



**MUNICIPAL CORPORATION OF DELHI**  
**KASTURBA HOSPITAL**  
**DARYAGANJ, NEW DELHI – 110 002**

No. 297 /CMO (Admin.)KH/2025

Dated 21/3/25

**Sub: - Offer letter for the Appointment to the post of Senior Resident on Regular Basis.**

In continuation of earlier offer letter no.187/CMO(Admin.)/KH/2025 dated 28.02.2025, the DHA/ MCD has approved the selection of Dr. Sana Mumtaz vide order dated 13.03.2025 for the post of Senior Resident on Regular Basis initially for 01 year extendable upto 03 years. The details of candidate are as under:-

S. No	Name	DMC no.	Deptt.	Category	Remarks
1.	Dr. Sana Mumtaz	102285	Obst. & Gynae	OBC	Selected


**Terms & Conditions:-**

1. The appointment will be for a period of **one year** in the pay matrix level-11/ (B.P Rs. 67,700) plus usual allowances admissible as per rules.
2. General/other Candidate who selected against the post of SC/ST/OBC/EWS, their tenure will be terminated/discontinue with immediate effect whenever concerned category candidate selected.
3. Private Practice: The Private practice of any kind whatsoever is strictly prohibited. Besides the candidates will not work simultaneously as SR & JR in any other Hospital/Charitable Organization. Breach of this condition will result in termination of appointment/disciplinary action as per rule.
4. The engagement will not bestow any claim or right with the incumbent for regular appointment to the post.
5. House Rent Allowance: Hostel accommodation is optional and subject to availability of rooms. He/She will be required to deposit Hostel Security of Rs.2000/- before he/She is allotted the Hostel accommodation. The same is refundable. The entitlement for HRA will be as per Govt. You will have to vacate the Mpl. Hospital accommodation if allotted on the date of expiry of your term of appointment.
6. Experience certificate: No experience certificate will be issued unless the full term is completed.
7. Your services are liable to be terminated at any time at the discretion of the Authorities without assigning any reason.
8. No salary will be paid for any kind of unauthorized absence from duty even in the name of strike.
9. The appointment will be subject to Medical Fitness Certificate.
10. You will have to produce your original Degree/ Diploma and DMC Registration for verification at the time of joining.
11. It is mandatory to complete the contract period. If she/he wants to resign from the post, 15 days notice or 15 days salary in lieu of notice period is required.
12. You will not be entitled to any travelling allowances for joining the assignment.
13. Other conditions of services will be governed by the relevant Rules from time to time.
14. It is Mandatory to submit Vaccination Certificate against **HEPATITIS B** and copy of Adhar card.
15. Senior Residents can be posted as Casualty Medical Officer and have to discharge the duty of CMO and any other duties assigned from time to time by the Head of the department/Medical Superintendent.
16. While on duty you will not leave the hospital without prior and written permission of the HOD/Unit Incharge.

- I
17. The tenure of Senior Residency will be for a period of one year and will be renewed based on work and conduct report. Total period of appointment of a candidate as Senior Resident shall however not exceed a period of three years.
  18. Entitlement of leaves as per rules.
  19. The doctor at any time found guilty of any gross misconduct or negligence, his/her duties shall be terminated without any notice or payment in lieu of notice period.
  20. After completion of tenure/resignation, the resident doctor must obtain No Dues Certificate from all concerned department within one month for release of final payment/ salary/ experience certificate/ security deposit. Delay in completing the formalities may delay the release of salary and this will be his/her responsibility.
  21. If any declaration given or information furnished by the candidates proved to be false or found to be willfully suppressed, Candidate will be liable to be removed from service or such other action as deemed appropriate necessary by the authority.

In case the post is acceptable to you on the above mentioned terms and conditions, you may report for duty to the undersigned on or before **31.03.2025** otherwise the offer will be deemed to be automatically cancelled. If the selected candidate does not join within the stipulated time, the candidate from waiting list will be called

This issue with the prior approval of DHA/MCD

  
CMO (Admin.)  
Kasturba Hospital

**Copy to:-**

1. HOD (Obst. & Gynae/Pediatrics/Anesthesia)
2. Member SC & ST /KH
3. Admin. Officer/KH
4. CMO (IT)/KH
5. Notice Board/KH
- ✓ 6. Office Copy

**Copy for kind information to: -**

1. DHA/ MCD
2. Med. Supdt./ KH
3. Addl. M.S. /KH

Director (I.T.)/MCD is hereby requested to kindly upload the Advertisement on MCD online Website.