

Engagement of the services of Part-Time Medical Consultant on Contract Basis

Applications are invited from eligible candidates for five (5) posts of Part-time Bank's Medical Consultant (BMC) on contract basis with fixed hourly remuneration for various dispensaries of Reserve Bank of India, Chennai, from candidates possessing an MBBS degree (minimum qualification) from any recognized university in the allopathic system of medicine with at least two years of experience in practising medicine in any hospital or clinic, for the following vacancies.

Category	GENERAL	OBC	SC
Number of Vacancies	3	1	1

Eligible candidates may apply to the Regional Director, Human Resource Management Department, Reserve Bank of India, Fort Glacis, 16, Rajaji Salai, Chennai – 600 001 **on or before December 19, 2019.**

Eligibility, Terms & Conditions:

1. The applicant should possess an MBBS degree of any university recognized by the Medical Council of India in the Allopathic system of medicine.
2. The applicant should have a minimum of two (02) years of experience in practising medicine in any hospital or clinic as a Medical Practitioner.
3. The applicant should have his/her dispensary or place of residence within a radius of 10-15 kms from the Bank's dispensaries as mentioned in the table below.
4. Candidate's seeking reservation as SC/OBC, must ensure that they are entitled to such reservation and should also submit all the requisite certificates in the prescribed format in support of their claim.
5. The remuneration of Bank's Medical Consultant on contract basis will be fixed with reference to the actual duty hours performed and will be all inclusive.
6. The contract for engagement of BMC will be for a period of three years. There will not be any renewal of engagement on completion of the contract. A fresh empanelment exercise will be undertaken after three years wherein existing doctors will be eligible to apply subject to terms and conditions of the same.
7. The rate of remuneration and the tentative duty hours are tabulated below:

Sr. No.	Name of Dispensary and Address	Working Days	Tentative working hours @	Remuneration
i.	Reserve Bank of India, Annex Building, 16, Fort Glacis, Rajaji Salai, Chennai – 600001.	Monday to Friday	10.00 AM – 2.30 PM 3.30 PM to 5.30 PM	₹ 850/- per hour for the entire period of contract i.e., 03 years. Out of the total monthly remuneration so payable, a sum of Rs.1000/- will be
ii.	Reserve Bank of India Staff Quarters, Besant Nagar	Monday to Saturday	7.30 AM – 9.30 AM	
iii.	Reserve Bank of India Staff Quarters, K K Nagar	Monday to Saturday	6.00 PM – 8.00 PM	

iv.	Reserve Bank of India Staff Quarters, SAF Games village, Koyembedu	Monday to Saturday	7.15 AM - 8.45 AM	treated as conveyance expense.
v.	Reserve Bank of India Staff Quarters, Choolaimedu High Road	Monday to Saturday	7.30 AM – 9.00 AM 6.30 PM to 7.30 PM	
vi.	Reserve Bank of India Officers' Quarters, Anna Nagar	Monday to Saturday	6.30 PM – 8.00 PM	
@ Subject to change				

8. The empanelled doctors may be attached to any one or more of the above dispensaries as per the requirement.

9. The Reserve Bank of India reserves the right to review the rate of remuneration from time to time, alter the duty hours as well as the dispensary to be attached for the Bank's Medical Consultant (BMC) at its discretion, in case it becomes expedient for administrative and operative requirements. Accordingly, the selected candidate/s may have to attend to dispensaries of the Bank as advised from time to time. The total number of hours may be increased up to 30 hours (maximum) in a week as per the requirement.

10. Interested and eligible candidates may please make an application in the prescribed format as at Annex-III. The application should be sent in a sealed cover superscribed as:

“Application for the post of Part-time Bank's Medical Consultant on Contract Basis (with fixed hourly remuneration)”

Selection Procedure

11. The Bank will be conducting an interview for the shortlisted candidates. The Bank reserves the right to raise the minimum eligibility standards in order to limit the number of candidates to be called for interview. The decision of the Bank in this regard will be final. Mere fulfilling of the eligibility criteria does not entitle the candidate to be called for Interview. Apart from those who may be called for interview, the Bank will not entertain any correspondence with the applicants who are not found eligible / not considered eligible for interviews.

12. Applicants shortlisted after the interview will be subjected to medical examination and other document verification process before engagement as Bank's Medical Consultant. Cost of these medical tests will have to be borne by the applicant/s.

13. Candidates selected for the post will be appointed subject to acceptance of **Terms and Conditions of Contract as per [Annex-I](#) and Code of Conduct as per [Annex-II](#).**

14. The selected applicant has to sign an agreement of contract with the Bank before engagement of the services of Part-Time Medical Consultant (BMC) (on contract basis) with fixed hourly remuneration.

**Engagement of the services of Part-Time Medical Consultant (on contract basis)
with fixed hourly remuneration - Terms and Conditions of the Contract**

1. You shall attend to the dispensaries of the Bank on Monday to Saturday with duty hours as prescribed at the time of execution of the contract excluding Bank holidays except days declared as holidays for purposes of half-yearly closing and annual closing subject to the condition that the dispensary will not be kept closed for two successive days. The Bank may also use your services in any of the Bank's dispensary at Chennai during the working hours of that dispensary.

2. You will give advice free of charge, prescribe medicines and administer injections free of charge to the members of the staff including touring staff of the Bank, the members of their families including dependent parents and retired employee members / their spouses who are members of the Medical Assistance Fund Scheme, who present themselves during that time (the timings and / or duration may be changed as and when considered necessary by the Bank). You will be available for consultation at your private clinic in urgent cases in respect of employees of the Bank at any time with charges at the rate prescribed in the schedule.

3. You will provide the facilities referred to in paragraph (2) above to the relatives of the employees who have been permitted to reside with them in the Staff Quarters and facilitate recovery of charges from the employees for credit to the Bank's account at the rates prescribed by the Bank from time to time.

4. You will be required to perform duties similar to those of a General Medical Practitioner irrespective of whatever post-graduate or other medical qualifications you may possess / acquire in future. It shall be your responsibility to ensure that the qualifications you hold or acquire in future do not restrict you in any manner from rendering the services required of a General Medical Practitioner and if as per any stipulations by the Indian Medical Association, the qualification you hold or acquire as the case may be, comes into conflict with the Bank's requirements as indicated above, to work as a general practitioner, you will be required to ensure that no liability or responsibility on this account devolves on the Bank under any circumstance and shall indemnify and keep indemnified the Bank at all times against the same. Your liability will be that of an independent contractor and not that of an agent of the Bank.

5. Your duties at the RBI dispensary will include, apart from other requirements as mentioned above:

i) Treatment of minor and major illness for which the employees and their dependents may call on you.

ii) Treatment of emergency cases brought to the dispensary or in the departments or in the Bank's premises or outside the Bank's premises and reference to appropriate Hospitals whenever called upon to attend even when such necessity arises outside your normal working hours.

iii) Administration of all types of injections – The responsibility for administering all types of injections rests with you for any untoward reaction. As a rule, administration of injections by the Pharmacists in your absence is to be discouraged. You will be required to train the Pharmacists to administer routine and simple type of injections when the work is heavy.

iv) The important dressings and minor surgeries are to be handled only by you. If you are convinced that the Pharmacists have the requisite competence, routine dressings may be handled by them.

6. You will be required to visit any member of the Bank's Staff staying in the Quarters whenever required to do so by the Bank and submit a report on their health. For such visits, you will be paid visit fees as per the schedule of rates fixed by the Bank.

7. You will be required to issue certificate in support of leave on medical grounds wherever necessary and countersign the certificates produced by the employees from other qualified medical practitioners, if you are satisfied about the genuineness of the case.

8. You will be required to attend on officers and members of their family at their residence when required by them and will be entitled to charge them a visit fee or consultation fee, as fixed by the Bank having regard to the local conditions. The visit fee / consultation fee, so fixed, will be inclusive of charges for administration of injections, etc. No other charges should be levied by you for such visits.

9. If and when required to do so, you will certify in such form as may be prescribed by the Bank from time to time as to the state of health and / or fitness for service of any employee or any prospective employee who may be selected for appointment at any Office of the Bank.

10. You will be required to issue order forms (prescribed) on the approved chemists of the Bank for supply of special / costly drugs or injections required for curative purpose to the Bank's staff and forward copies thereof to the Bank for payment of the relative bills.

11. You will be required to use your good offices for securing hospital facilities in case the employees of the Bank or their families (for indoor hospitalization under Direct Settlement Facility) require such facilities in the hospital.

12. You will be required to inspect the Office premises/staff quarters once a month and report whether they are kept in a sanitary and hygienic condition.

13. You will be required to do prophylactic inoculations for typhoid, etc. and vaccination for small – pox whenever necessary.

14. You will be required to submit an annual report as on the 30th June in the prescribed form on the general health of the staff.

15. You will be responsible for the proper storage of medicines and their distribution and you will arrange the maintenance of all necessary records for the purpose.

16. You will also be required to advise on drug indents, and to counter-check the drug stock- balance and consumption.

17. You will be required to give professional opinion including reasonableness of the cost of treatment pertaining to the various items of medical claims as and when the same are referred to you.

18. You will be required to attend to any other work assigned by the Bank from time to time relating to administration of Bank's Medical Facilities Scheme and Medical Assistant Fund Scheme including dispensary facility as are generally performed / required to be performed by a General Medical Practitioner.

19. For the services rendered by you, you will be paid a fixed remuneration at the rate of **₹ 850/- per hour for the entire period of contract i.e., 3 years**. The fixed remuneration is payable on a monthly basis. Out of the total monthly remuneration so payable, a sum of ₹ 1000/- per month will be treated as

conveyance expenses. Further, no superannuation benefits viz., Pension, Provident Fund or Gratuity will be payable. No leave would be admissible. No perquisites/facilities also would be made available. If you are required to attend to the Dispensary on any public holiday, you will be compensated @ ₹ **850/-** per hour. Taxes on the income would be deducted at source as per extant rates and Government notifications.

20. In the event of your absents from duty, you shall be required to make substitute arrangements acceptable to the Bank viz., in terms of qualification and experience at your own risk and cost.

21. You will be under the administrative control of the Regional Director, Reserve Bank of India, Chennai.

22. You will be required to adhere to the Code of Conduct as given in [Annex-II](#) of these Terms and Conditions.

23. Your contract will be valid for a period of three years from the date of engagement subject to your accepting the above Terms and Conditions and observing the Code of Conduct of the Bank as given in [Annex-II](#).

24. The engagement under the contract is temporary. No claim shall lie for regular employment on that basis at any stage or for pay and perks payable to regular employees.

25. The contract will be terminable during the period of the contract, on three months' notice on either side or three months' remuneration calculated on the basis of per month in lieu thereof.

26. The Bank reserves the right to review the rate of remuneration from time to time and alter the duty hours and the duty dispensary at its discretion in case it becomes expedient for administrative and operative requirements.

27. Any dispute arising on account of the contract shall be subject to the jurisdiction of the Courts of Chennai.

**Code of Conduct for Part-time Medical Consultant whose services are engaged
on contract basis with fixed hourly remuneration**

1. Every Bank's Medical Consultant shall observe, comply with and obey all orders and directions which may from time to time be given to him / her by any person or persons under whose jurisdiction, superintendence or control he / she may for the time being be placed.
2. Every Bank's Medical Consultant shall maintain the strictest secrecy regarding the Bank's affairs and the affairs of its constituents and shall not divulge, directly or indirectly, any information of a confidential nature either to a member of the public or of the Bank's Staff, unless compelled to do so by judicial or other authority, or unless instructed to do so by a superior officer in the discharge of his/her duties. No Bank's Medical Consultant may contribute to the press anything relating to the affairs of the Reserve Bank of India without the prior sanction in writing from the Bank or publish any document, paper, or information which may come into his / her possession in his / her capacity as Medical Consultant of the Bank. The Bank's Medical Consultant shall indemnify the Bank for any loss suffered by the Bank as a result of disclosure of any confidential information.
3. Every Bank's Medical Consultant shall serve the Bank honestly and faithfully and shall use his / her utmost endeavour to promote the interests of the Bank, and shall show courtesy and attention in all transactions.
4. No Bank's Medical Consultant shall take an active part in politics or in any political demonstration, or stand for election as member for a Municipal Council, District Board or any Legislative Body.
5. No Bank's Medical Consultant shall become or continue to be a member or office-bearer of, or be otherwise directly or indirectly associated with, any trade union or a federation of such trade union or resort to, or in any way abet, any form of strike or participate in any violent, unseemly or indecent demonstration in connection with any matter pertaining to his / her terms and conditions of contract.
6. The Bank's Medical Consultant shall not solicit or accept any gift from any employee.
7. The Bank's Medical Consultant shall not absent from his / her duties without the permission from the Bank and without making alternate arrangement acceptable to the Bank during his / her absence. Such alternate arrangement shall not exceed five days at a time.
8. The Bank's Medical Consultant shall not outsource his / her service to the Bank.
9. The Bank's Medical Consultant will:
 - i. strictly abide by any law relating to intoxicating drinks or drugs in force in any area in which he / she may, for the time being, happen to be;
 - ii. not be under the influence of any intoxicating drink or drug while on duty and shall also take care that performance of his / her duties at any time is not affected in any way by the influence of such drink or drug;
 - iii. refrain from consuming, in a public place, any intoxicating drink or drug;
 - iv. not appear in a public place in a state of intoxication;
 - v. not use any intoxicating drink or drug to excess

Explanation: The term "public place" would include clubs even exclusively meant for members where it is permissible for the members to invite non-members as guests, bars and restaurants, public

conveyances and all other places to which the public have or are permitted to have access, whether on payment or otherwise".

10. No Bank's Medical Consultant shall indulge in any act of sexual harassment of any woman employee at work place.

Explanation: For this purpose, "Sexual Harassment" shall include such unwelcome sexually determined behaviour, whether directly or by implication as:

- i. physical contact and advances,
- ii. demand or request for sexual favours,
- iii. sexually coloured remarks,
- iv. showing pornography,
- v. Any other unwelcome physical, verbal or non-verbal conduct of a sexual nature besides, all such definition / interpretation as applicable in the statute / laws.

11. The contract is liable to be terminated if a Bank's Medical Consultant is arrested for debt or on a criminal charge or is detained in pursuance of any process of law.

12. Bank's Medical Consultant shall not give, solicit or receive nor shall offer to give solicit or receive, any gift, gratuity, commission or bonus in consideration of or return for the referring, recommending or procuring of any patient for medical, surgical or other treatment. He / She shall not directly or indirectly participate in or be a party to act of division, transference, assignment, subordination, rebating, splitting or refunding of any fee for medical, surgical or other treatment.

13. The provision at 12 above shall apply with equal force to the referring, recommending or procuring by him / her or any person, specimen or material for diagnostic purposes or other study / work.

14. The contract is liable to be terminated in case a Medical consultant commits a breach of the code of conduct of the Bank mentioned above or the terms and conditions of the contract accepted by him / her, displays negligence, inefficiency or indolence, or knowingly does anything detrimental to the interests of the Bank or in conflict with its instructions or is guilty of any other act of misconduct.

Application for the post of Part-Time Medical Consultant on contract basis with fixed hourly remuneration – Reserve Bank of India, Chennai

**Fix recent
Self-attested
Passport size
photograph**

1	Name in full (In block letters)	Shri / Kum / Smt			
2	(a) Address	Residence:		Dispensary:	
	(b) Phone No.	Landline:		Mobile:	
	(c) Email ID				
	(d) Approximate distance from the Bank's dispensary at Main office premises at Reserve Bank of India, 16, Rajaji Salai, Fort Glacis, Chennai - 600001				
3	Date of Birth				
4	Place of Birth and Domicile				
5	Nationality				
6	Category (✓) Tick the appropriate box	SC	ST	OBC	GEN
7	Educational Qualifications				
S.No	Degree / Diploma	University / Board	Year of Passing	Percentage / Class / Rank	

8	Particulars of any other course in medicine completed by the applicant				
9	Details of experience (Only Experience gained after graduation should be stated)				
S.No	Experience	From	To	Period	
				Years	Months
10	Any other factors which the applicant would like to bring into account for considering his/her application				

I hereby declare that the information and particulars given by me in this form are true and correct. I also note that if any of the above information is incorrect or false or if any material information or particular has been suppressed or omitted therefrom, my services are liable to be terminated without notice of compensation in lieu of notice.

(Signature of the applicant)

Place:

Date:

Instructions

1. All the details in this form must be filled by the applicant.
2. Applications which do not contain the full particulars called for are liable to be rejected.
3. Self-Attested copies of certificates regarding age, educational qualifications, etc. should accompany the application.
4. If the candidate is working as a Medical Officer for any institution, the details thereof and working hours therein should also be indicated.
5. The candidate working as a Medical officer for any institution should also submit No-objection certificate during the time of the interview.