



# DELHI STATE CANCER INSTITUTES

- centres par excellence in the service of humanity  
(A group of autonomous institutions under the Govt. of NCT of Delhi)

**EAST: DILSHAD GARDEN, DELHI 110095**

EPABX: +91-11-2213 5200, 2213 5700 FAX: +91-11-2211 0505

**WEST: C-2/B, JANAK PURI, NEW DELHI 110058**

EPABX: +91-11-2550 1111, 2554 1111 FAX: +91-11-2554 9999

Website: www.dsci.nic.in E-mail: director.dsci@nic.in

NIN ID: DSCI (East) – 1112313380 & DSCI (West) - 1115545855



File No: DSCI/B012/9/2020-ADMN(DSCI)/

Date:

## PUBLIC NOTICE

### ADVERTISEMENT NUMBER: 06/2020

**Subject: Engagement of retired government servants as Consultant (Head Clerk/HE-I/Stenographer) on contract basis.**

Delhi State Cancer Institute invites application from retired Office Superintendent/Section Officer or equivalent who have served in any Govt. /Autonomous Institution, for engagement as Consultant (Head Clerk/HE-I/Stenographer) on contract basis initially for a period of one year or till regular incumbent joins, whichever is earlier. Detailed terms and conditions of engagement of consultant are annexed. The eligibility criteria and their details are as follow:

1.	No. of Consultant to be engaged on Contract basis	01
2.	Age Limit	Aged below 65 years on the date of application
3.	Place of assignment	Delhi State Cancer Institute
4.	Assignments	Number of position and assignments are as annexed 1 and 2

Interested persons who possess good health and are in a position to join immediately may submit their application alongwith relevant documents through any Courier services to The Director, Admin Block , First Floor, Delhi State Cancer Institute, Dilshad Garden, New Delhi-110095 by 31 /12/ 2020.

**(Dr Dhruv Jain)**  
Officer Incharge Admin,  
DSCI

1. PS to the Director copy forwarded along with soft copy for publishing the public noting in the website of Delhi State Cancer Institute & Health Department GNCTD.

**Terms and Conditions of Engagement of Consultants**

<b>S. No</b>	<b>Position</b>	<b>No. of Post</b>	<b>Eligibility</b>	<b>Assignments</b>
1.	Consultant (Head Clerk/ HE-I/Stenographer)	01	Person retired from Govt. Service as Office Superintendent /Section Officer with last pay drawn at Level-7 in prescribed matrix of 7 <sup>th</sup> CPC.	To examine/review all proposals put up by Admin Branch and make necessary suggestion /recommendations as per existing rules of Govt.  All work given by Higher Authority time to time.

**Terms and Conditions for engagement of Consultant in Delhi State Cancer Institute.**

1. The Consultant shall perform the services as assigned by the controlling officer.
2. In special circumstances, they could be called for services on holidays or beyond normal working hours.
3. Delhi State Cancer Institute shall have the right to examine/review the services provided by him.
4. During the terms of services, he shall not engage any private business of professional activity.
5. The amount of monthly consolidated remuneration as Consultant shall be Last Pay minus Basic Pension plus DA at the applicable rate. The engagement as consultant shall not be considered as a case of re-employment.
6. The Consultant shall not be entitled to any allowance such as House Rent Allowance, reimbursement of call charges of Residential Telephone/mobile, Transport facility, Residential Accommodation, Personal Staff, etc.
7. The engagement of consultant shall be initially for a period of one year or till regular incumbent joins, whichever is earlier. However, it can be extended further subject to the satisfactory performance of the consultant and depending upon the specific job and the time frame for its completion. The total period of engagement as consultant should not exceed 5 years. In no case the consultant should be allowed beyond five years. The maximum age limit of engagement as consultant shall be 65 years.
8. The Consultant shall not be entitled for Provident Fund, Pension, Gratuity, Medical Attendance Benefit, seniority in service or any other benefits which are general available to the Govt Servants appointed on regular basis.
9. The engagement of consultants is of a temporary nature and the engagement can be cancelled at any time by the Delhi State Cancer Institute without assigning any reason.
10. No Government vehicle shall be provided to him.
11. Normal working hours of the Institute are from 8:30 AM to 5:00 PM from Monday to Friday and from 8:30 AM to 2:00 PM on Saturdays. However, variation in the normal working hours, shift duties, emergency call duties etc shall be applicable as may be required in the interest of the patients or as per exigencies of work at the Institute.
12. No. TA / DA shall be admissible for joining this Institute. He / She not be allowed foreign travel at Government expenses.
13. He shall be eligible for 08 days leave in a calendar year on pro-rata basis. Therefore, he shall not draw any remuneration in case of his absence beyond 08 days in a year (calculated on pro-rata basis). Also unavailed leave in a calendar year cannot be carried forward to next calendar year.
14. The appointment for the above mentioned post on contract basis, he/she is required to give One Month prior notice for resignation otherwise are required to deposit One Month salary in lieu of the prior notice. In case, further extension is not required, the same may be informed One Month before the days of tenure. Otherwise One Month salary may be deposited in lieu of the prior notice.



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NIN ID: DSCI (East) – 1112313380 & DSCI (West) - 1115545855



## FORMAT OF THE APPLICATION FORM

1. Post Applied For : **CONSULTANT**  
(Head Clerk/HE-I/ stenographer)
2. Name of the Applicant (Dr/Mr/Miss/Mrs) : \_\_\_\_\_  
in Block letters
3. Date of Birth : \_\_\_\_\_
4. Father's/Husband's Name : \_\_\_\_\_
5. Address (with Pin Code) : \_\_\_\_\_  
\_\_\_\_\_
6. Contact Number (with STD Code) : \_\_\_\_\_
7. E-mail Address : \_\_\_\_\_
8. Category to which belong (SC/ST/OBC) : \_\_\_\_\_  
(ATTACH PHOTOCOPY OF CERTIFICATE)
9. Academic/Technical/Professional Qualifications : \_\_\_\_\_  
(matriculation onwards- attach photocopies of certificates)  
(If required, Attach separate sheet)

Affix recent  
passport  
size  
photograph  
here

S. No.	Name of Exam	Year of Passing	University/ Board	Div./ Class/ Grade	Subject	(%) of Marks

10. Experience (attach photocopies of certificates in support of experience) : \_\_\_\_\_  
(If required, Attach separate sheet)

S. No.	Name of Employer/Org.	Period		Designation	Pay Scale/Pay	Nature of Duties	Reason for leaving
		From	To				



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11. Any other Information : \_\_\_\_\_
12. Date of joining of Government Service : \_\_\_\_\_
13. Whether Physically Handicapped : \_\_\_\_\_
14. Date of retirement and the post from which relieved (Please enclose copy of Retirement Order) : \_\_\_\_\_
15. Name of department from which retired : \_\_\_\_\_
16. Last Pay Drawn (Please enclose copy) : \_\_\_\_\_
17. PPO No. (Please enclose copy) : \_\_\_\_\_

I, hereby, declare that the information given in application are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false/incorrect at any stage, my candidature/appointment shall be liable to be rejected.

Date:

Place:

(Signature of Candidate)

Encl: Undertaking in r/o Vigilance Clearance

## UNDERTAKING

This is to certify that there is neither any 'Vigilance case, major/ minor penalty, court case, disciplinary proceedings' pending nor contemplated against the undersigned.

**Signature :** \_\_\_\_\_

**Name :** \_\_\_\_\_

**Address :** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Place:** \_\_\_\_\_