GOVT. OF NCT OF DELHI
OFFICE OF THE MEDICAL DIRECTOR
GURU TEG BAHADUR HOSPITAL
DILSHAD GARDEN, DELHI-110095

No.F.1-5(01)/JR/E-I/GTBH/2026/ Dated:

MEMORANDUM

Sub: Offer letter for engagement to the post of Junior Resident on Ad-hoc basis

On the recommendations of the Selection Board constituted for engagement of Junior Residents (MBBS) based on interviews conducted on 17.08.2026 in this hospital, the Medical Director, GTB Hospital, GNCTD, is pleased to offer of engagement to post of Junior Resident (MBBS) on ad-hoc & emergent basis for a maximum period of 44 days or till joining of new Junior Residents (MBBS) on regular basis, whichever is earlier in r/o following doctors (From Waiting List) in the Pay Level-10 of Rs.56,100+NPA+other allowances as admissible under the rules as per the terms and conditions mentioned below:-

Sr. No.	NAME OF THE DOCTORS	DOB (DD/MM/YY)
1.	LAKSHAY SANKHLA	07-09-2001
2.	OJAS RASTOGI	04-11-2001
3.	MUSKAN	13-07-2001
4.	KRASHAN SINGH RAJPUT	19-10-1999
5.	NEHA THAREJA	08-09-2000
6.	KAPIL SONI	06-07-2000
7.	SAH DEV BISHNOI	01-01-2001

NOTE:-In case of more than one candidate getting equal marks, seniority may be decided on the basis of DOB i.e. higher age getting higher seniority.

In case DOB is also same then it may be decided on the basis of alphabetical order of first name i.e. from A to Z, First appeasing person being more senior. Marks of MBBS etc are not being taken into account as we are not asking candidates to submit marks sheet before interview. There documents are being asked only after selection.

Terms & Conditions:

1. **Tenure**(**Ad-hoc**):The 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 should be duly recommended & forwarded by the concerned HOD. The maximum tenure of Junior Resident Post is 01 year including the previous tenure served in any Govt. Hospital/institute/Organization. The ad-hoc appointment may be terminated earlier on the joining of Junior Residents on regular basis.
2. **Pay &Allowances:** Rs.56100 + NPA + other allowances in Pay Level-10 as per 7th CPC.
3. **House Rent Allowance**: Application for hostel accommodation is optional. The selected candidates may submit application for the hostel accommodation immediately after their joining, 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.

4. **Past Experience**:The period of service rendered as Junior Resident in Govt. Hospitals/Autonomous Bodies funded by the Govt. prior to this appointment, if any, will be counted while reckoning the tenure as Junior Resident. An undertaking in this regard may be furnished in acceptance letter along with documents proof.
5. **Private Practice**: The Private Practice of any kind whatsoever is strictly prohibited. Besides these, candidates will not work simultaneously as Junior Resident in any other hospital. Breach of this condition will result in termination of appointment.
6. **Medical Examination**: **The candidates are hereby directed to appear before the Staff Physician for medical examination within 03 working days after issuance of offer of appointment. They should report to office of staff Physician before 09:00 A.M. on any working day with four photographs.**
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**: The candidate must be registered with Delhi Medical Council.DMC registration number and name of doctor should also be mentioned below the signature on the prescription paper.
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. **Experience Certificate**: Experience Certificate of Junior Residency will only be issued after the vacation of Hostel and submission of No Dues Certificate from all concerned along with leave record.
11. **Residency Scheme**: He/she will work under residency scheme applicable to him/her from time to time.
12. **Leave Entitlement**:The leave admissible to the Junior Residents will be 2½ days paid leave for 01 month of service rendered by them and not exceeding to 3½ days of leave for 44 days. They will not be allowed any other kind of leave. In case of continuous absence for more than 07 days without information to the HOD, the appointment shall be terminated without assigning any reason. No salary will paid for any kind of unauthorized absence from duty even by the name of strike.
13. **The appointment will be further subject to**:
    (a) The production of fitness certificate from the Staff Physician, GTBH.
14. **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 service and such other action as Govt. may deemed necessary. He/she is hereby informed that he/she should convey his/her written acceptance in this office within 10 days issue of this letter failing which it will be construed 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.
15. **Resignation/ No further extension/Termination(Ad-hoc)**:
    (a) **Resignation:** The candidate is required to give 07 days prior notice for resignation, otherwise 07 days salary may be deposited in lieu of the prior notice.
    (b) **No Further Extension:**In case, further extension after 44 days is not required, the same may be informed 07 days before the last day of tenure, otherwise 07 days salary may be deposited in lieu of the prior notice.
    (c) **Termination:**In case of unsatisfactory work and conduct report from the concerned department, theappointment 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, 07 days salary shall be deducted from his/her salary.

16. **BMWM:** All the selected candidates shall have to attend a compulsory training on Bio-Medical Waste Management and they must contact MOI/C Bio-Medical Waste Management, GTB Hospital for training schedule (Room No. 355, 3rd Floor).
17. **Attendance:** All the selected candidates shall have to appear before MOI/C Bio-Metric for attendance system.
18. **Master Register:** All the selected candidates shall have to enter their full details in the Master Register available with MOI/C Summon Cell (Room No. 349, 3rd Floor).
19. **Vigilance:** All the selected candidates shall have to enter their full details in the form available with Vigilance Branch (Room No. 306, 3rd Floor).
20. **Life Saving Training Course**:Resident Doctors are hereby directed to submit a copy of the training certificate for BLS, ATLS or any other equivalent life-saving skills course within 03 days, if any. If no such training has been obtained by the official, he/she should undergo BLS training organized by this hospital in the Advance Skills Lab, Room No. 372, 3rd Floor, Administrative Block, GTBH and submit proof in this branch at the earliest in the public interest.
21. **Duties of Junior Resident**: As per requirement of departments in the patient care.
22. **Transfer:** Junior Residents working in any department may be required to perform duties in any department as per requirement of the hospital in patient care.
23. **Police Verification:** All the selected candidates may submit Police Clearance Certificate or acknowledgement receipt at the time of joining. In case, if candidates will not submit the original Police Clearance certificate within 30 days of joining he/she may be terminated without any prior notice.
24. **The original documents alongwith one set of photo copies are required at the time of joining**:

6 passport size photographs	MBBS Degree
10th passed Certificate	DMC Registration
All MBBS Mark sheets	Valid Caste / EWS / Non Creamy Layer Certificate, if any
Attempt Certificate	Experience Certificate, if any
Internship Completion Certificate	Identity-cum-address proof viz. Aadhaar Card, Voter ID card, Driving license, passport etc.
Police Clearance Certificate	
FMGE Result in case of candidates (Foreign Graduates)	

The candidates are required to report for acceptance of offer of appointment after issuance of offer letter and medical examination. Staff physician, GTB Hospital will send the fitness report to E-I branch directly through E-mail and copy to AMS (A) and MD, GTBH and thereafter the candidates will be informed through E-mail that he/she can join in the Room No. 330 (Estt.-I), 3rd Floor, Administrative Block GTBH between 10:00 am to 11:00 am, within 03 working days after receiving the E-mail from E-I branch, failing which offer of appointment will be stand cancelled/withdrawn suo-moto considering that candidates are not interested. No claim or request for extension of period to report for joining will be entertained after expiry of offer of appointment. Medical examination will be conducted before joining as Junior Resident.

This issues with the prior approval of the Medical Director, GTBH.

Digitally signed by
Parveen Kumar
Date: 16-09-2026
16:17:35

AMS (Admn.)

No.F.1-5(01)/JR/E-I/GTBH/2026/ Dated:

Copy forwarded to:-

1. Sr. PA to the Director, Directorate of Health Services, Karkardooma, Delhi-110092 with the request to upload the same on website of the Health & Family Welfare Department, GNCTD.
2. PA to the Medical Director, GTBH, Dilshad Garden, Delhi-110095.
3. PA to the AMS (Admn.), GTBH, Dilshad Garden, Delhi-110095.
4. DMS (Vigilance), GTBH, Dilshad Garden, Delhi-110095.
5. All HODs, GTBH, Dilshad Garden, Delhi-110095.
6. Dr. DhirendraSuman, Spl. Gr-I (Burns & Plastic Surgery.)/ Liaison Officer for Maintenance of Reservation Roster.
7. **Staff Physician , Room No. 139, 1st floor, is requested to send the medical examination report of the concerned doctor directly to the E-I Branch via email on the same day.**
8. Warden JRD Hostel, GTBH.
9. MOI/C, EDP Cell GTBH, Room No.131, 1st Floor with the request to upload the same on hospital website.
10. MOI/C, BMWM, 3rd Floor, GTBH.
11. MOI/C, Summon Cell, Room No.349, 3rd Floor, GTBH.
12. MOI/C, Biometric Attendance, GTBH.
13. DDO/Sr. Account Officer, GTBH.(DDO with the request to intimate to Section Officer (E-I) the details of those Junior Residents who have already worked as Junior Residents and whose LPCs have been transferred to GTBH.)
14. **Security Deposit:** The hospital shall withhold an amount equivalent to 15 days salary as a security deposit from Junior Resident Doctors appointed on an ad-hoc basis.
15. In-charge, Advance Skills Lab, Room No. 372, 3rd Floor, Administrative Block, GTBH.
16. Notice Boards, 3rd Floor, GTBH.
17. **The concerned doctors are directed to appear before the Staff Physician, Room No. 139, 1st Floor, GTBH, for medical examination within 03 working days, after issuance of offer of appointment. They should report to office of staff Physician before 09:00 A.M. with four photographs.**