

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

F.No. 1-5(42)/E-I/SR/GTBH/2023 (Pt. file)/7591-7607  
**MEMORANDUM**

DATED: 01/12/2023

**SUBJECT: OFFER LETTER FOR APPOINTMENT TO THE POST OF SENIOR RESIDENT ON REGULAR BASIS**

With reference to the interviews held on 27.10.2023 & 30.10.2023 for appointment to the post of Senior Resident on Regular Basis, the Medical Director, GTB Hospital, GNCTD is pleased to offer (from waiting list), the following Doctor for the post of Senior Resident on regular basis, in the Pay Scale 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:-

| S. NO. | NAME OF THE CANDIDATE   | DOB        | CATEGORY | DEPARTMENT             |
|--------|-------------------------|------------|----------|------------------------|
| 1.     | DR. AMENA EBADUR RAHMAN | 25-07-1981 | UR       | PATHOLOGY (BLOOD BANK) |

Note-

1. The candidature for selection will be accepted on submission of valid "applied for DMC" FOR PG within the stipulated period, subject to provision of passing out certificate.
2. First month salary of above mentioned Senior Resident Doctors shall be kept as security.
3. 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.
1. **Medical Examination:** The candidates are hereby directed 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.
2. **Tenure:** Initial appointment is for one year, which can be extended on yearly basis maximum upto 03 years subject to satisfactory work and conduct report and willingness of the officer and availability of post in concerned department. The officer is required to apply for extension before one month of completion of his/her tenure. However, the total duration of senior residency cannot go beyond three years (Ad-hoc + regular), in any circumstances, including the duration of senior residency already rendered by him in any govt./public sector undertaking hospital.
3. **Pay & Allowances:** (a) Rs.67700/- as per 7<sup>th</sup> CPC and other allowances.
4. **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 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 appointment also.
5. **Past Experience:** The period of service rendered by you as Senior Resident in Govt. Hospitals/autonomous Bodies founded by the Govt. prior to this appointment, 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.
6. **Private Practice:** The Private Practice of any kind what so ever is strictly prohibited. Besides the candidates will not work simultaneously as SR in any other hospital. Breach of this condition will result in termination of appointment & necessary proceedings may also be initiated in consultation with DMC for cancellation of certificate of Registration.
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:** He/she must have valid registration certificate issued by Delhi Medical Council or should have applied for DMC on or before the date of joining.
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 appointment 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. **Certificate:** Experience 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:** As per CCS (Leave) Rules, 1972. No salary will paid for any kind of unauthorized absence from duty even by the name of strike.

14. **The appointment 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 appointment 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.

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 appointment for the above mentioned post(s) on tenure basis, officials are 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, appointee is not interested in further extension, he/she is required to intimate the same before one month of completion of tenure otherwise required to deposit one month salary in lieu of the prior notice. 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 due to continuous absence of the appointee, the last day of working may be treated as starting day of continuous absence & one month salary will be deducted from last dues.

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), Medical Officer, Room No. 355, 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. 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.

20. The candidates who are seeking appointment 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.

21. 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.

He/She is required to report for joining within **07 days (before 12:00 noon)** from the date of issue of this letter to room No. 331, Establishment – 1, 3<sup>rd</sup> Floor, Administrative Block with following documents, 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 in joining will be entertained beyond this period.

|    |                                                                   |   |                                   |   |                                                                                |
|----|-------------------------------------------------------------------|---|-----------------------------------|---|--------------------------------------------------------------------------------|
| 1  | 6 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 | 8 | Publications, if any              | 9 | Identity proof viz. Adhaar Card, Voter ID card, Driving license, passport etc. |

|    |                           |    |                                        |    |                                |
|----|---------------------------|----|----------------------------------------|----|--------------------------------|
| 10 | Caste certificate, if any | 11 | NOC from present employer (if working) | 12 | Experience certificate, if any |
|    |                           |    |                                        | 13 | Vaccination Certificate.       |

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

  
AMS(A)/HOO

F.No. 1-5(42)/E-I/SR/GBTH/2023 (Pt. file)/7591-7607

DATED: 04/12/2023

Copy forwarded for information/necessary action to:

- 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.
- Doctor Concerned with the direction to fulfill the following points for releasing their salary:
  - 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.
  - Formal joining letter may be given to the concerned HOD in legible handwriting on the date of joining the hospital.
  - 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)
  - Appear before MOI/c BMWM, Medical Officer for a training in waste management (R.No. 355, 3<sup>rd</sup> Floor)
  - Appear before MOI/c Bio-metric for attendance system (R.No. 304, 3<sup>rd</sup> floor)
  - Appear before Accounts Section for submission of necessary papers, required for preparation of salary (R.No. 320, 3<sup>rd</sup> floor)
- 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.
- 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.
- Sr. Accounts Officer, GTBH with the direction to release the salary of the above mentioned Senior Residents upto the period of extension only after receiving monthly joint attendance report from the concerned departments.
- Security Deposit: This hospital may withhold salary as security in r/o Residents Doctors working on Regular- Basis, 30 days of salary in this hospital.
- Warden SRD Hostel, GTBH. With the direction to send a copy of allotment letter of the concerned doctor who has allotted hostel accommodation.
- MOI/c EDP Cell, Room No. 131, 1<sup>st</sup> Floor, GTBH, Delhi.
- PAO-VIII, GTBH Campus, Shahdara, Delhi.
- MOI/c Telecom, Room No. 36, Ground Floor, GTBH, Delhi.
- MOI/c BMWM, GTBH, Delhi ( Room No. 322)
- MOI/c Bio-metric, Room No. 307, 3<sup>rd</sup> Floor, GTBH, Delhi.
- MOIC/c General Branch, Room No. 324, 3<sup>rd</sup> Floor, GTBH, Delhi.
- MOI/c planning, Room No. 318, 3<sup>rd</sup> Floor, GTBH, Delhi
- Sr. P.A. to Medical Director, GTBH, Delhi.
- P.A. to AMS (A), GTBH, Delhi.
- P/F of doctor concerned/Guard file.

  
AMS(A)/HOO