



A-12023/02/2023/NMC/Estt.(8237178)
National Medical Commission
राष्ट्रीय आयुर्विज्ञान आयोग
(Establishment Section)

Pocket- 14, Sector-8,

Dwarka, Phase - 1, New Delhi-110077

Dated: 15th December, 2025

CIRCULAR

Subject: Engagement of a retired Government Officer as Consultant (Engineering & Maintenance) on full time contract basis in National Medical Commission - inviting applications thereof- reg.

National Medical Commission, invites applications from eligible and desirous candidates retired from Centre/State/PSUs/Autonomous bodies, etc., having considerable experience of functioning of Government/ Ministries/Departments/ Autonomous Bodies/ PSUs, for engagement as Consultant (Engineering and Maintenance) on contractual full time basis having experience in Civil Engineering works.

2. The number of vacancy is 01 (one). Details of required Consultant to be engaged are as under:

A. Eligibility Conditions

1. BE/B.Tech or Equivalent or Diploma in Civil/Electrical/Mechanical Engineering.
2. Retired Government Officer from Central/State Government/ Autonomous Bodies/ CPSUs/ PSUs at Level-11 (PB-3/GP 6600) or above or equivalent having civil engineering, maintenance or infrastructure-related experience.
3. Desirable Experience / Preference:
 - Atleast 10 years of relevant experience in Civil Engineering works, maintenance of office buildings/institutions, Preventive and corrective maintenance systems. Additional experience of mechanical & electrical works is desirable.
 - Preference will be given to candidates who have served in CPSUs/PSUs engaged in civil/electrical/infrastructure construction and maintenance, such as NBCC, NPCC, EIL, HUDCO, State Engineering / PWD Departments etc.

B. Job Profile (Indicative and Not Exhaustive)

The Consultant (Engineering & Maintenance) shall be responsible for:

1. Overall supervision and monitoring of all civil infrastructure-related works of NMC.
2. Supervision of electrical/mechanical works in NMC.
3. Coordination with CPWD, vendors, contractors, or executing agencies regarding ongoing and planned works.
4. Conducting regular inspections of the building for identifying issues such as leaks, seepage, structural defects, electrical faults, safety hazards, etc.
5. Advising on repairs, renovation, upgradation, and preparing technical reports, inspection notes, deficiency lists, and recommendations for improvement.
6. Assisting the Administration in planning, budgeting, and prioritization of maintenance works.
7. Any other engineering/technical responsibility assigned by the competent authority.

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Pocket-14, Sector-8, Dwarka

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3. **General Conditions for the post:**

- i. **Period of engagement:** initially for a period of one year which is extendable for further period(s) subject to satisfactory performance.
- ii. **Location:** National Medical Commission, Pocket-14, Sector-8, Dwarka Phase-I, New Delhi-110077
- iii. **Age:** Age should be less than 64 years as on closing date of this circular.
- iv. **Remuneration:** Last pay drawn minus pension plus transport allowance in accordance with the instructions of Government of India issued from time to time. Selected Candidate will be entitled to Transport Allowance that he/she was getting at the time of retirement/ superannuation on the Last Pay Drawn without DA. Retired Govt. Officers engaged as Consultants may be allowed TA/DA on official tour, if any, as per their entitlement at the time of retirement.
- v. **Leave:** Paid Leave may be allowed at the rate of 1.5 days for each completed month of service. Accumulation of leave beyond a calendar year may not be allowed.
- vi. **Mode of Selection:** Application received in response to this advertisement will be shortlisted on the basis of experience and qualifications of applicants, and selections will be made on the basis of Personal Interview.
- vii. **Working hours:**
 - Normal Office timings are from 9:30AM to 6:00PM which can change subject to exigencies of work, without any additional remuneration.
 - May be required to Work from Home beyond office hours, without any additional remunerations.
 - May also be required to attend office on holidays depending on exigencies of work, without any additional remunerations.
- ix. **Any other conditions as mentioned in Department of Expenditure's OM F. No. 3-25/2020-EIII dated 09.12.2020 will be followed.**
- x. **How to apply:** Eligible retired Officers, in good health may submit their applications in the enclosed format (completed in all respects) along with copy of PPO and Last Pay Certificate before the closing date, on the following address. Applications received with incomplete information or received beyond the closing date will not be considered :-

Deputy Secretary (Estt.),
National Medical Commission,
Pocket-14, Sector-8, Dwarka Phase-I,
New Delhi-110077.

xi. **Last date for receipt of application: 02.01.2026**

4. The retired Govt. Officers after selection shall not claim for status of post which they held before / at the time of retirement. The channel of submission shall be decided by the Competent Authority/ Controlling Officer of individual on NMC.


(Namrata Kumari)
Under Secretary (Estt.)
अवर सचिव / Under Secretary
राष्ट्रीय आयुर्विज्ञान आयोग / National Medical Commission
पॉकेट-14, सेक्टर-8, द्वारका, नई दिल्ली-110077
Pocket-14, Sector-8, Dwarka, New Delhi-110077

Copy to:

1. The Under Secretary (CS-I & CS-II Divisions), Department of Personnel & Training, Lok Nayak Bhawan, New Delhi - with a request to upload the vacancy circular on the DoPT website for wide circulation.
2. The Department of Pension & Pensioners' Welfare (DoPPW) - for circulation through pensioner networks/portals.
3. All Ministries/Departments of Government of India - for circulation among eligible retired officers.
4. The Director General, CPWD, Nirman Bhawan, New Delhi - with a request to circulate among retired engineering officers.
5. General Manager / Deputy General Manager (HR/Administration) NBCC (India) Ltd., National Buildings Construction Corporation Ltd. (NBCC) NBCC Bhawan, Lodhi Road, New Delhi - 110003
6. National Projects Construction Corporation Ltd. (NPCC)- Raja House, 30-31, Nehru Place, New Delhi - 110019, India (Corporate office: Plot No. 148, Sector 44, Gurugram - 122003, Haryana) Housing
7. Engineers India Limited (EIL)- Engineers India Bhawan, 1, Bhikaji Cama Place, R.K. Puram, New Delhi - 110066, India Engineers India Limited
8. Housing and Urban Development Corporation Ltd. (HUDCO) HUDCO Bhawan, Core-7A, India Habitat Centre, Lodhi Road, New Delhi - 110003, India Hudco
5. The Secretary (Public Works Department)
State PWD Engineering Services (through respective State Secretaries, PWD) - with a request to circulate among eligible retired officials.
6. Under Secretary (Medical Education-I), MoHFW - with a request to upload the circular on the Ministry's website.
7. Director (IT), NMC - with a request to upload the circular on the NMC website.

Namrata
15/12/2025
नम्रता कुमारी / Namrata Kumari
अवर सचिव / Under Secretary
राष्ट्रीय आयुर्विज्ञान आयोग / National Medical Commission
पॉकेट-14, सेक्टर-3, द्वारका, नई दिल्ली-110077
Pocket-14, Sector-3, Dwarka, New Delhi-110077

Application for the post of Consultant on contract basis in National Medical Commission

(Last date for receipt of application: 02.01.2026)

Applied for consultant as per mentioned in Circular dated _____	
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**Recent Passport
size photograph**

1.	Full Name (in Block Letters)	
2.	Date of Birth	
3.	Email Id	
4.	Mobile No.	
5.	Residential Address	
6.	Educational Qualification (Attach self attested copies of certificate)	
7.	Date of superannuation/retirement	
8.	PPO Number (enclose a copy)	
9.	Post held at the time of retirement	
10.	Last Pay Drawn (Pay Level & Pay)	
11.	Transport allowance (basic) at the time of retirement	
12.	Organisation superannuated from	
13.	Organisation currently working (if any)	

14.	Working Knowledge of MS Office, e-office and Internet browsing (yes/No)				
15.	Brief particulars of experience since date of joining in Govt. services *	Post held	from	to	Experience/nature of work

*Please attach separate sheet if required.

Undertaking:

I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and belief. I further declare that I was clear from vigilance angle at the time of my retirement. I have read this circular and accept all the terms and conditions for engagement of consultants.

Place:

Date:

(Signature of the applicant)

Mobile:

Email ID: