THROUGH HUMANITY TO PEACE

Indian Red Cross Society

(CONSTITUTED UNDER ACT XV OF 1920)

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File No.A-19012/01/24/P&A

9th November 2026

VACANCY CIRCULAR

Engagement of retired Government officers for the posts of Deputy Secretary and Under Secretary in the Indian Red Cross Society, National Headquarters, New Delhi, on a short-term basis

The Indian Red Gross Society was established under the Indian Red Cross Society Act, 1920 (Act XV of 1920). It is a statutory humanitarian organisation that functions as an auxiliary to the Government and the Armed Forces Medical Services. The Society contributes to saving lives, protecting livelihoods and providing relief during disasters and other emergencies. The Hon'ble President of India is the President of the Society, and the Hon'ble Union Minister for Health and Family Welfare, Government of India, is the Chairman of the Society.

The Indian Red Cross Society, National Headquarters, New Delhi, invites applications in the prescribed proforma (Annexure-1) from eligible retired Government officers for engagement against one post of Deputy Secretary and two posts of Under Secretary on a short-term basis.

The officers should have substantial experience in administrative matters, interpretation and application of Central Government rules and regulations, matters relating to autonomous/statutory bodies, finance and establishment, coordination of meetings and Annual General Meetings, court cases, Right to Information matters, inter-departmental coordination, noting and drafting, and other related administrative functions.

The details of the posts, eligibility criteria and terms of engagement are given below:

S.no.	Name of the post	Number of Vacancy	Eligibility Category
1.	Deputy Secretary	01	Retired Group 'A' officers of the Central Government, including officers of the Central Secretariat Service/Other Group A services, who have served at the level of Deputy Secretary or Director, or in an equivalent capacity at level 12/13 of 7th CPC Preference may be given to officers having relevant experience in administrative, Finance, and coordination of Meetings, etc..
2.	Under Secretary	02	(One post is for Account/Finance related such as audit, accounts, budget, cash etc., and one post is for General Administration/Establishment/Meetings) Retired officers of the Organised Accounts Services such as Cost Accounts, Audit Accounts, Defence Accounts, Civil Accounts, Indian Railway Accounts Service, Indian Postal and Telecommunication Finance Service,

M. Narayanan

General Terms and Conditions:

1. Nature and Period of Engagement: The engagement shall initially be for a short-term period of one year, subject to the terms and conditions prescribed by the Indian Red Cross Society.

2. Age Limit: The maximum age limit for engagement shall be 62 years as on the closing date for receipt of applications.

3. Remuneration and Allowances. The remuneration shall be regulated in accordance with the applicable Department of Expenditure/Government of India instructions governing the engagement of retired Government officens. The remuneration may be fixed at 50% of the last pay drawn, along with Transport Allowance at the time of retirement as admissible as per decision of IRCS competent authority.

4. Essential Skills: Applicants should possess good managerial and interpersonal skills, sound noting and drafting abilities, effective communication skills, and the ability to liaise with Ministries, Govemment Departments, autonomous/statutory bodies and other organisations. They should have computer knowledge and operate independently.

5. How to Apply: Interested and eligible retired officers may submit their applications in the prescribed proforma attached as Annexure-1. Incomplete applications or applications received after the prescribed closing date shall be liable to be rejected.

6. Submission of Applications: Applications should be addressed to the Secretary General, Indian Red Cross Society, National Headquarters, 1. Red Cross Road, New Delhi-110001, and should reach this office by 4th December, 2026.

A N Narayanan

(A N Narayanan)
Officer on Special Duty

Annexure-I

Application Proforma

1. Name of the applicant:
2. Date of birth:
3. Date of retirement:
4. Last post held and pay level:
5. Service/cadre:
6. Last pay drawn:
7. Copy of PPO if applicable
8. Educational qualifications:
9. Details of relevant experience: In General Administration, finance, establishment, court cases, Meetings, Coordination etc.,
10. Address for communication:
11. Mobile number and email address:

Signature of applicant: _____

Date: _____