



THROUGH HUMANITY TO PEACE



# Indian Red Cross Society

(CONSTITUTED UNDER ACT XV OF 1920)

Telefax : 91-11-23717454  
Phones : (PBX Lines) 23716441, 42, 43  
Website : www.indianredcross.org  
Email : ircs@indianredcross.org

Headquarters :  
1, RED CROSS ROAD  
NEW DELHI - 110 001

File No.:A-11025/25/P&A

01<sup>st</sup> May 2025

**Sub.: Engagement of Section Officers/ Assistants/ Accountants retired from Government Offices/PSU and Nationalised Banks as Consultant – req.**

Indian Red Cross Society (IRCS) established under the IRCS 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.

IRCS intends to engage retired officials i.e Section Officers/Assistant/Accountants levels from Govt. Offices/PSU/ Nationalized Banks who have vast experience in the below mentioned fields in a consolidated basis, purely on a contractual basis for a period of one year. The details are as below:

Education Qualification	Graduate
Experience	<ol style="list-style-type: none"><li>1. The person may have experience in following areas:<ol style="list-style-type: none"><li>i. Good communication skill both in writing and speaking English</li><li>ii. Have a good computer knowledge of operating independently MS office, Excel, PowerPoint.</li><li>iii. Experience in handling establishment, administration, coordination and handling self-contained notes, preparing notes for various meetings.</li><li>iv. Having experience in finance matters preferably commercial accounting/ GST/TDS/Bank Reconciliation Statement and having experience in Navision accounting software.</li></ol></li><li>2. The officer should have retired at the level of Section Officer / Assistant/ Accountant.</li></ol>
Salary	Upto maximum of Rs.35,000/- or 50% of last pay drawn, whichever is less.
Age limit	62 years
No.of Post	05 post

2. The willing and eligible retired officers may submit the application in the prescribed form to the Secretary General, Indian Red Cross Society, National Headquarters, 1-Red Cross Road, New Delhi-110001 by 15<sup>h</sup> May 2025.

3. Either of the parties may exit the contract by giving 30 days notice.

4. IRCS reserves the right to accept/ reject any or all applications received in response to this notice without assigning any reason.

5 The working hour 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.

6. They will be entitled for two days leave per month, apart from holidays.

**Encls.: Application format**



**(Satya Devan K)**  
**HR Manager**

Human Resource Consultant  
Indian Red Cross Society  
No.1, Red Cross Road,  
New Delhi-110001

**APPLICATION FORM**

**APPLICATION FORM FOR ENGAGEMENT OF RETIRED OFFICERS OF THE GOVERNMENT OFFICERS/ PSU AND NATIONALISED BANKS.**

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: \_\_\_\_\_