

GOVT. OF NCT OF DELHI
OFFICE OF THE MEDICAL DIRECTOR
GURU TEG BAHADUR HOSPITAL
DILSHAD GARDEN, DELHI-110095

No.F.1-5(8)/JR/E-I/GTBH/2025/2347-63

Dated: 12/08/25

MEMORANDUM

Sub: Offer letter for engagement to the post of Junior Resident on Ad-hoc basis

On the recommendations of the Selection Board constituted for engagement of Junior Residents (MBBS) based on interviews conducted on 08.08.2025 in this hospital, the Medical Director, GTB Hospital, GNCTD, is pleased to offer of engagement to post of Junior Resident (MBBS) on ad-hoc & emergent basis for a maximum period of 44 days or till joining of new Junior Residents (MBBS) on regular basis, whichever is earlier in r/o following doctors in the Pay Level-10 of Rs.56,100+NPA+other allowances as admissible under the rules as per the terms and conditions mentioned below:-

SR. NO	NAME OF THE DOCTORS	DOB (DD/MM/YY)
1.	DR. SINDHU BHARTI	03-12-1997
2.	DR. HARSH SHARMA	17-04-2001
3.	DR. RITIK KUMAR	11-08-2001
4.	DR. ABHEY SINGH	18-05-1999
5.	DR. AKASH KR GARG	11-09-1995
6.	DR. VAYAN RAJ	03-11-2001

Terms & Conditions:-

1. **Tenure:**The initial engagement is for 44 days, which can be extended for further 44 days by giving one day break after receiving written request from the concerned doctor, which should be duly recommended & forwarded by the concerned HOD. The maximum tenure of Junior Resident Post is 01 year including the previous tenure served in any Govt. Hospital/institute/Organization. The ad-hoc appointment may be terminated earlier on the joining of Junior Residents on regular basis.
2. **Pay & Allowances:**Rs 56100 + NPA + other allowances in Pay Level-10.
3. **House Rent Allowance:** Application for hostel accommodation is optional. The selected candidates may submit application for the hostel accommodation immediately after their joining, if required. The entitlement for H.R.A. will be as per Govt. Rules. Not abiding by rules and regulation as contained in the allotment letter of hostel accommodation may lead to serious penalty and may cause termination of appointment also.
4. **Past Experience:**The period of service rendered as Junior Resident in Govt. Hospitals/Autonomous Bodies funded by the Govt. prior to this appointment, if any, will be counted while reckoning the tenure as Junior Resident. An undertaking in this regard may be furnished in acceptance letter along with documents proof.



5. **Private Practice:** The Private Practice of any kind whatsoever is strictly prohibited. Besides these, candidates will not work simultaneously as Junior Resident in any other hospital. Breach of this condition will result in termination of appointment.
6. **Medical Examination:** The candidates are hereby directed to appear before the Staff Physician for medical examination on 18.08.2025. They should report to office of staff Physician before 09:00 A.M. on any working day overnight fasting with four photographs.
7. **Security:** He/she will be required to deposit hostel security before he/she is allotted the hostel accommodation. The same is refundable.
8. **Registration:** The candidate must be registered / applied for Delhi Medical Council and he/she is required to submit a copy of the same. In case of applied for DMC, he/she is required to submit application receipt at the time of joining and thereafter valid Delhi Medical Council certificate within 30 days of joining. DMC registration number and name of doctor should also be mentioned below the signature on the prescription paper.
9. **Discipline:** He/she will have to wear white coat on duty with the name badge.
10. **Experience Certificate:** Experience Certificate of Junior Residency will only be issued after the vacaton of Hostel and submission of No dues certificate from all concerned along with leave record.
11. **Residency Scheme:** He/she will work under residency scheme applicable to him/her from time to time.
12. **Leave Entitlement:** The leave admissible to the Junior Residents will be 2½ days paid leave for 01 month of service rendered by them and not exceeding to 3½ days of leave for 44 days. They will not be allowed any other kind of leave. In case of continuous absence for more than 07 days without information to the HOD, the appointment shall be terminated without assigning any reason. No salary will paid for any kind of unauthorized absence from duty even by the name of strike.
13. **The appointment will be further subject to:**
 - (a) The production of fitness certificate from the Staff Physician, GTBH.
14. **Other condition of service will be governed by relevant rules and orders from time to time:**

If any declaration given or information furnished by him/her found to be false or if he/she is found to have wilfully suppressed any material, facts/information he/she is liable to be removed from service and such other action as Govt. may deemed necessary. He/she is hereby informed that he/she should convey his/her written acceptance in this office within 10 days issue of this letter failing which it will be construed that he/she is not interested to this offer and the same will be treated as cancelled and no further correspondence will be entertained in this regard.
15. **Resignation/Termination/No further extension:**
 - i. The candidate is required to give 07 days prior notice for resignation, otherwise 07 days salary may be deposited in lieu of the prior notice.



- II. In case, further extension after 44 days is not required, the same may be informed 07 days before the last day of tenure, otherwise 07 days salary may be deposited in lieu of the prior notice.
- III. In case of unsatisfactory work and conduct report from the concerned department, the appointment shall be terminated and no correspondence shall be entertained in this regard. If termination of services is made due to continue absence of the appointee on disciplinary grounds, 07 days salary shall be deducted from his/her salary.
16. **BMWM:** All the selected candidates shall have to attend a compulsory training on Bio-Medical Waste Management and they must contact MOI/C Bio-Medical Waste Management, GTB Hospital for training schedule (Room No. 355, 3rd Floor).
17. **Attendance:** All the selected candidates shall have to appear before MOI/C Bio-Metric for attendance system.
18. **Master Register:** All the selected candidates shall have to enter their full details in the Master Register available with MOI/C Summon Cell (Room No. 349, 3rd Floor).
19. **VIGILANCE:** All the selected candidates have to enter their full details in the Vigilance branch (Room No. 306, 3rd floor) as per Circular No. 430-436 dated: 09.04.2025.
20. **Life Saving Training Course:** Resident Doctors are hereby directed to submit a copy of the training certificate for BLS, ATLS or any other equivalent life-saving skills course within 03 days, if any. If no such training has been obtained by the official, he/she should undergo BLS training organized by this hospital in the Advance Skills Lab, Room No. 372, 3rd Floor, Administrative Block, GTBH and submit proof in this branch at the earliest in the public interest.
21. **Duties of Junior Resident:** As per requirement of departments in the patient care.
22. **Transfer:** Junior Residents working in any department may be required to perform duties in any department as per requirement of the hospital in patient care.
23. **Character/Police Verification:** All Selected Candidates are hereby directed to submit Character Verification report/Police Clearance Certificate or acknowledgement receipt at the time of joining. In case, if any candidate will not submit the original Character Verification report/Police Clearance Certificate within 30 days after joining date, he/she will be terminated without any prior notice.
24. **The original documents alongwith one set of photo copies are required at the time of joining:**

6 passport size photographs	MBBS Degree
10 th passed Certificate	DMC Registration/Acknowledgement receipt
All MBBS Mark sheets	Valid Caste / EWS / Non Creamy Layer Certificate, if any
Attempt Certificate	Experience Certificate, if any
Internship Completion Certificate	Identity-cum-address proof viz. Aadhaar Card, Voter ID card, Driving license, passport etc,
Passing certificate of NBE (In case of Foreign Medical Graduates)	
LAST NEET PG CERTIFICATE, IF ANY	Character Verification report/Police Clearance Certificate or acknowledgement receipt



The candidates are hereby directed to appear before the Staff Physician branch, Room No. 139, 1st floor, GTBH for medical examination on 18.08.2025. They should report to office of staff Physician before 09:00 A.M. on any working day overnight fasting with four photographs

He/She is required to report for acceptance of offer letter till 21.08.2025 (before 11:00 a.m. on working day) after Medical Examination in room no. 330, Establishment-I, 3rd Floor, Administrative Block, failing which offer of appointment will stand cancelled/withdrawn suomoto considering that the candidate is not interested. No claim or request for extension of period to join will not be entertained after the cancellation of offer of appointment.

This issues with the prior approval of the Medical Director, GTBH


AMS (ADMN.)

No.F.1-5(8)/JR/E-I/GTBH/2025/ 2348-63

Dated: 12/08/25

Copy forwarded to:-

1. Sr. PA to the Director, Directorate of Health Services, Karkardooma, Delhi-110092 with the request to upload the same on website of the Health & Family Welfare Department, GNCTD.
2. Sr. PA to the Medical Director, GTBH, Dilshad Garden, Delhi-110095.
3. PA to the AMS (Admn.), GTBH, Dilshad Garden, Delhi-110095.
4. DMS (Vigilance), GTBH, Dilshad Garden, Delhi-110095.
5. All HODs, GTBH, Dilshad Garden, Delhi-110095.
6. Dr. DharendraSuman, Spl. Gr-I (Burns & Plastic Surgery.)/ Liaison Officer for Maintenance of Reservation Roster.
7. Staff Physician , Room No. 139, 1st floor, is requested to send the medical examination report of the concerned doctor directly to the E-I Branch via email on the same day.
8. Warden JRD Hostel, GTBH.
9. MOI/C, EDP Cell GTBH, Room No.131, 1st Floor with the request to upload the same on hospital website.
10. MOI/C, BMWM, 3rd Floor, GTBH.
11. MOI/C, Summon Cell, Room No.349, 3rd Floor, GTBH.
12. MOI/C, Biometric Attendance, GTBH.
13. DDO/Sr. Account Officer, GTBH.
14. **Security Deposit:** The hospital shall withhold an amount equivalent to 15 days salary as a security deposit from Junior Resident Doctors appointed on an ad-hoc basis.
15. In-charge, Advance Skills Lab, Room No. 372, 3rd Floor, Administrative Block, GTBH.
16. Notice Boards, 3rd Floor, GTBH.
17. The concerned doctors are directed to appear before the Staff Physician, Room No. 139, 1st Floor, GTBH, on 18.08.2025 by 9:00 AM. They must report to the office of the Staff Physician for their Medical, in a state of overnight fasting, and must bring four recent passport-sized photographs


AMS (ADMN.)