

GOVT. OF NCT OF DELHI  
OFFICE OF THE MEDICAL SUPERINTENDENT  
GURU TEG BAHADUR HOSPITAL  
DILSHAD GARDEN: DELHI-95  
(E-I BRANCH)

NO: F. 1-5(20)/E-1/GTBH/SR-JR/2013/

Dated:

MEMORANDUM

Subject: Offer letter for the Appointment to the post of Senior Residents on Emergent & Adhoc Basis.

On the recommendation of the Staff Selection Committee, the Medical Superintendent, GTB Hospital is pleased to offer the following Doctors, appointment of the post of Senior Resident for a period of maximum upto 89 days or till regular Senior Resident Doctors join, whichever is earlier, in the Pay Scale of Rs.15,600-39,100/- plus Grade Pay Rs.6600/- and other allowances as admissible as per the terms and conditions mentioned below:-

S.No.	Name of candidate	Department
1.	DR. RITIKA MALOHTRA	DENTISTRY

- Tenure: Maximum Up to 89 days or till regular incumbents join whichever is earlier.
- Pay & Allowances: (a) Rs.15,600-39,100/- plus Grade pay Rs.6600/- other allowances.
- 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 Regulation, as contained in the allotment letter of hostel accommodation, may lead to serious penalty and may cause termination of appointment also.
- 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.
- 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.
- Medical Examination: a) Appointment is subject to his/her being declared medically fit, he/she will have to appear before Staff physician, GTBH (Room No.139) immediately after his/her joining in the concerned Deptt.. for medical examination for fitness for appointment in Govt. service. In case a candidate does not appear before staff physician within 7 days from the date of joining, the offer of appointment shall be withdrawn and cancelled without any further notice to the concerned candidates. b) In case of female candidates, the appointment will be subject to G.I.D.P & A.R.O.M.No. 14034/4/84/Estt(D) dated 13 Feb, 1985 due to hazardous nature of job.
- Security: He/she will be required to deposit Hostel security before he/she is allotted the Hostel accommodation. The same is refundable.
- Registration: He/she will be required to submit the certificate before he/she is registered with the Delhi Dental Council.
- 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.
- 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 have already change the religion to SC category, must inform it clearly before joining to the department.

Contd. on page No....2

11. Certificate: Candidates are required to submit Delhi Dental council Registration certificate before joining.

12. Residency Scheme: He/she will work under residency scheme applicable to him/her from time to time.

13. Leave Entitlement: Only 2-1/2 days leaves are admissible for each month of service. In case of unauthorized/willful absence of duties for more than 7 days, the appointment shall terminated without assigning any reason. Maximum of 7-1/2 days leaves are admissible during the period of 89 days.

*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. He/she is hereby informed that he/she should convey his/her written acceptance in this office within 5 days issue of this letter failing which it will be presumed that he/she is not interested to this offer and the same will be treated as cancelled and no further correspondence will be entertained in this regard.

16. Resignation/Termination: The appointment for the above mentioned post(s) on tenure basis, you are required to give Seven days prior notice for resignation otherwise are required to deposit Seven days salary in lieu of the prior notice. In case of unsatisfactory work and conduct report from the concerned department, the contract appointment shall be terminated and no correspondence shall be entertain in this regard. If termination of services is made due to continue absence of the appointee, on disciplinary grounds, Seven days salary shall be deducted from your salary.

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), DR. R.K.B.CHOUDHARY(SAG) DRUG STORE, Ground floor , GTB Hospital.

NOTE: He/She is required to report for duty latest by **30.08.13** failing which offer of appointment will be stands cancelled/withdrawn suomoto considering that the candidate is not interested. No claim or request for extension of period to join will not be entertained after the cancellation of offer of appointment.

(DR. A. K. SAXENA)  
HEAD OF OFFICE

NO: F. 1-5(20)/E-1/GTBH/SR-JR/2013/ 10547-57

Dated: 28/8/13

Copy forwarded for information/necessary action to:

1. The HOD Concerned.
2. Doctors concerned.
3. Staff Physician (Room No.139)
4. Warden SRD Hostel, GTBH.
5. MOI/c Telecom/Summon Cell/BMWM
6. Accounts Officer
7. General Branch, GTBH(Room No.336)
8. Guard file/ Personal File
9. Sr. P.A. to Medical Supdt., GTBH

(DR. A. K. SAXENA)  
HEAD OF OFFICE