

Indian Red Cross Society
New Delhi.

27th February, 2024.

Subject:- Invitation of application for the post of "Officer on Special Duty" from Government Officers retired at the level of Director or Deputy Secretary.

Indian Red Cross Society (IRCS) was established under the Parliament Act XV of 1920. It is the largest statutory humanitarian organization that works as Auxiliary to the Government and Armed Forces Medical services. It contributes to saving lives and protecting livelihoods, provides relief in times of disasters and other emergencies. The Hon'ble President of India is the President of the Society and the Hon'ble Union Minister for Health & Family Welfare, Govt. of India is the Chairman of the Society.

2. IRCS is inviting applications in the prescribed proforma from retired Government Servants, retired at the level of Director or Deputy Secretary to the Govt. of India to be engaged on contract basis as "Officer on Special Duty". The applicants should have thorough knowledge of Govt rules & regulations and has adequate experience of handling such matters in Govt.
3. Remuneration shall be as per guidelines of DoE.
4. Engaged incumbent may exit the contract after giving 30 days notice. Similarly, IRCS may also dis-engage any incumbent after giving him 30 days notice.
5. RCS reserves the right to accept/ reject any or all applications received in response to this notice without assigning any reason.
6. The working hours are from 9.30 AM to 6.00 PM from Monday to Friday. In case of urgency, one should be prepared to work on weekends and holidays as well.
7. They will not be entitled to any leave except two days leave per month, which will not be encashable.
8. How to apply: Completed application (as per Annexure) should be sent in the prescribed proforma to Joint Secretary, Indian Red Cross Society, 1, Red Cross Road, New Delhi-110001.
9. The last date for receiving applications is 15th March, 2024. Applications received after the closing date or without prescribed documents or otherwise found incomplete or not in the prescribed proforma are liable to be rejected and no correspondence shall be entertained in this regard.

APPLICATION FORM

FOR ENGAGEMENT RETIRED DEPUTY SECRETARY AND DIRECTOR FROM GOVT. OF INDIA FOR THE POST OF "OFFICER ON SPECIAL DUTY" .

1. Name of the officer : _____
2. Address/Contact details : _____

3. Name of the parent department/service from where superannuated : _____ (In capital letters)
4. Designation at the time of Superannuation _____
5. Date of superannuation : _____
6. Date of Birth: _____
7. Details of the posts held during the service: _____
8. Whether retired on attaining the age of Superannuation or voluntary retirement: _____
9. Whether any penalty was imposed during the service: _____
10. If yes, details thereof: _____
11. Whether in sound health-both physically and mentally: _____
12. Attach a brief profile indicating the area of expertise and interest: _____

(Please use separate sheet(s) if needed)

(signature)

Name: _____
Permanent/Present Address: _____

Contact Number: _____
Email ID: _____

Place: _____
Date: _____