

**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(88)/E-I/SR/GTBH/2018/PT.FILE/

12388-405

Dated: 6-12-18

**MEMORANDUM**

**SUBJECT: OFFER LETTER FOR APPOINTMENT TO THE POST OF SENIOR RESIDENTS ON EMERGENT & AD-HOC BASIS FOR 44 DAYS.**

On the recommendation of the Selection Committee Board, the Medical Director, GTB Hospital, GNCTD is pleased to offer the following Doctors, appointment to the post of Senior Resident for a period of maximum up to 44 days or till regular Senior Resident Doctors join, whichever is earlier, in the Pay Scale of Rs.67700/- as per 7<sup>th</sup> CPC 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. RICHA GARG & 23.06.89	OBSTETRICS & GYNAECOLOGY	UR	AD-HOC
2	DR. UPASANA MISHRA & 30.08.88	OBSTETRICS & GYNAECOLOGY	UR	AD-HOC
3	DR. RITISHA BASU & 03.06.91	OBSTETRICS & GYNAECOLOGY	UR	AD-HOC
4	DR. RAJAT JAIN & 20.08.85	PATHOLOGY	UR	AD-HOC
5	DR. VARUN GOYAL & 01.03.90	RADIOLOGY	UR	AD-HOC

**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 incharge 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 incharge 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. Appointment of Senior Residents on Ad-hoc basis is for 44 days will not stake/claim over the post and whenever, regular appointee joins his/her services will be terminated without any notice.
2. Candidates already working in other organization/hospital is required to submit relieving order from concerned organization/hospital before joining. Without the relevant documents, no acceptance/joining to the post of Senior Resident will be allowed under any circumstances.

The appointment of SC/ST/OBC candidates is subject to verification of Caste Certificate issued by the competent issuing authority.

The terms & conditions of appointment as mentioned below.

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1. Tenure: Initial appointment is for 44 days, which can be extended for further 44 days by giving one day break after receiving written request from the concerned doctor, which is duly recommended & forwarded by the concerned HOD or till regular incumbents join whichever is earlier. The maximum tenure of Senior Resident Post is 03 years including the previous tenure served in any Govt. Hospital/Institute/Organization.
2. *Pay & Allowances:* (a) Rs.67700/- as per 7th CPC and other allowances.
3. *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 Regulations, as contained in the allotment letter of hostel accommodation, may lead to serious penalty and may cause termination of appointment also.
4. *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.
5. *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.
6. *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 & 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 or should have applied for DMC on or before the date of interview.
9. *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.
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 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 has already changed the religion to SC category, must inform it clearly before joining to the department.
11. *Certificate:* Experience certificate of SR ship will only be issued after the vacation of Hostel and submission of NO DUES CERTIFICATE from all concerned along with leave record.
12. *Residency Scheme:* He/she will work under residency scheme applicable to him/her from time to time.
13. *Leave Entitlement:* The leave admissible to the Ad-hoc Senior Residents will be 3 ½ days paid leave for 44 days of service rendered by them. In case of unauthorized/willful absence of duties for more than 7 days, the appointment shall be terminated without assigning any reason. *No salary will be paid for any kind of unauthorized absence from duty even by the name of Strike. Further, while issuing the experience certificate the period of unauthorized absence/ strike period will be mentioned in it.*
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.(C) Verification of character and Antecedent by the 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:* 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.
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, further extension is not required, the same may be informed seven days before the last day of tenure (i.e. 44<sup>th</sup> day) otherwise seven days salary may be deposited in lieu of the prior notice. In case of unsatisfactory work and conduct report from the concerned department, the contact appointment shall be terminated and no correspondence shall be entertained 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. V.N.V. Satish, CAS, Medical Officer, Room No. 35, 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.

He/She is required to report for acceptance of offer letter within 7 days of issue of this letter in Room No. 331, Establishment – 1, 3<sup>rd</sup> Floor, Administrative Block, failing which offer of appointment will stand cancelled/withdrawn suo moto 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.

Documents required at the time of joining:-

1	3 identical passport size photographs	2	Xth pass certificate (age proof)	3	All MBBS/MD/MS/DNB/Diploma Mark sheets
4.	Attempt certificate	5	Internship completion certificate	6	Degree of MBBS/MD/MS/ DNB/ Diploma
7.	DMC Registration on PG/DNB/DIP, if applied for – copy of the same	9	Publications, if any		Identity proof viz. Adhaar Card, Voter ID card, Driving license, passport etc.
10	Caste certificate, if any	11	Experience certificate, if any		

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AMS (ADMIN.)/HEAD OF OFFICE

Dated: 6.12.18

Copy forwarded for information/necessary action to:

1. 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 5<sup>th</sup> of every month, directly to accounts Branch with a copy to Establishment – I, Room No. 331, Administrative Block, GTB Hospital.
2. 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, 3<sup>rd</sup> 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, 1<sup>st</sup> Floor, within 07 days of joining, for medical examination (R.No. 139, 1<sup>st</sup> Floor)
  - d) Appear before MOI/c BMW, Dr. V.N.V. SATISH, Medical Officer for a training in waste management (R.No. 355, 3<sup>rd</sup> Floor)
  - e) Appear before MOI/c Bio-metric for attendance system (R.No. 304, 3<sup>rd</sup> floor)
  - g) Appear before Accounts Section for submission of necessary papers, required for preparation of salary (R.No. 320, 3<sup>rd</sup> floor)
1. MOI/c Summon Cell, Room No. 309, 3<sup>rd</sup> 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.
2. Staff Physician (Room No.139), 1<sup>st</sup> floor, with the request to send medical examination report of concerned doctor as soon as possible.
3. Sr. Accounts Officer, GTBH with the direction to release the salary of the above mentioned Senior Residents upto the period of extension only after receiving monthly joint attendance report from the concerned departments.
4. Warden SRD Hostel, GTBH. With the direction to send a copy of allotment letter of the concerned doctor who has allotted hostel accommodation.
5. MOI/c EDP Cell, Room No. 131, 1<sup>st</sup> Floor, GTBH, Delhi.
6. PAO-VIII, GTBH Campus, Shahdara, Delhi.
7. MOI/c Telecom, Room No. 36, Ground Floor, GTBH, Delhi.
8. MOI/c BMW, GTBH, Delhi ( Room No. 322)
9. MOI/c Bio-metric, Room No. 304, 3<sup>rd</sup> Floor, GTBH, Delhi.
10. MOI/c General Branch, Room No. 336, 3<sup>rd</sup> Floor, GTBH, Delhi.
11. MOI/c planning, Room No. 318, 3<sup>rd</sup> Floor, GTBH, Delhi
12. Sr. P.A. to Medical Director, GTBH, Delhi.
13. P.A. to AMS (A), GTBH, Delhi.
14. P/F of doctor concerned/Guard file.

AMS (ADMIN.)/HEAD OF OFFICE