

F. No. S-12012/91/2023-NHA  
Government of India  
Ministry of Health and Family Welfare  
(National Health Authority)

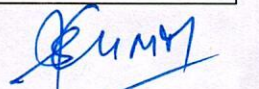
3<sup>rd</sup> Floor, Tower -1  
LIC, Jeevan Bharati Building  
Connaught Place, New Delhi-110001  
Dated 9<sup>th</sup> May, 2025

VACANCY CIRCULAR

Subject: Inviting applications for posts of Secretarial Staff in National Health Authority (NHA)

It is proposed to engage retired Secretariat support staff preferably from Central Secretariat Steno Service or from the same category of retired state/ Central Government Staff working in various organisation, autonomous bodies, attached offices, PSUs, Statutory bodies as consultants in National Health Authority (NHA) for , an attached office of Ministry of Health and Family Welfare purely on contract basis for an initial period of one year with effect from the date of joining and extendable for another year, depending on performance. The details of the posts are as underneath:

| Sl No | Nomenclature of Post  | Number of Posts  | Eligibility Criteria   | Scope of Work  |
|-------|---|--|--|--|
| 1     | Senior Principal Private Secretary/Principal Private Secretary/Personal Assistant | 03   | Officers retired from the same posts from Ministries and similar category from other attached offices, organisations of Central and State Governments, Autonomous & statutory bodies, PSUs etc | Knowledge of taking dictations and transcribing the same, attending telephone calls, managing meetings and appointments and other regular work assigned by Senior officers |
| 2     | Job Location  | National Health Authority, 3 <sup>rd</sup> Floor, Jeevan Bharati Building, Connaught Place, New Delhi- 110001  |  |  |
| 3     | Age eligibility   | Should be less than 65 years   |  |  |
| 4     | Remuneration  | Fixed remuneration arrived by deducting basic pension from pay last drawn before retirement as per govt guidelines. No other allowance is permissible  |  |  |
| 5     | Leave   | Leave @ 1.5 day on pro-rata basis  |  |  |
| 6     | Working hours   | 9.30 AM to 6 pm  |  |  |
| 7     | Terms of engagement   | Appointment of Consultant can be cancelled at any time without providing any reason. The consultant can also give notice of one month for termination of the contract.   |  |  |
| 8     | How to apply  | Applications in prescribed format, complete in all respects with requisite documents ie copy of PPO, Last Pay certificate, Bank details, copy of Adhaar and PAN Card, may be sent to : Assistant Director(Administration) National Health Authority, 3 <sup>rd</sup> Floor, Jeevan Bharati Building, Connaught Place, New Delhi-1100 |  |  |
| 9     | Closing date for submission of application  | Application in prescribed proforma along with requisite documents should be received in NHA within one month of hoisting vacancy circular  |  |  |

  
(Shashi Kumar)  
Assistant Director (Administration)



Photograph

|    |   |  |  |
|----|---|--|--|
| 1  | Name in full in Block letters               |  |  |
| 2  | Designation at time of retirement           |  |  |
| 3  | Date of Birth                               |  |  |
| 4  | Complete residential address                |  |  |
| 5  | Address of correspondence                   |  |  |
| 6  | Contact Number<br>Alternate contact number  |  |  |
| 7  | E-Mail -ID                                  |  |  |
| 8  | Name of Department form where retired       |  |  |
| 9  | Date of superannuation from Govt Service    |  |  |
| 10 | Pay level at the time of retirement         |  |  |
| 11 | Last pay drawn (Copy of DDO to be attached) |  |  |
| 12 | Monthly Pension                             |  |  |
| 13 | Educational Qualification                   |  |  |
| 14 | Experience Details                          | Please provide information in the below format |  |

| Name of the Organisation<br>where served & designation | Period |    | Scale Pay and total Pay | Brief details and nature of<br>work handled |
|--|--------|----|-------------------------|---|
|  | From   | To |                         |   |
|  |        |    |                         |   |

Declaration

I hereby declare that the information given by me in the above format are true and complete to the best of my knowledge and belief. I further declare that I was clear from vigilance angle at the time of retirement and no disciplinary or judiciary action is pending against me as on date.

2. I have read the terms and conditions for engagement as consultant and accept the same.

Signature of the applicant  
Name

Place

Date

Documents to be attached with the application

1. Copy of PAN Card
2. Copy of PPO
3. Copy of Aadhar Card
4. Bank Details