



**Reserve Bank of India
Shimla Office**

Advertisement for Engagement of Bank's Medical Consultant (BMC) on contract basis with fixed hourly remuneration at Reserve Bank of India, Shimla

- i. Applications are invited from eligible candidates to fill up 01 (One) vacancy of Bank's Medical Consultant (BMC) (UR category) on contract basis with fixed hourly remuneration for the dispensary located at Reserve Bank of India (the Bank), Shimla Regional Office premises at Main Market Kasumpti, Shimla-171009.
- ii. Eligible candidates may apply as per the format given in Annex III only. Application in a sealed cover should reach the Regional Director, Reserve Bank of India, Human Resource Management Department, Main market Kasumpti, Shimla-171009, on or before **February 03, 2025 @17:30 Hrs.** Applications shall be accepted through registered post/ courier/By hand. The sealed cover should be super-scribed as 'Application for the post of Bank's Medical Consultant (BMC) on contract basis with fixed hourly remuneration'.
- iii. Candidates are advised to thoroughly read this advertisement and satisfy themselves about their eligibility before submitting the application.
- iv. Applications not in the prescribed format or not accompanying copies of requisite documents / Certificates will be summarily rejected.
- v. Corrigendum: Please note that Corrigendum, if any, issued on the above advertisement, shall be published only on the Bank's website .

Eligibility Criteria:

1. Applicant should possess MBBS degree of any recognized University by the Medical Council of India in the allopathic system of medicine.
2. The Applicant should have a minimum of 02 (two) years of experience practicing medicine in any hospital or clinic as Registered Medical Practitioner.
3. The applicant's dispensary/ residence should be within a radius of 3-5 Km from the Bank's dispensary at Bank's Main Office Premises, Reserve Bank of India, Main market Kasumpti, Shimla-171009.

Remuneration, duty hours and other conditions:

1. The contract of engagement will be for a period of three years. There will not be any renewal of engagement on completion of the period of contract.

2. The remuneration of Bank's Medical Consultant on contract basis will be fixed throughout the period of the contract with reference to the actual duty hours performed and will be all inclusive.
3. Working Hours for the BMC to be posted at Dispensaries in the Main Office Building: -

Sl. No.	Dispensary at	Working hours	Remuneration
1.	Bank's dispensary in the main office Building, Main market Kasumpti, Shimla-171009.	12:00 noon to 02:00 PM (Monday - Friday)	i. Rs.1000/- per hour for the entire period of contract i.e. 03 (three) years ii. Out of total monthly remuneration, a sum of Rs.1000/- may be treated as conveyance expenses. iii. Reimbursement of mobile charges @ Rs.1,000/- per month.

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4. The Bank reserves the right to review the rate of remuneration from time to time, alter the duty hours for the Bank's Medical Consultant (BMC) at its discretion, in case it becomes expedient for administrative and operative requirements. Accordingly, the candidate/s may have to attend to dispensaries of the Bank as advised from time to time.
 5. The candidates belonging to reserved categories are required to submit Caste Certificate issued in the prescribed form by the Competent Authority.
 6. The doctors selected as BMC would be required to submit a "Self-Declaration" stating that none of her/ his current employer (s) have any objection to her/ his engagement with the Bank.
 7. 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.

Selection Procedure -

1. The Bank will conduct an interview for the candidates/ applicants. The Bank reserves the right to raise the minimum eligibility standards etc. 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 the eligibility criteria does not entitle a candidate to be called for interview. The Bank will not entertain any correspondence with the applicants who are not being called for interview.
2. The shortlisted applicant/s after the interview will be subjected to medical tests as per prescribed norms and document verification process, before engagement as Bank's Medical Consultant. The cost of these medical tests will have to be borne by the applicant only. The Bank shall not pay any reimbursement in this regard.
3. Candidate selected for the post will be appointed subject to him/her being found medically fit and acceptance of Terms and Conditions of Contract/ engagement as per **Annex - I** and Code of Conduct as per **Annex - II**

The selected applicants/ candidates will have to sign an agreement on Contract/ engagement with the Bank before commencement of the services as Medical Consultant (on contract basis) with fixed hourly remuneration.

Engagement of the services of Bank's Medical Consultant (BMC) (on contract basis) with fixed hourly remuneration - Terms and Conditions of the Contract

1. The Medical Consultant has to attend to RBI Office Premises, Main market Kasumpti, Shimla-171009 at 12:00 noon to 02:00 PM from Monday to Friday, 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 use the services of the Medical Consultant depending on necessity.
2. To 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 (MAFS), who present themselves during that time (the timings and/or duration may be changed as and when considered necessary by the Bank). To be available for consultation at his private clinic in urgent cases in respect of employees of the Bank at any time with charges at the rate prescribed in the schedule. The schedule of charges applicable to the Staff/Officers of the Bank would be made available on request.
3. To 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 Leased Flats and facilitate recovery of charges (as per Bank's prescribed rate) from the employees for credit to the Bank's account at the rates prescribed by the Bank from time to time.
4. To perform duties similar to those of a General Medical Practitioner irrespective of whatever post-graduate or other medical qualifications are possessed/may be acquired in future. To ensure that the qualifications that are held or acquired in future do not restrict in any manner from rendering the services required of a General Medical Practitioner and as per any stipulations by the Indian Medical Association, the qualifications that are held or acquired as the case may be comes into conflict with the Bank's requirements as indicated above, to work as a general practitioner. It will be required to ensure that no liability or responsibility on this account devolves on the Bank under any circumstances and shall indemnify and keep indemnified the Bank at all times against the same.
5. The duties of Medical Consultant at the RBI dispensary apart from other requirements as mentioned above will also include:
 - (i) Treatment of minor and major illness for which the employees and their dependents may call on him/her.
 - (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 normal working hours.

(iii) Administration of all types of injections with the responsibility for any untoward reaction if it occurs.

(iv) Handling the important dressings and minor surgeries.

6. To visit any member of the Bank's Staff staying in the Leased Flats whenever required to do so by the Bank and submit a report on their health. For such visits, a visit fee will be paid as per the schedule of rates fixed by the Bank.
7. 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, after satisfying about the genuineness of the case.
8. 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 him for such visits.
9. If and when required to do so, to 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. 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. 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) requires such facilities in the hospital. In case of cardio-vascular or other major emergencies and accidents, to accompany the patient to the hospital, if he/she is available at the locations.
12. To inspect the office premises and Holiday Home once a month and report whether they are kept in sanitary and hygienic condition.
13. To do prophylactic inoculations for typhoid, etc. and vaccination for small-pox whenever necessary.
14. To submit an annual report as on the 31th March in the prescribed form on the general health of the staff.
15. Responsibilities for the proper storage of medicines and their distribution and arranging for the maintenance of all necessary records for the purpose.
16. To advise on drug indents, and to counter-check the drug stock-balance and consumption.
17. 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 him. Also, to sign-off the medical bills pertaining to Allopathic as well as AYUSH

treatment after verifying the reasonableness of the treatment taken including cost and duration of the treatment.”

18. 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 Assistance Fund Scheme including dispensary facility as are generally performed/required to be performed by a General Medical Practitioner.
19. The remuneration is fixed at Rs.1000/- per hour for the period for the entire 03 years of contract. The fixed remuneration is payable on a monthly basis. 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 required to attend the Dispensary on any public holiday a compensation of Rs.1000/- per hour would be paid. Taxes on the income would be deducted at sources as per extant rates and Government notifications.
20. In the event of absenting from duty, Medical Consultant shall be required to make substitute arrangements acceptable to the Bank in terms of qualification and experience.
21. Bank's Medical Consultant will be under the administrative control of the Regional Director, Reserve Bank of India, Shimla.
22. To adhere to the code of conduct as given in the Annex to this terms and conditions.
23. The contract/ engagement will be valid for a period of three years from the date of engagement subject to his accepting the above terms and conditions and observing the code of conduct of the Bank as given in [Annex-II](#). The contract will be reviewed every year.
24. The engagement under the contract shall be temporary/ contractual. No claim shall lie for regular employment in the Bank on that basis at any stage or for pay and perks payable to regular employees
25. The Bank reserve the right to review the rate of remuneration from time to time and after the duty hours and location of dispensary at its discretion in case it becomes expedient to suit administrative and operative requirements.
26. The contract may be terminated during the period of the contract, on three months' notice on either side or three months' remuneration in lieu thereof.
27. Any dispute relating to appointment or on account of the contract shall be subject to the jurisdiction of the Courts at Shimla only.

Code of Conduct for Bank's Medical Consultants whose services are engaged on contract on hourly basis with fixed remuneration

1. Every Medical Consultant shall observe, comply with and obey all orders and directions which may from time to time be given to him by any person or persons under whose jurisdiction, superintendence or control he may for the time being be placed.
2. Every 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 duties.
3. Every Medical Consultant shall serve the Bank honestly and faithfully and shall use his utmost endeavors to promote the interests of the Bank and shall show courtesy and attention in all transactions.
4. No Medical Consultant shall take an active part in politics or any political demonstration, or contest for election as member for a Municipal Council, District Board or any Central or State Legislative Body.
5. No 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. No Medical Consultant shall 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 possession in his capacity as Medical Consultant of the Bank.
7. A Medical Consultant shall not solicit or accept any gift from any employee.
8. A Medical Consultant shall not absent himself from his duties without the written permission from the Bank and making alternate arrangement acceptable to the Bank during his absence. Such alternate arrangement shall not exceed five days at a time.
9. A Medical Consultant shall not outsource his services to the Bank.
10. A Medical Consultant shall-
 - a) strictly abide by any law relating to intoxicating drinks or drugs in force in any area in which he may, for the time being happen to be;
 - b) not be under the influence of any intoxicating drink or drug while on duty and shall also take care that performance of his duties at any time is not affected in any way by the influence of such drink or drug;
 - c) Refrain from consuming, in a public place, any intoxicating drink or drug;

- d) Not appear in a public place in a state of intoxication;
- e) 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.

11. No Medical Consultant shall indulge in any act of sexual harassment of any women employee (including contract labors) at work place. Such incidences, if comes to the knowledge of the Bank, shall be dealt in accordance with the extant applicable laws.

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

- (a) Physical contact and advances,
- (b) Demand or request for sexual favors,
- (c) Sexually colored remarks,
- (d) Showing pornography,
- (e) Any other unwelcome physical, verbal or non-verbal conduct of a sexual nature.

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

13. 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. Medical Consultant 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.

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

15. 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.



**FORM OF APPLICATION FOR THE POST OF PART-TIME MEDICAL
CONSULTANT
ON CONTRACT BASIS WITH FIXED HOURLY REMUNERATION**

1. Name in full: Shri/Km./Smt. (To be given in capital letters, surname to be stated first)				Fix recent passport size photo and self- attest
2. Father/ Husband's Name				
3. (a) Address	Dispensary/Hospital	Residence		
(b) Phone No.				
(c) Mobile No.				
(d) E-Mail address				
(e) Distance from the Bank's Dispensary at Bank's Main Office Premises Reserve Bank of India, Main market Kasumpti, Shimla- 171009.	Distance from Dispensary/Hospital (in Kms.)	Distance from Residence (in Kms.)		
4. Date of birth and Age as on date of notification on RBI Website				
5. Place of birth and domicile				
6. Nationality				
7. Caste if applicable				
8. Educational Qualifications: (Indicate degree/ diploma obtained in the order of highest to least)				
Degree/ Diploma	University/ Board	Year of Passing	Class/ Rank	

9. Particulars of any other professional course completed in Medical field.			
10. Details of experience (Only experience gained after graduation should be stated)			
Experience		From	To
In Hospital (as a Physician)			
As General Practitioner			
11. Any other factors which the applicant would like to bring into account for considering his/her application			

I hereby declare that all the information and particulars given by me in this application form are true, complete and correct to the best of my knowledge and belief. I understand that if at any stage, it is found that any information given in the application is incorrect or false or if any material information or particulars have been suppressed or omitted therefrom or that I do not satisfy the eligibility criteria according to the Bank, my candidature / engagement / appointment is liable to be cancelled / terminated without notice or compensation in lieu thereof. I have read and understood the stipulations given in the advertisement and hereby undertake to abide by them.

Date:

(Signature of the applicant)

Place:

INSTRUCTIONS:

- a. All the details in this form must be filled by the applicant in clear handwriting.
- b. Applications which do not contain the full particulars called for are liable to be rejected.
- c. Attested copies of certificates regarding caste, age, educational qualifications, experience etc. should accompany the application.
- d. In support of the experience gained by the applicant the submitted Certificate must contain the details of duty hours and the nature of duty. (If the candidate is working as a Medical Officer for any institution, the details thereof and working hours therein should also be indicated.)
