Masters Degree in Medicine from any recognized University or Institute.</li></ul>	To be calculated by deducting the pension from the Basic Pay drawn at the time of retirement. The Consultant shall also be entitled for Transport Allowance at the rate applicable to him/her at the time of retirement.

2. The details including eligibility criteria, term of reference etc. of the above appointment are available on the website of the Commission i.e. [www.upsc.gov.in](http://www.upsc.gov.in).

3. Interested candidates, who fulfill the eligibility criteria, may submit their application in the prescribed proforma in sealed cover super-scribed "**Application for engagement as Medical Consultant on contract basis in UPSC**" which should positively reach this office within a period of 21 days from the date of publication of advertisement, at the following address:-

**UNDER SECRETARY (ADMN),  
R.NO. 22, GROUND FLOOR, ANNEXE BUILDING  
UNION PUBLIC SERVICE COMMISSION,  
DHOLPUR HOUSE, SHAHJAHAN ROAD,  
NEW DELHI – 110069.**

  
(Shailesh Gautam)  
Under Secretary (Admn.)  
Tel. No. 011-23381793

**PROFORMA**

Application for engagement of Medical Consultant in the office of UPSC

1	Name in full (Block letter)						
2	Educational qualification (enclose Xerox copy)						
3	Date of birth						
4	Date of superannuation from Govt. service						
5	AADHAR No. and PAN No. (Enclose Xerox Copy of each)						
6	PPO No. (Enclose Xerox Copy)						
7	Complete residential address with phone number/mobile no.						
8	Last Office's address (at the time of retirement)						
9	E-mail I.D						
10	Brief particulars of experience in Govt. service during last five years, just before retirement	Post held	From	To	Pay Level	Area of Experience	Last Pay Drawn and Basic Pension
11	Additional relevant information, if any, in support of your suitability for the said engagement, attach a separate sheet, if necessary.						

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 document and ready to accept all the term & conditions for engagement of Consultants.

(Signature of the Candidate)

Place:

Date:

  
25/11/21



## Terms & Conditions

1. **Period of engagement**

The engagement shall be initially **for a period of one year** which may be extended or curtailed depending upon the performance of the Consultant or functional requirement of the Office with the approval of the Competent Authority.

2. **Selection Procedure**

The engagement will be purely on contract basis. Application received in response to this advertisement will be shortlisted on the basis of experience and qualification of applicants. Consultant will be selected from shortlisted candidates.

» **UPSC reserves the right to reject any application without mentioning any reason.**

3. **Remuneration**

A fixed monthly amount shall be admissible, arrived at by deducting the basic pension from the pay drawn at the time of retirement. The amount of remuneration so fixed shall remain unchanged for the term of contract and there will be no annual increment / percentage increase during the contract period. No DA/HRA, residential accommodation shall be admissible.

4. **Transport Allowance**

An appropriate and fixed amount as Transport Allowance for the purpose of commuting between the residence and the place of work shall be allowed at the rate applicable to the appointee at the time of retirement.

No TA/DA is admissible for joining the assignment or on its completion. However, the Consultant would be entitled to draw TA/DA as per normal rules as applicable to any serving Officer of an equivalent rank in UPSC whenever he is required to travel outside Delhi in connection with the work of the Commission.

5. **Scope of Duties**

During the period of such engagement, the Consultant would be required to perform the duties of a General Duty Medical Officer and thus provide health care to Hon'ble Chairman/Members of the Commission, Advisors/Experts invited for various purposes, Staff of the Commission and Candidates etc.

6. **Leave**

The Consultants will be entitled for the paid leave at the rate of 1.5 days for each complete month of service. Accumulation of leave beyond calendar year may not be allowed.

7. **Working hours**

The working hours shall be from 09.30 AM to 04.30 P.M on all working days(Monday to Friday) including half an hour lunch break in between. In special circumstances, the Consultant could be called for services on holidays or beyond normal working hours for which no extra remuneration will be paid. However, for attending office on Saturday/Sunday/Other Gazetted holidays, compensatory off may be given. The Consultant will not be allowed to take any other assignment during the period of contractual engagement. The consultant may be required to mark his/her attendance in Bio-metric System or other modes as prescribed time to time.

  
25/11/24



8. **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.

9. **Confidentiality of data and documents**

The Intellectual Property Rights (IPR) of the data collected as well as the deliverables produced for the office shall remain with this office. No one shall utilize or publish or disclose or part with, to a third party, any part of the data or statistics or proceedings or information collected for the purpose of this assignment or during the course of the assignment for the office, without the express written consent of the office. 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.

10. **Conflict of interest**

The Consultant appointed by this office, shall in no case represent or give opinion or advice to others in any matter which is adverse to the interest of this office. He/She would not be permitted to take up any other assignment during the period of Consultancy

11. **Termination of service**

The engagement may be terminated at any time by the office without assigning any reasons by giving a 07 days notice. In case, the Consultant desires to leave the assignment, he/she is to give 07 days notice which can be curtailed/extended depending upon the workload.

- » In the event the Consultant is found unfit on any account or if he/she is found guilty of any insubordination/misconduct, his/her services can be terminated immediately without any notice.

12. UPSC shall not be responsible for any loss, accident, damage; injury suffered by the Consultant what so- ever arising in or out of the execution of his work including travel.

13. **Guidelines for submission of the application**

Duly completed application in prescribed proforma should be submitted so as to reach the office within a period of 21 days from the date of publication of advertisement. Any application received after the due date will not be entertained. The application should be submitted with the following documents:-

- a) Copy of retirement notification
- b) Copy of PPO
- c) Copy of ID card – in case will be retiring by/after last date of receiving application.
- d) Copy of PAN card and AADHAR card- mandatory
- e) Copy of Masters Degree, MBBS Degree and registration certificate.

*Sm*  
25/11/24