



सत्यमेव जयते

GOVERNMENT OF INDIA

OFFICE OF THE DIRECTOR

ALL INDIA INSTITUTE OF HYGIENE & PUBLIC HEALTH,

110, CHITTARANJAN AVENUE, KOLKATA-700073

Phone No.033-2243954, 22412888

No.E.7-8/2025

Dated:04/02/2025

Applications are invited for engagement of a retired Assistant Director (Official Language) / Hindi Officer as Consultant on contractual basis for (01 post) at All India Institute of Hygiene and Public Health, Government of India, 110, C. R. Avenue, Kolkata – 700073.

Terms and Conditions for Engagement of a retired Assistant Director (Official Language) / Hindi Officer as Consultant on contractual basis

1. The engagement shall be purely temporary in nature and shall not confer any right for regular appointment. The initial period of engagement shall be one year or till the post is filled up on a regular basis, whichever is earlier, and may be extended yearly based on requirement and satisfactory performance, subject to maximum period of five years after superannuation, as per extant guidelines.

2. Eligibility:

2.1 Retired Government officers who have retired from the post of Assistant Director (Official Language) / Hindi Officer.

3. Experience:

3.1 Well conversant with the knowledge of computer applications, having good communication and inter personal skills, knowledge in English/Hindi and should be well conversant with noting/drafting and office procedure. Experienced in coordination work in connection with conducting meetings and tasks assigned.

4. Period of Engagement:

4.1 The engagement shall be purely temporary in nature and shall not confer any right for regular appointment. The initial period of engagement shall be one year or till the post is filled up on a regular basis, whichever is earlier, and may be extended yearly based on requirement and satisfactory performance, subject to maximum period of 05 (five) years after superannuation, as per extant guidelines.

4.2 The engagement of consultants would be on full-time basis and they would not be permitted to take up any other assignment during the period of consultancy with AIH&PH, Kolkata.

5. Age Limit:

5.1 Not more than 63 years of age on the date of receipt of application.

6. Remuneration:

6.1 A fixed monthly amount shall be paid as per the Government norms, arriving at by deducting the basic pension from the basic pay drawn at the time of

21/2/2025
06/02/2025
उपर निदेशक
Additional Director
भारत सरकार, स्वास्थ्य एवं परिवार कल्याण मंत्रालय
Government of India, Ministry of Health and Family Welfare
अखिल भारतीय स्वास्थ्य विज्ञान एवं जन स्वास्थ्य संस्थान
All India Institute of Hygiene and Public Health

retirement.

6.2 No increment and Dearness Allowance shall be allowed during the term of the contract.

7. Selection Procedure:

7.1 Candidates meeting the eligibility conditions shall be considered for engagement as per requirement of the Institute.

8. Working facilities to be provided:

8.1 Only the basic facilities/infrastructure will be provided to the Consultants. No Transport or Telephone/Internet facility at residence, clerical support, etc. shall be provided.

9. Other entitlements of consultants:

9.1 **Leave:** Paid leave of absence will be allowed at the rate of 1.5 days for each completed month of service. Accumulation of leave beyond a calendar year shall not be allowed.

9.2 **TA/DA:** No TA/DA shall be admissible for joining the assignment or on its completion. The Consultants shall be allowed TA/DA on official tour, if any, as per his entitlement at the time of retirement.

9.3 **Accommodation/HRA:** No accommodation or HRA will be provided by the Ministry.

9.4 **Transport Allowance:** A fixed amount shall be paid as Transport Allowance for the purpose of commuting between the residence and the place of work. This shall not exceed the rate applicable to the appointee at the time of retirement. The amount so fixed shall remain unchanged during the term of engagement. No Dearness Allowance shall be admissible on the Transport Allowance.

10. Working hours:

10.1 The Consultants shall have to work as per the working hours of AIH&PH, Kolkata. However, depending on the exigency of work, one may be required to come early or sit late to complete the time bound work or attend office on holidays. No extra remuneration or fee would be payable if work requires late sitting or coming on holidays.

10.2 The Consultants will be required to mark his attendance.

11. Tax deduction at Source:

11.1 Income Tax or any other tax liable to be deducted, as per the prevailing rules will be deducted at source before effecting the payment of remuneration.

12. Confidentiality of data and documents:

12.1 The Consultants shall not utilize or publish or disclose or part with, to a third party, any data or statistics or proceedings or information gathered during

उपर निदेशक
Additional Director

भारत सरकार, स्वास्थ्य एवं परिवार कल्याण मंत्रालय
Government of India, Ministry of Health and Family Welfare
एन. भारतीय स्वास्थ्य विज्ञान एवं जन स्वास्थ्य संस्थान

2024-25
06/02/2026

the course of the assignment for the office, without the express written consent of this Institute. The Consultant shall be bound to hand over the entire set of records of assignments to the office before the expiry of the contract and before the final payment is released by the office.

13. Conflict of Interest:

13.1 The Consultant appointed by this office, shall in no case represent or give opinion or advice to others in any matter which is adverse to the interest of this Office. No Consultant would be permitted to take up any other assignment during the period of Consultancy.

14. Termination of engagement:

14.1 Director, AIH&PH may terminate the services of the Consultants, if:

- a) The Consultant is unable to accomplish the assigned works.
- b) Quality of the accomplished work is not to the satisfaction of AIH&PH.
- c) The Consultant fails in timely achievement of the milestones as decided by AIH&PH.
- d) The Consultant is found lacking in honesty and integrity.
- e) The requirement of consultant for the work assigned ceased to exist.
- f) The undertaking given by the candidate is found false.
- g) The Consultant completes 5 years of retirement.

14.2 The services can be terminated by giving fifteen days' notice in writing from either side. The termination will be without prejudice to either party's rights accrued before termination.

15. Accident, Injury, etc., during the period of engagement:

15.1 AIH&PH, Kolkata shall not be responsible for any loss, accident, damage, injury suffered by the Consultant whatsoever arising in or out of the execution of his work, including travel.

16. Rights of AIH&PH, Kolkata:

16.1 Director, AIH&PH, Kolkata reserves the right to cancel and not to proceed in the matter for engagement of consultant at any stage without giving any reason, whatsoever.

17. Last date of submission of application is 31/03/2026, in attached format.

18. Address for submission of Application- The Director, AIH&PH, 110, C. R. Avenue, Kolkata 700073.

21/03/2026
डॉ. भास्कर सेन
अपर निदेशक

अखिल भारतीय स्वास्थ्य विज्ञान
Additional Director
एवं जन स्वास्थ्य संस्थान, कोलकाता
भारत सरकार, स्वास्थ्य एवं परिवार कल्याण विभाग
Government of India, Ministry of Health and Family Welfare
अखिल भारतीय स्वास्थ्य विज्ञान एवं जन स्वास्थ्य संस्थान
All India Institute of Hygiene and Public Health
११०, सी.आर.एवेन्यू, कोलकाता-७३
110, C.R. Avenue, Kolkata-73.

APPLICATION FOR ENGAGEMENT AS CONSULTANT OF ASSISTANT DIRECTOR(OFFICIAL LANGUAGE)

Recent passport size photograph

1	Full Name		
2	Father's/Husband's Name		
3	Date of Birth		
4	PPO No. (Please enclose a copy)		
5	Contact Details	Mobile	
		Email ID	
6	Address for communication		
7	Date of joining Govt. service		
8	Whether SC/ST/OBC/PwBD		
9	Date of Retirement and the post and level from which retired (Please enclose a copy of the retirement order)		
10	Name of the Ministry/Department/Organization from which retired		
11	Last Pay drawn (Please enclose copy of LPC)		
12	Educational Qualifications (Please enclose a copy of the certificates)		
13	Brief Particulars of experience (A separate sheet may be annexed)		

I hereby declare the particulars furnished above are true and correct to the best of my knowledge and belief. I understand and agree that in the event of any information being found false OR incorrect/incomplete or ineligibility being detected any time before OR after selection, my candidature is liable to be rejected and I shall be bound by the decision of the Ministry of Health and Family Welfare. I accept the terms and conditions for engagement as consultant.

Signature:

Place:

Date: