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

No. F.1-5(48)/E-I/SR/GBH/2019/9263-86

Dated: 03-10-19

MEMORANDUM

SUB:-OFFER OF APPOINTMENT TO THE POST OF SENIOR RESIDENTS ON REGULAR BASIS.

With reference to the interview held during 24.09.19, 25.09.19 & 26.09.19 for appointment to the post of Senior Residents on Regular basis, the Medical Director, GTB Hospital, GNCTD is pleased to offer the appointment to the following Doctors for the post of Senior Residents on regular basis, in the Pay Scale of Rs. 67700/- under 7th CPC in pay level - 11 and other allowances as admissible under the rules as per the terms and conditions mentioned below & posted in the department's mentioned against their names:

SR. NO	NAME OF DOCTOR & DATE OF BIRTH	DEPARTMENT	CATEGORY	REMARKS
1.	DR. ANKIT DARAL, 25-03-90	PSYCHIATRY	UR	Selected
2.	DR. RITUPARNA SAHA, 07-09-88	MICROBIOLOGY	UR	Selected
3.	DR. TALE ASHIM SHALIGRAM, 14-09-90	ENDOCRINOLOGY	SC	Selected
4.	DR. ABHISHEK SINGH, 13-02-88	PEDIATRICS	UR	Selected
5.	DR. SEEMA BASHIR, 29-10-89	ANATHESIA	UR	Selected
6.	DR. MOHAN DUBEY, 23-02-86	ANATHESIA	UR	Selected
7.	DR. MEGHA GUPTA, 08.04.89	OBST & GYNAE	UR	Selected
8.	DR. PRATHYSHA GODI, 15.07.88	GENERAL SURGERY	SC	Selected
9.	DR. NAVDEEP KUMAR SINGLA, 23.11.85	GENERAL SURGERY	UR	Selected
10.	DR. ANKIT AHUJA, 03.02.92	GENERAL SURGERY	UR	Selected
11.	DR. AKHIL SHARMA, 23.03.89	GENERAL SURGERY	UR	Selected

Duty of Senior Residents

1. The Senior Resident will be directly responsible for supervision of patient care in his unit with the assistance of Junior Residents specially the emergency cases.
2. He will be contacted by the Junior Residents on duty in case of emergency. If he thinks necessary, he should consult the physician/surgeon in-charge of the unit or specialist when available.
3. He will go through all the case notes written by Junior Resident and will make corrections where necessary.
4. Besides taking rounds in the wards during day time, he will daily take round late in the evening, with the Junior Residents on call.
5. On admission days, he will attend to cases referred for medical, opinion from other wards. If necessary, he may contact the physician/surgeon in-charge for necessary advice.
6. In case of death, it is his responsibility to scrutinize that case documentation is complete in every respect and will write a brief summary of the case, before it is sent to the Medical Records Section.
7. He will maintain a book to indicate the patients in his charge who would need attention after the night rounds and he will apprise the Junior Residents of such cases.
8. He will maintain a register to indicate that the relatives of seriously ill patients have been informed through the central registration office of the hospital. This is applicable in case of patients absconding from the ward and also in case of death.
9. He will oversee the general upkeep and sanitation of the wards earmarked to him with the help of nursing staff.
10. Sr. Residents will certify death.
11. They will conduct teaching session for Undergraduate, Post Graduate and Junior Residents. He will assist the HOD/HOU in research work.
12. When Junior Residents are not available, he will carry all the duties of a Junior Residents.
13. Any other duty given by HOD.

- Note :-**
1. **The candidature for selection will be accepted on submission of valid "applied for DMC" for PG within the stipulated period, subject to provision of passing out certificate**
 2. First month salary of above mentioned Senior Resident Doctors shall be kept as security.
 3. Candidates already working in other organization/hospital are required to submit relieving order from concerned organization/hospital before joining. Without the relevant documents, no joining to the post of Senior Resident will be allowed under any circumstances.

1. **Medical Examination:** The candidates are hereby directed to appear before staff physician for medical examination within 07 days of joining. They should report to office of Staff Physician before 10.00 A.M. on any working day with one photograph. 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.

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2. **Tenure:** Initially for one year and may be extended on yearly basis maximum upto 03 years subject to satisfactory work and conduct report and willingness of the officer and availability of post in concerned department. The officer is required to apply for extension before one month of completion of his tenure. However, the total duration of senior residency cannot go beyond three years (Ad-hoc + Regular), in any circumstances, including the duration of senior residency already rendered by him in any govt/ public sector undertaking hospital.
3. **Pay & Allowances:** 7th CPC Pay Scale of Rs. 67700 (IN PAY LEVEL 11) and other allowances as admissible under the rules.
4. **House Rent Allowance:** Application for hostel accommodation is optional. The selected candidate may submit application for the Hostel accommodation immediately after their joining, if required. The entitlement for H.R.A. 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.
5. **Past experience:** The period of service rendered by candidate as senior Resident in Govt. Hospitals/Autonomous Bodies funded 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.
6. **The Private Practice:-** The private practice of any kind what so ever is strictly prohibited. Besides the candidates will not work simultaneously as Senior Resident in any other hospital. Breach of this condition will result in termination of appointment & necessary proceedings may also be initiated in consultation with DMC for cancellation of certificate of Registration.
7. **Security:** He/she will be required to deposit Hostel security before he/she is allotted the Hostel accommodation. The same is refundable.
8. **Registration:** He/she must have valid registration certificate issued by Delhi Medical Council.
9. **Discipline:** She/he will have to wear white coat on duty with the name badge. He/she will not smoke on duty or examining patients.
10. **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 to 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. Candidates who have already change the religion to SC category, must inform it clearly before joining to the department.
11. **Certificate:** Candidates are required to submit Delhi Medical Council Registration certificate before joining. Certificate of SR ship will only be issued after the vacation of Hostel and submission of NO dues certificate from all concerned alongwith leave record.
12. **Residency Scheme:** He/she will work under residency scheme applicable to him/her from time to time.
13. **Leave Entitlement:** As per CCS (leave) Rules, 1972. 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 proforma (c) Verification of character and Antecedent by the District Magistrate of the State/City where he/she has/had been residing for the last five years.
15. **Other condition of service will be governed by relevant rules and orders from time to time:** (a) If any declaration given or information furnished by him/her proved to be false or if he/she is found to have willfully suppressed any material, facts/information he/she is liable to be terminated from services and such other action as Govt. may deem necessary.
16. **Resignation/Termination:** The appointment for the above mentioned post(s) on tenure basis, you are required to give one month prior notice for resignation otherwise are required to deposit one month salary in lieu of the prior notice. In case the appointee is not interested in further extension, he/she is required to intimate the same before one month of completion of tenure otherwise required to deposit one month 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 entertained in this regard. If termination of services is made on disciplinary grounds due to continuous absence of the appointee, the last day of working may be treated as starting day of continuous absence & one month salary will be deducted from last dues.
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. V.N.V. SATISH, CAS, Room No. 355, GTBH.
18. The senior Residents working in any specialty/Department may be required to perform duties in Accident & Emergency Department as per requirements of patient care.
19. *The candidates who are seeking appointment on the basis of reservation to OBCs must ensure that he/sh possesses the caste/community certificate and does not fall in creamy layer and should submit a copy of not creamy layer certificate of the current financial year.
20. All selected candidates are hereby directed to submit a copy of the training certificate for BLS/ATLS/ACLS (or other equivalent life saving courses within 03 days after joining, if any. If no such training has been obtained he/she should undergo BLS training organized by this hospital in the Advance Skills Lab, Room no. 372, 3rd floor, Admin Block, GTBH and submit proof of the training obtained.

Plan

He/She is required to report for joining letter within 07 days of issue of this letter in room no 331 (Estt. - 1), 3rd Floor, Administrative Block, failing which offer of appointment will stand cancelled/withdrawn suomoto considering that the candidate is not interested. No claim or request for extension of period to join will be entertained after the cancellation of offer of appointment.

Documents required at the time of joining:-

1.	6 passport size photographs	2.	Xth pass Certificate (age proof)	3.	All MBBS Mark sheets
4.	Attempt Certificate.	5.	Internship Completion Certificate	6.	MBBS Degree
7.	PG pass certificate	8.	DMC Registration on PG.	9.	Publications, if any
10.	Caste Certificate, if any	11.	Experience Certificate, if any (i) BLS / Equivalent course (preferable) (ii) ATLS/ ACLS/Equivalent course (preferable)	12.	Identity proof viz. Adhaar Voter ID card, Driving lic passport etc

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Copy forwarded to:

16. All concerned HODs, GTBH, directed to allow Senior Resident to join the duty only after receiving photocopy of joining letter of candidate from E-I Branch & to send a joint attendance report of all Senior Residents before 5th of every month, directly to accounts Branch with a copy to Establishment - 1, Room No. 331, Administrative Block, GTB Hospital.
17. Doctor Concerned with the direction to see the following, which is mandatory for releasing the salary:
 - a) Enter his/her full details in the Master Register available with MOI/c Summon Cell & submit a set of photocopies of all the certificates as mentioned above, for record (R.No. 318, 3rd Floor), on the date of joining the hospital.
 - b) Formal joining letter may be given to the concerned HOD in legible handwriting on the date of joining the hospital.
 - c) Appear before staff physician, Room No. 139, 1st Floor, within 07 days of joining, for medical examination (R.No. 139, 1st Floor)
 - d) Appear before MOI/c BMW, Dr. P. RAM, Medical Officer for a training in waste management (R.No. 322, 3rd Floor)
 - e) Appear before MOI/c Bio-metric for attendance system (R.No. , 3rd floor)
 - g) Appear before Accounts Section for submission of necessary papers, required for preparation of salary (R.No. 320, 3rd floor)
3. MOI/c Summon Cell, Room No. 309, 3rd Floor, GTBH, Delhi, with the direction to maintain a master register to record full details of Senior Resident on joining & while giving NO DUES to a Senior Resident his/her up-to-date details may be up-dated in the Master Register, so that the same may be used while dealing with the court summons etc.
4. Staff Physician (Room No.139), 1st floor, with the request to conduct medical examination at the earliest & send FIT/UNFIT report of concerned doctor as soon as possible.
5. **Sr. Accounts Officer, GTBH with the direction to kept first month salary of above mentioned newly appointed Senior Resident Doctors as security. Subsequently salary shall be paid to regular Senior Resident on monthly basis without waiting for attendance certificate from concerned HOD with reference to this office order No. F.1(5) (27)/E-I/SR/GTBH/2017/9399-9413 dated 29.09.17.**
6. Warden SRD Hostel, GTBH. With the direction to send a copy of allotment letter of the concerned doctor who has allotted hostel accommodation.
7. MOI/c EDP Cell, Room No. 131, 1st Floor, GTBH, Delhi.
8. PAO-VIII, GTBH Campus, Shahdara, Delhi.
9. MOI/c Telecom, Room No. 36, Ground Floor, GTBH, Delhi.
10. MOI/c BMW, GTBH, Delhi (Room No. 322)
11. MOI/c Bio-metric, Room No. 304, 3rd Floor, GTBH, Delhi.
12. MOI/c General Branch, Room No. 336, 3rd Floor, GTBH, Delhi.
13. MOI/c planning, Room No. 318, 3rd Floor, GTBH, Delhi
14. Sr. P.A. to Medical Director, GTBH, Delhi.
15. P.A. to AMS (A), GTBH, Delhi.
16. P/F of doctor concerned/Guard file.


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