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

**F.No.1-5(13)/E-I/SR/GTBH/2026/** **Dated:**

## OFFICE MEMORANDUM

**SUBJECT: OFFER LETTER FOR ENGAGEMENT TO THE POST OF SENIOR RESIDENTS ON AD-HOC BASIS FOR 44 DAYS FROM WAITING LIST**

On the recommendation of the Selection Committee Board, the Medical Director, GTB Hospital, GNCTD is pleased to offer to the under mentioned Doctor, engagement to the post of Senior Resident for 44 days from waiting list extended upto maximum period of 03 years (with one day break) or till appointment is done through the Central Appointment Committee, whichever is earlier, in the Pay Scale of Rs.67700/- as per 7th CPC and other allowances as admissible under the rules, as per the terms and conditions mentioned below & posted in the Pathology department mentioned against her name:

| S. NO. | NAME OF THE CANDIDATES (*) | DATE OF BIRTH | DEPARTMENT |
|---|---|---|---|
| 1. | DR. MONITA YADAV | 28.04.1995 | PATHOLOGY |

**(*) The selected Senior Resident Doctor is directed to produce PG DMC at the time of joining, without PG DMC, joining will not be accepted, in accordance to advertisement dated 08.08.2026, clause 2(b) in terms & conditions i.e. by 21.09.2026 (last date of joining) or earlier.**

**Note-**

1. Appointment of Senior Resident on Ad-hoc basis is for 44 days will not stake/claim over the post and whenever, regular appointee joins her services will be terminated without any notice.
2. Candidates already working in other organization/hospital are 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 terms & conditions of appointment are as mentioned below:**

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 appointment is done through the Central Appointment Committee, 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 the 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 candidate is hereby directed to appear before staff physician for medical examination within two days after dispatch this Office Memorandum. She should report to office of Staff Physician (Room No. 139), 1st floor, GTB Hospital before 09:00 A.M. with overnight fasting with four photographs.**

6. **Private Practice**: The Private Practice of any kind whatsoever is strictly prohibited. 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:** She will be required to deposit Hostel security before he/she is allotted the Hostel accommodation. The same is refundable.

8. **Registration:** She must have valid registration certificate issued by Delhi Medical Council or should have applied for DMC on or before the date of joining.

9. **Discipline:** She will have to wear white coat on duty with the name badge. He/she will not smoke on duty or examining patients.



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10. **Experience certificate:** 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**: 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.

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 her found to be false or if she is found to have willfully suppressed any material, facts/information 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 07 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$^{th}$ 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 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), 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.

19. Senior Residents who have been selected for A & E department will work in A & E Department /concerned department on rotation basis and experience certificate will be issued accordingly. However, in exceptional circumstances and on HOD's request, they may be allowed to work in main department. on replacement basis.

20. The candidates who are seeking appointment on the basis of reservation to OBCs must ensure that she possesses the caste/community certificate and does not fall in creamy layer and should submit a copy of non-creamy layer certificate of the current financial year.

21. The selected candidate is 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, 3$^{rd}$ floor, Admin Block, GTBH and submit proof of the training obtained.

22. **The selected candidate is hereby directed to submit Police Clearances Certificate or acknowledgement receipt at the time of joining. In case, if candidate will not submit the original character verification report within 30 days after the joining date, she will be terminated without any prior notice.**

She is required to report for acceptance of offer letter **till 21.09.2026 (except Sunday) (before 11:00 a.m. on working day) after Medical Examination** in room No. 330, Establishment – 1, 3$^{rd}$ 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 not be entertained after the cancellation of offer of appointment.

**Documents required at the time of joining:-**

| | | | | | |
|---|---|---|---|---|---|
| 1 | 10 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 | 8 | Publications, if any | 9 | Identity proof viz. Adhaar Card, Voter ID card, Driving license, passport etc. |
| 10 | Caste certificate, if any | 11 | NOC from present employer (if working) | 12 | Experience certificate, if any |

| | | | | | |
|---|---|---|---|---|---|
| 13 | BLS/ATLS/Equivalent course (if any) | 14 | Research/Publication/Journal (if any) | 15 | Conference attend certificate (if any) |
| 16 | Award received certificate (if any) | 17 | Police Clearances Certificate or acknowledgement receipt | - | - |

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

Digitally signed by
Parveen Kumar
Date: 16-09-2026
16:10:06
**AMS (Admn.)**

**F.No.1-5(13)/E-I/SR/GTBH/2026/** **Dated:**

Copy forwarded for information/necessary action to:

1. HOD (Pathology), 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 – I, Room No. 331, Administrative Block, GTB Hospital.
2. Doctor Concerned with the direction to fulfill the following points for releasing their salary:
   a) Enter 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. 305, 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, for medical examination (R.No. 139, 1st Floor)
   d) Appear before MOI/c BMWM, Medical Officer for a training in waste management (R.No. 355, 3rd Floor)
   e) Appear before MOI/c Bio-metric for attendance system (R.No. 304, 3rd floor)
   f) 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. 305, 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 send medical examination report of concerned doctor on same day to E-I Branch, GTBH.**
5. 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.
6. Security Deposit: This hospital may withhold salary of 15 days as security in r/o Residents Doctors working on Adhoc-Basis in this hospital.
7. Warden SRD Hostel, GTBH. With the direction to send a copy of allotment letter of the concerned doctor who has allotted hostel accommodation.
8. MOI/c EDP Cell, Room No. 131, 1st Floor, GTBH, Delhi.
9. PAO-VIII, GTBH Campus, Shahdara, Delhi.
10. MOI/c Telecom, Room No. 36, Ground Floor, GTBH, Delhi.
11. MOI/c BMWM, GTBH, Delhi ( Room No. 322)
12. MOI/c Bio-metric, Room No. 307, 3rd Floor, GTBH, Delhi.
13. MOIC/c General Branch, Room No. 324, 3rd Floor, GTBH, Delhi.
14. MOI/c planning, Room No. 318, 3rd Floor, GTBH, Delhi
15. Sr. P.A. to Medical Director, GTBH, Delhi.
16. P.A. to AMS (A), GTBH, Delhi.
17. P/F of doctor concerned/Guard file.