

**OFFICE OF THE MEDICAL DIRECTOR  
GURU TEG BAHADUR HOSPITAL  
DILSHAD GARDEN: DELHI-95  
(E-I BRANCH)**

F.No.1-5(5)/E-I/SR/GBH/2021/P-I/4899-4915  
**MEMORANDUM**

DATED: 14/10/21

**SUBJECT: OFFER LETTER FOR ENGAGEMENT AS SENIOR RESIDENT AGAINST THE EXTRA 25% OF SANCTIONED STRENGTH DURING COVID PANDEMIC, ON EMERGENT & AD-HOC BASIS MAXIMUM TILL 31.12.2021.**

On the recommendation of the Selection Committee Board for engagement of Senior Residents based on interview conducted on 17.09.2021 & 18.09.2021 in this hospital and in compliance of order no. F.14/H&FW/Misc./COVID-19/2021/CD#112647685/1863-74 dated 12.08.2021 issued by the Dy. Secretary, Department of Health & Family Welfare, GNCTD, 9<sup>th</sup> Level-A wing, Delhi Secretariat, I.P. Estate, New Delhi-110002, the Medical Director, GTB Hospital, GNCTD is pleased to engage the following candidates, as Senior Resident for a period till 31.12.2021 in the Pay of Rs.67700/- as per 7<sup>th</sup> CPC and other allowances as admissible under the rules, as per the terms and conditions mentioned below & posted in the department's mentioned against their names:-

SR. NO	NAME OF DOCTOR	DATE OF BIRTH	CATEGORY	DEPARTMENT	REMARKS
1.	SURBHI BANSAL	01.06.1993	UR	OBST. & GYANE	-
2.	SUGANDH OHRI	05.06.1992	UR	OBST. & GYANE	-
3.	MANSI KUMARI	19.01.1993	UR	OBST. & GYANE	-
4.	NAMITA BATRA	20.07.1994	UR	OBST. & GYANE	-
5.	BHARATI SINGH SENGAR	29.01.1995	UR	OBST. & GYANE	-
6.	ARUSHI SHARMA	17.12.1994	UR	OBST. & GYANE	-
7.	NEHA	13.10.1989	UR	OBST. & GYANE	-
8.	ANSHIKHA AGARWAL	15.05.1994	UR	OBST. & GYANE	-
9.	ASHU BHARDWAJ	22.01.1993	UR	OBST. & GYANE	-
10.	ISHA CHAUDHARY	16.03.1993	UR	OBST. & GYANE	-
11.	SIDDARTH PATHAK	30.12.1991	UR	ORTHOPEDICS	-

**Note-**

- Engagement of Senior Residents is an interim measure to augment the Medical HR through direct engagement during the COVID Pandemic against the vacant posts and extra 25% of sanctioned strength, for a period up to 31.12.2021.
- Candidates already working in other organization/hospital is required to submit relieving order from concerned organization/hospital before joining. Without the relevant documents, no acceptance/joining to the post of Senior Resident will be allowed under any circumstances.
- The engagement of SC/ST/OBC candidates is subject to verification of Caste Certificate issued by the competent issuing authority.

**The terms & conditions of engagement are as mentioned below.**

- Tenure:** The engagement is upto 31.12.2021.
- Pay & Allowances:** (a) Rs.67700/- as per 7<sup>th</sup> CPC and other allowances.
- House Rent Allowance:** Application to hostel accommodation is optional. The selected candidate may apply for the hostel accommodation immediately if required. The entitlement for HRA will be as per the Govt. rules. Not abiding by rules and Regulations, as contained in the allotment letter of hostel accommodation, may lead to serious penalty and may cause termination of engagement also.
- Past Experience:** The period of service rendered as Senior Resident in Govt. Hospitals/autonomous Bodies founded by the Govt. prior to this engagement, if any, will count while reckoning the tenure as Senior Resident. An undertaking in this regard is to be furnished with acceptance letter along with documents proof.
- Medical Examination:** The candidates are required to appear before staff physician for medical examination within 07 days of joining. They should report to office of Staff Physician before 10.00 A.M. on any working day with one photograph. In case of female candidates, the engagement will be subject to G.I.D.P & A.R.O.M.No. 14034/4/84/Estt(D) dated 13 Feb, 1985 due to hazardous nature of job.
- Private Practice:** The Private Practice of any kind whatsoever, is strictly prohibited. The candidates will not work simultaneously as SR in any other hospital. Breach of this condition will result in termination of engagement & necessary proceedings may also be initiated in consultation with DMC for cancellation of certificate of Registration.
- Security:** He/she will be required to deposit Hostel security before he/she is allotted the Hostel accommodation. The same is refundable.

8. **Registration:** He/she must have valid registration certificate issued by Delhi Medical Council or should have applied for DMC on or before the date of interview.
9. **Discipline:** He/She will have to wear white coat on duty with the name badge. He/she will not smoke on duty or examining patients.
10. **Categories:** a) For SC/ST/OBC categories, the engagement is provisional and is subject to the verification of the caste /tribe/other backward class certificate through proper channel and if the claim to belong SC/ST/OBC is found false, the services will be terminated forthwith without assigning any reason and without prejudice to such further action that may be taken under the Indian Penal Code for production of false certificates. (b) For SC candidates: Candidates should inform about the change, if any of their religion to their appointing/administrative authorities immediately after such change. Candidate who has already changed the religion to SC category, must inform it clearly before joining to the department.
11. **Experience certificate::** Certificate of SR ship will only be issued after the vacation of Hostel and submission of NO DUES CERTIFICATE from all concerned along with leave record.
12. **Residency Scheme:** He/she will work under residency scheme applicable to him/her from time to time.
13. **Leave Entitlement:** The leave admissible to the Ad-hoc Senior Residents will be 2 ½ days paid leave for 30 days of service rendered by them. In case of unauthorized/willful absence of duties for more than 7 days, the engagement shall be terminated without assigning any reason. No salary will be paid for any kind of unauthorized absence from duty even by the name of Strike. Further, while issuing the experience certificate the period of unauthorized absence/ strike period will be mentioned in it.
14. The engagement will be further subject to: (a) The production of certificates of fitness from the Staff Physician, GTBH. (b) Submission of attested copies of all the certificates of engagement. He/she will be required to take an oath of allegiance to constitution of India to take solemn affirmation to the Office in the prescribed Performa.(C) Verification of character and Antecedent by the by the District Magistrate of the State/City where he/she has/had been residing for the last five years.
15. 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 willfully suppressed any material, facts/information he/she is liable to be removed from services and such other action as Govt. may deem necessary.
16. **Resignation/Termination:** The engagement for the above mentioned post(s) on tenure basis, you are required to give -07- days prior notice for resignation otherwise are required to deposit Seven days salary in lieu of the prior notice. If termination of services is made due to continue absence of the appointee, Seven days salary shall be deducted from your salary.
17. All the Selected candidates shall have to attend a compulsory training on BIO-MEDICAL WASTE MANAGEMENT. For venue and schedule of the programme, must contact M.O.I./C BIO-MEDICAL WASTE MANAGEMENT), DR. V.N.V. Satish, CAS, Medical Officer, Room No. 35, GTBH.
18. The Senior Residents working in any specialty/Department may be required to perform duties in Accident & Emergency Department as per requirements of patient care.
19. Senior Residents who have been selected for A & E department will work in A & E Department /concerned department on rotation basis and experience certificate will be issued accordingly. However, in exceptional circumstances and on HOD's request, they may be allowed to work in main department on replacement basis.
20. \* The candidates who are seeking engagement on the basis of reservation to OBCs must ensure that he/she possesses the caste/community certificate and does not fall in creamy layer and should submit a copy of non-creamy layer certificate of the current financial year.
20. All selected candidates are hereby directed to submit a copy of the training certificate for BLS/ATLS/ACLS or other equivalent life saving courses within 03 days after joining, if any. If no such training has been obtained , he/she should undergo BLS training organized by this hospital in the Advance Skills Lab, Room no. 372, 3<sup>rd</sup> floor, Admin Block, GTBH and submit proof of the training obtained.

He/She is required to report for acceptance of offer letter within -7- days of issue of this letter in room No. 331, Establishment – 1, 3<sup>rd</sup> Floor, Administrative Block, failing which offer of engagement 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 engagement.

Documents required at the time of joining:-

1	6 identical passport size photographs	2	Xth pass certificate (age proof)	3	All MBBS/MD/MS/DNB/Diploma Mark sheets
4	Attempt certificate	5	Internship completion certificate	6	Degree of MBBS/MD/MS/ DNB/ Diploma
7	DMC Registration on PG/DNB/DIP, if applied for – copy of the same	9	Publications, if any (i) BLS / Equivalent course (preferable) (ii)ATLS/ ACLS/Equivalent course (preferable)		Identity proof viz. Adhaar Card, Voter ID card, Driving license, passport etc.
10	Caste certificate, if any	11	Experience certificate, if any		-

AMS(A)/HOO

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DATED: 14/10/21

Copy forwarded for information/necessary action to:

1. All concerned HODs, GTBH, directed to allow Senior Resident to join the duty only after receiving photocopy of joining letter of candidate from E-I Branch & to send a joint attendance report of all Senior Residents before 5<sup>th</sup> of every month, directly to accounts Branch with a copy to Establishment – I, Room No. 331, Administrative Block, GTB Hospital.
2. Doctor Concerned with the direction to fulfill the following points for releasing their salary:
  - a) Enter his/her full details in the Master Register available with MOI/c Summon Cell & submit a set of photocopies of all the certificates as mentioned above, for record ( R.No. 305, 3<sup>rd</sup> Floor), on the date of joining the hospital.
  - b) Formal joining letter may be given to the concerned HOD in legible handwriting on the date of joining the hospital.
  - c) Appear before staff physician, Room No. 139, 1<sup>st</sup> Floor, within 07 days of joining, for medical examination (R.No. 139, 1<sup>st</sup> Floor)
  - d) Appear before MOI/c BMW, Dr. V.N.V. SATISH, Medical Officer for a training in waste management (R.No. 355, 3<sup>rd</sup> Floor)
  - e) Appear before MOI/c Bio-metric for attendance system (R.No. 304, 3<sup>rd</sup> floor)
  - g) Appear before Accounts Section for submission of necessary papers, required for preparation of salary (R.No. 320, 3<sup>rd</sup> floor)
3. MOI/c Summon Cell, Room No. 305, 3<sup>rd</sup> Floor, GTBH, Delhi, with the direction to maintain a master register to record full details of Senior Resident on joining & while giving NO DUES to a Senior Resident his/her up-to-date details may be up-dated in the Master Register, so that the same may be used while dealing with the court summons etc.



4. Staff Physician (Room No.139), 1<sup>st</sup> floor, with the request to send medical examination report of concerned doctor as soon as possible.
5. Sr. Accounts Officer, GTBH with the request that their salary may be released against the vacant post of Senior Residents under 25% extra quota.
6. Security Deposit: This hospital may withhold salary as security in r/o Residents Doctors working on Adhoc- Basis, 15 days of salary in this hospital.
7. Warden SRD Hostel, GTBH. With the direction to send a copy of allotment letter of the concerned doctor who has allotted hostel accommodation.
8. MOI/c EDP Cell, Room No. 131, 1<sup>st</sup> Floor, GTBH, Delhi.
9. PAO-VIII, GTBH Campus, Shahdara, Delhi.
10. MOI/c Telecom, Room No. 36, Ground Floor, GTBH, Delhi.
11. MOI/c BMW, GTBH, Delhi ( Room No. 322)
12. MOI/c Bio-metric, Room No. 307, 3<sup>rd</sup> Floor, GTBH, Delhi.
13. MOIC/c General Branch, Room No. 324, 3<sup>rd</sup> Floor, GTBH, Delhi.
14. MOI/c planning, Room No. 318, 3<sup>rd</sup> Floor, GTBH, Delhi
15. Sr. P.A. to Medical Director, GTBH, Delhi.
16. P.A. to AMS (A), GTBH, Delhi.
17. P/F of doctor concerned/Guard file.

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