



E Comp. No.:33366

भारत सरकार

GOVERNMENT OF INDIA

चिकित्सा अधीक्षक का कार्यालय

OFFICE OF THE MEDICAL SUPERINTENDENT

सफदरजंग अस्पताल एवं वी.एम.एम. कॉलेज

VMMC & SAFDARJUNG HOSPITAL

नई दिल्ली - ११००२९ New Delhi - 110029

File No.:ADMN/27/2022-ADMIN-I-Part(1)

Dated:12.08.2025

ADVERTISEMENT NOTICE

The following posts are to be filled up for Consultant (Legal) purely on contract basis as per details and terms and conditions mentioned here under:

| S.No. | Name of the Post | Consultant (Legal) |
|-------|------------------------------------|---|
| 1 | No. of Posts | 02 (Two) |
| 2 | Tenure | 02 years |
| 3 | Qualification | LLB from a recognized Institution/University. Having legal background or retired from Govt. services having experience for dealing court cases/legal/Medico-legal matters etc. |
| 4 | Experience | (i) At least 07 years of working experience in the Health Sector/Judicial body/Regulatory/Quasi-Judicial body/dealing with legal matters. Handling cases partially District Court and mainly in High Court/Supreme Court/CAT. The preparation of counter replies and coordination with government counsels. (ii) For retired Govt. Servant, he/she should have experience for handling of legal matters for a period of atleast 3 years during his/her service period. |
| 5 | Remuneration (consolidated in Rs.) | Rs. 60,000/- per month. |
| 6 | Knowledge Skills | &a. Capability to function collaboratively and productively, in Multi disciplinary environment. b. Ability to represent the organization in interactions with Central & State Government and other |

stakeholders.

c. Track record of implanting innovative idea and schemes

in day to day working.

d. Ability and willingness to travel extensively.

e. Interpersonal and management skills with ability to work

in deadline-driven environment.

f. Possess team working capability.

g. Good command over MS-Office and internet.

h. Good communication skills in English and Hindi both

written and verbal.

i. To undertake any other tasks and responsibilities

assigned by the supervisor.

J. Excellent drafting, communication and analytical skills.

7 Age Limit

Upto 65 years.

8 Mode
Recruitment

of Walk in Interview

9 Allowances

There shall be no separate allowances.

10 Duties
Responsibilities

& a. The Consultants (Legal) shall perform the services as assigned to him/her by his/her Controlling Officer/Administration Division.

b. In special circumstances, they could be called for services on holidays or beyond normal working hours for which no compensatory leave will be granted.

c. Assist the Hospital in drafting of orders in petitions.

d. Render legal opinion/substantial legal advice on issues before the Controlling

Officer/Administration Division.

e. Assisting the Controlling Officer/Administration Division. in framing of regulations.

f. Advice/guide the staff of this hospital in disposal of the petitions. The scope includes, but not limited to interacting with the staff of this hospital.

g. The Consultant (Legal) will also attend the court as & when required

h. Any other work as assigned by the Controlling Officer/Administration Division.

11 Leave

The Consultant shall be entitled for fifteen (15) days leave in a Calender year (January to December) which shall be credited in advance on quartly basis, as under. The intervening Saturdays/Sundays/holidays, if any, shall not be counted as leave. Un-utilised leave shall not be carried forward to the next calender year and is not encashable leave of any other nature is not admissible:

a. 1st Quarter: 04 days (January to March)

b. 2nd Quarter: 04 days (April to June)

c. 3rd Quarter: 04 days (July to September)

d. 4th Quarter: 03 days (October to December)

The Consultant shall not be entitled to any professional fees for the period of absence beyond the entitled leave for 15 days as above. Any unavailed leave during a calendar year shall not be carried forward to the next calendar year or qualify for encashment.

In case the Consultant remain absent for more than 15 days beyond the entitled leave in a calendar year, without any prior intimation/prior sanction, except in case of emergency, this hospital is free to terminate the services of the Consultant.

In the event of absence on the ground of sickness, the Consultant shall be required to submit a proper medical and fitness certificate. However, any leave including the leave on medical grounds beyond the cumulative period of 15 days shall be without any profession fees.

12 Period of Contract A. The engagement shall be initially for a period of two (02) years and may be

extended for one or two years subject to satisfactory performance with the approval of MoHFW.

B. The performance of the Consultant will be assessed by the hospital for first 03 months from commencement date of consultancy.

During this period, in case, if the Organization is not satisfied with the work performance, the services of the Consultant will be terminated immediately without any notice period with the approval of Director of this hospital.

13 Selection procedure

The eligibility will be considered by a Screening Committee to be set up by the Head of the Institute and their performance will be evaluated based on the following criteria:

S.No. Technical parameters Weightage (in %)

- | | | |
|---|--|------|
| 1 | The Consultant's Academic background and relevant experience for the assignment. | 0.50 |
| 2 | Drafting skills of the Consultant. | 0.30 |
| 3 | Knowledge of the working environment, such as language, culture, administrative system and other relevant factors. | 0.20 |

The selection shall be made on the basis of the recommendation of the selection committee to be constituted by this Institute.

The Head of Institute reserves the right to reject any or all applications without assigning any reason, or whatsoever.

14 Accommodation No accommodation or House Rent will be provided by the Institution.

15 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.

16 Medical fitness The applicant should also produce his/her fitness certificate of good health approved by a recognized Medical Practitioner at time

of interview.

General Terms & Conditions:

1. The appointment will be purely on contract basis. The scrutiny of application will be carried out by the competent authority on the basis of working experience, past record and interaction with a committee of the institution.

2. The applications are to be submitted in the prescribed format only. Otherwise, the applications which are not in prescribed format are liable to be rejected. Incomplete applications or those received after due date will not be entertained and will be summarily rejected without any communication. The candidature of such candidates who are subsequently found ineligible according to the terms and conditions laid down in this tender notice will be cancelled. The decision of the Screening Committee regarding eligibility of the candidate shall be final.

3. Engagement of Consultants would be on full time basis. Working hours shall be from 9.00 AM to 4.00 PM (from Monday to Friday) and 9.00 AM to 1.00 PM (Saturday) during working days including half an hour lunch break in between. However, in exigencies of work, he/she may be required to extend office hours and he/she may be called on Sunday and other Gazetted holidays.

4. Secrecy Clause:

a. All official information, documents etc. whether in physical form or in electronic form, shall be the propriety ownership of this Institute and the consultant shall not disclose the same to any person or persons or firms etc., unless required to do so, in due discharge of the official duties with prior permission/approval of the Controlling Officer/Competent Authority in this hospital.

b. The Consultant will not utilize or publish or part with to a third party, any part of the data or statistics or proceedings or information collected for the purpose of their assignments or during the course of assignment for this hospital without the express written consent of this hospital.

c. The Consultant will maintain highest standards of integrity, transparency, competitiveness, economy and efficiency while working in this hospital. The Consultant so appointed shall in no case represent or give opinion or advice to others in any matter which is adverse to the interest of this hospital nor will indulge in any activity outside the terms of the contractual assignment.

d. The Intellectual Property Right (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 proceeding 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.

5. **Conflict of interest:** The Consultant appointment by the office, shall in no case represent or give opinion or advise to others in any matter which is adverse to the interest of this office.

6. **Termination of Service:** The engagement may be terminated at any time by the office without assigning any reasons by giving notice of 15 days. In case, a Consultant desires to leave the assignment, he/she is to give 15 days notice which can be curtailed/extended depending upon the workload.

7. **TA/DA:** No TA/DA shall be admissible for joining the assignment or on its completion.

8. Guidelines for the submission of the application:

The duly completed application with 02 similar recent passport size photographs in prescribed proforma along with original documents along with one set of self attested documents should be submitted at the time of Walk-in-Interview. Incomplete Performa will not be entertained and will be cancelled. **The Walk in interview will be held on 25.08.2025 at 2.00 PM. The Reporting Time for scrutiny of the documents between-10.00 AM to 11.00 AM at Room no.103 (Rectt. Cell), 1st Floor, New OPD Building, Safdarjung Hospital, New Delhi.**

9. Rights of the Hospital:

a. This hospital has the right to cancel the advertisement, and not go for engagement of Consultant, at any stage. It may accept or reject any or all applications, without giving any reasons thereof, whatsoever.

b. This hospital shall have the right to examine/review the services provided by him/her at any time.

10. They shall perform his/her obligations under his/her consultancy with all necessary skills, diligence, efficiency and economy.

11. No other facility whatsoever except monthly remuneration be provided to them by SJH in his/her capacity.

12. This hospital shall not be responsible for any loss, accident, damages/injury suffered by him/her whatsoever arising in or out of the execution of his/her work including travel.

13. During the terms of the consultancy, he/she shall not be engaged in any private business or professional activity which could

conflict with the interest of the Government.

14. Relaxation in essential qualifications/experience can be considered in deserving cases at the discretion of the Head of this Institution.

15. This hospital reserves the right not to fill up all or any of the above mentioned positions.

16. Only shortlisted candidates will be called for an interaction with the Selection Committee.

17. Preference will be given to those candidates who are well versed in communication skills in English & Hindi background as well as in writing and verbal to address the legal issues of this hospital in both languages in various courts of Delhi/NCR jurisdiction.

18. The candidates who do not possess the required essential educational qualification and experience at the time of receipt of application, will not be eligible.

19. The hospital may in its discretion, reserve the right to conduct a written test to evaluate the drafting and presentation skills of the candidates.

Digitally signed by
ASHOK KUMAR PAL
Date: 12-08-2025
15:35:54

(Ashok Kumar Pal)
Deputy Director (Admn.)

Annexure-I

PERFORMA

Application for engagement of Consultant (Legal) on contract basis in VMMC
& Safdarjung Hospital.

Recent passport size
colour photo

I. Personal Details:

1. Name :
2. Gender:
3. Date of Birth:
4. Father's Name:
5. Marital Status:
6. Permanent Address:
7. Contact Address:
8. a.Tel.no.:
b.Mobile no.:
c. E-mail ID:
9. Post applied for:
- 10.Last Pay drawn:
(document's to be enclosed)

II. Academic/Professional Qualification:

a. 10th standard onwards (attach self attested copy of certificates)

| Course/Degree and no. of years | Institute/Univ ersity/College | Year of passing | Regular/Dis tance education | % of marks | Subjects specialised | Achievements, if any. |
|--------------------------------------|----------------------------------|--------------------|-----------------------------------|------------|-------------------------|--------------------------|
| | | | | | | |
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| | | | | | | |

b. Diplomas, if any (Attach self attested copy of certificates):

| Course/Degree and no. of years | Institute/Uni versity/Colle ge | Year of passing | Regular/Di stance education | % of marks | Subjects specialised | Achievements, if any. |
|--------------------------------------|--------------------------------------|--------------------|-----------------------------------|------------|-------------------------|--------------------------|
| | | | | | | |
| | | | | | | |
| | | | | | | |

III. Experience (Attach self attested copies of experience certificates in chronological order. Enclose separate sheet, duly authenticated by your signature, if space is insufficient):

| Organisati on/Institut e/Office | Post held | Period | | No. of years and months | Description of duties | Remarks |
|---------------------------------------|-----------|--------|----|-------------------------------|--------------------------|---------|
| | | From | To | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

IV. Other details: Additional/information/specific professional achievement/contribution.

V. Please state why you want to take up this role and are suitable for the post in 100 words.

"I hereby undertake that I am willing to work in this Institute".

"I hereby declare that information furnished above is true and correct in every respect and in case any information is found incorrect even partially the candidature shall be liable to be rejected. I do hereby declare that I will submit the necessary documents viz. 10th & 12th Marksheet, Graduation Marksheet, LLB/LLM marksheet, Bar Council certificate and other necessary experience certificate(s) on selection to the post of Consultant (Legal) in this Institute. If I fail to submit the same my candidature will be summarily rejected without assigning any reason".

Full Name & Signature of the candidate)

Place:

Date: