

Government of India
Lal Bahadur Shastri National Academy of Administration
Mussoorie-248179

CIRCULAR

Dated: 5th July, 2024

The Lal Bahadur Shastri National Academy of Administration, Mussoorie, a Government Institute for training of AIS and other Central Civil Services (Group 'A') intends to engage Medical Officers. An application in the prescribed format and self-attested photocopies of required certificates may be e-mailed to [**aoadmn-lbsnaa@gov.in**](mailto:aoadmn-lbsnaa@gov.in)

Position	Qualifications	Remuneration
Medical Officer	Essential: <ul style="list-style-type: none">i. MBBS degree from recognized institutionii. Registration with State/Central Medical Counciliii. One year compulsory rotatory internship (completed) Desirable: <ul style="list-style-type: none">i. Having at least 1 year experience.ii. MD/ Diploma along with the above stated qualification	Rs. 1,00,000 per month

Age Limit:

- i. The age limit for appointment on contract basis shall not exceed 45 years as on the date of interview.

General instructions:

1. The engagement is purely on contract basis for a period of eleven months, which may be extended further if services are required.
2. The eligibility of candidate will be determined as on the last day of Submission of application.
3. The candidate who fulfills the requirements will have to attend the interview through Zoom Link which will be provided by the Academy. An application in the prescribed Proforma (**Annexure – I**) and self-attested photocopies of certificates of qualifications, experience, compulsory rotatory internship, registration with State/Central Medical Council may be mailed in advance to Administration Section, LBSNAA at the address - [**aoadmn-lbsnaa@gov.in**](mailto:aoadmn-lbsnaa@gov.in)
4. Applicants with incomplete documents will not be entertained for the interview.

5. The competent authority reserves the right to postpone/cancel the recruitment exercise at any stage.
6. The selected candidates shall have no claim for appointment on regular basis by virtue of being appointed on contractual basis.
7. Ineligible candidates will not be allowed to appear for interview. Verification of documents will be done before interview.
8. No TA/DA will be admissible for attending interview.
9. The candidates selected will have to perform night shift duty and field duty from time to time.
10. Guidelines for engaging Medical Officer on contract basis is attached at **Annexure-II**
11. Last date for submitting application is **28th** July, 2024



(Shelesh Nawal)
Deputy Director,
I/C Administration Section

GUIDELINES FOR ENGAGING MEDICAL OFFICERS ON CONTRACT BASIS**1. Job Description and scope of work/duties of Medical Officers engaged on contract basis**

Medical Officer: Duties of General Duty Medical Officer. Night shift duty and field duty from time to time. **Emergency call duty besides office work, other work as and when required by Medical Officer In-charge**

2. Qualifications, Remuneration and Terms of Appointment

- (i) Candidate must be a citizen of India.
 (ii) **Age: Maximum 45 years**

(ii) Qualifications:

Position	Qualifications	Remuneration
Medical Officer	Essential: <ol style="list-style-type: none"> 1. MBBS degree from recognised institution 2. Registration with State/Central Medical Council 3. One year compulsory rotatory internship (completed) 	Rs. 1,00,000 per month
	Desirable: <ol style="list-style-type: none"> 1. Having at least 1 year experience. 2. Any Post Graduate Degree/Diploma along with the above stated qualifications. 	

(iii) Important dates for determining eligibility criteria

<ul style="list-style-type: none"> • Possession of minimum essential qualifications as mentioned in the advertisement • Valid registration with the Statutory Council 	28 th July, 2024
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(iv) The amount of remuneration so fixed, shall remain unchanged during the term of the contract.

3. Period of engagement

- (i) Medical Officers shall be appointed on contract basis for a term of eleven months, which may be extended further based on performance and in case services are required. The engagement shall be purely on contract basis and will not confer any right for regular appointment in the Academy.
- (ii) The appointment of Medical Officers will be on full-time basis and they would not be permitted to take any other assignment during the period of their engagement with the Academy.

4. Travelling Expenses

If Medical Officers is required to travel on official duty, they will be reimbursed travel expenses at the rates equivalent for Group 'A' employees / Level 10 of pay matrix.

5. Tax Deduction at Source

The Income Tax or any other tax will be deducted at source as per Government rules. Necessary TDS certificate will be issued to Medical Officers.

6. Logistic Support

- (i) Medical Officers may, if they so desire, be provided accommodation on payment of prescribed license fee.
- (ii) They shall be entitled to avail medical facilities of the Academy Medical Centre but will not be entitled to medical reimbursement.

7. Leave

- (i) The Medical Officers shall be entitled to avail 2 paid leaves of absence per completed month after obtaining prior approval of the Competent Authority. They shall not draw any remuneration in case of absence beyond this limit.
- (ii) Encashment of leaves shall not be permissible.

8. Working hours

- (i) The Medical Officers shall be required to observe the normal office timings of the Academy and may also be called upon to attend the office on Saturday, Sunday or any holiday in case of urgency or to sit late due to exigency of work.
- (ii) They shall mark their attendance in the Facial Recognition System failing which may result in deduction of remuneration for those days.

9. Confidentiality of data and documents

- (i) Medical Officers will be governed by the Official Secrets Act, 1923, as amended from time to time and will not disclose to any unauthorised person(s) any information/data that may come to their notice during the period of their engagement with the Academy. All such documents shall be the property of Academy.
- (ii) The Intellectual Property Rights (IPR) of the data collected as well as deliverables produced for the Academy shall remain with the Academy.
- (iii) No one shall utilise or publish or disclose or part with, to a third party, any part of the data or statistics or proceedings or information collected in the course of their tenure for purpose of the Academy, without the express written consent of the Academy.

12. Termination of Agreement

In case performance/conduct, work of a Medical Officer is not found satisfactory, the contract can be terminated any time after giving a notice of one (1) month **or**, at the discretion of the Academy. A Medical Officer may also resign after giving one month notice or payment of one month remuneration in lieu thereof.

Annexure-I

LAL BHADUR SHASTRI NATIONAL ACADEMY OF ADMINISTRATION
Mussoorie, Dehradun – 248 179

APPLICATION

For the post of **MEDICAL OFFICER** on contract basis

Affix
passport
size self-
attested
Photograph
here

(FILL IN CAPITAL LETTERS ONLY)

1.	Name of the candidate				
2.	Nationality				
3.	Father's name				
4.	Spouse's name (if applicable)				
5.	Date of Birth (in Common Era)				
6.	Gender	[Male / Female / Transgender]			
7.	Category	(UR / SC / ST / OBC)			
8.	Mailing address :	Correspondence address	Permanent address		
	House No. & Street				
	Area				
	City/Town with pin code				
	District				
9.	Mobile No.				
10.	E-mail address				
11.	Aadhaar Number				
12.	Permanent Account Number (PAN)				
13.	Qualification:				
14.	Exam Passed	University/ College/ Institute	Year of passing	Class	Percentage of marks
	MBBS				
	MD				
	MS				
	Other				
15.	Medical Council Registration Number & Place:				

16.	Experience (if any):					
	Organisati on	Post held	Period		Last Pay	Nature of duties
			From	To		
17.	Please state clearly whether in light of entries made by you above, you meet the requirements of the post: <div style="text-align: center;">[YES / NO]</div>					
18.	Additional information, if any, which you would like to mention in support of your suitability for the post:					

I certify that the above information is correct and accept that the submission of false certificates or suppression/ submission of incorrect information shall be liable for termination / disqualification / rejection at any stage.

PLACE:

SIGNATURE:

DATE:

NAME: