



**Engagement of Part- Time Bank's Medical Consultant (BMC) on Contract Basis
with Fixed Hourly Remuneration at Reserve Bank of India,
Thiruvananthapuram**

[Applications](#) are invited from eligible candidates for preparing a panel of two posts of Part-Time Bank's Medical Consultant (BMC) on contract basis with fixed hourly remuneration for various dispensaries of Reserve Bank of India, Thiruvananthapuram (hereinafter referred to as 'the Bank'). The reservation requirement of the vacancies is as under:

Category	GENERAL	OBC
Number of Vacancies	1	1

2. Eligible candidates may apply as per the format given in [Annex-III](#) only. Application should reach the Regional Director, Human Resource Management Department, Reserve Bank of India, Bakery Junction, PB No.6507, Thiruvananthapuram – 695 033 **on or before 17.00 hrs on September 21, 2020**. The application should be sent in a sealed cover super-scribed as '[Application for the post of Medical Consultant on contract basis with fixed hourly remuneration](#)' or by [email](#).

3. Candidates seeking reservation as 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, along with the application.

4. Candidates are advised to thoroughly read this advertisement and satisfy themselves about their eligibility before submitting the application.

5. Eligibility Criteria:

- i. The applicant should, at a minimum, possess an MBBS degree of any university recognized by the Medical Council of India in the Allopathic system of medicine.
- ii. Candidates having Master's Degree in General Medicine may also apply.
- iii. The applicant should have a minimum of two years' experience in practising medicine in any hospital or clinic as a Medical Practitioner.
- iv. The applicant should have his/her dispensary or place of residence within a radius of 3-5 kms from the Bank's dispensaries.

6. Remuneration, duty hours and other conditions:

- i. 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.

- ii. 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.
- iii. The location of the dispensaries, remuneration and the duty hours (tentative) are as under:

Sr. No.	Name of Dispensary and Address	Working Days	Tentative working hours @	Remuneration
i.	Reserve Bank of India, Bakery Junction, PB No.6507, Thiruvananthapuram-695033	Monday to Friday	12.00 p.m. to 01.00 p.m. 01.30 p.m. to 04.30 p.m.	₹ 850/- per hour for the entire period of contract i.e., 03 years. Out of the total monthly remuneration so payable, a sum of ₹1000/- will be treated as conveyance expense.
ii.	Reserve Bank Officer' Quarters, Belhaven Gardens, Kowdiar, Thiruvananthapuram-695003	Monday to Saturday	07.30 a.m. to 08.30 a.m.	
iii.	Reserve Bank Staff Quarters, Pushpa Nagar 3rd Lane, Plamoodu, Thiruvananthapuram-695004	Monday to Saturday	08.45 a.m to 10.15 a.m.	
iv.	Reserve Bank Staff Quarters, Bains Compound Road, Nanthencode, Thiruvananthapuram-695003	Monday to Saturday	07.00 a.m. to 08.30 a.m.	
v.	Reserve Bank Staff Quarters, Thamalam, Thiruvananthapuram-695012	Monday to Saturday	06.00 p.m. to 07.30 p.m.	
@ Subject to change				

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

- vi. The candidates belonging to OBC are required to submit Caste Certificate issued in the prescribed form by the Competent Authority. The applicant should have a valid certificate that he/she does not belong to the creamy layer.
- vii. Engagement of OBC candidates on contract basis is provisional and is subject to verification of the caste certificate from the competent authority. If the verification reveals that the claim of belonging to Other Backward Class or not belonging to 'creamy layer' as the case may be, is false, the services of such candidate shall be terminated forthwith without assigning any further reason and the Bank reserves the right to take such legal action as it may deem fit.

7. Selection Procedure

- i. The Bank will conduct an interview for the shortlisted candidates.
 - ii. 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.
 - iii. 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.
 - iv. Applicants shortlisted after the interview will be subjected to medical examination as per prescribed norms and other document verification process before engagement as Bank's Medical Consultant on contract basis.
 - v. Candidates selected for the post will be engaged as and when requirement arises subject to acceptance of **Terms and Conditions of Contract as per [Annex-I](#) and Code of Conduct as per [Annex-II](#)**.
 - vi. The selected candidate has to sign an agreement of contract with the Bank before engagement as Bank's Medical Consultant (BMC) (on contract basis) with fixed hourly remuneration.
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Engagement of Bank's Medical Consultant (BMC) on Contract Basis with Fixed Hourly Remuneration - Terms and Conditions of Contract

1. To attend to the Bank's dispensary as per the prescribed duty hours (or for longer period as may be necessary) 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 reserves the right to shift the place of engagement of BMC among the dispensaries as per its requirement. Further, the Bank may use the services of the BMC at its other dispensaries in case of any need.
2. To give advice free of charge, prescribe medicines and administer injections free of charge to the members of the staff, 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 the dispensary timings (duration may be changed as and when considered necessary by the Bank). The above facility should also be extended to staff of the other offices of the Bank on tour or visit to Thiruvananthapuram. To be available for consultation at your private clinic, in urgent cases, for employees of the Bank at any time with charges at the rate prescribed in the schedule.
3. To provide the facilities referred to point No. 2 above to the relatives of employees who have been permitted to reside with them in the Staff/Officers Quarters and facilitate recovery of charges (as per Bank's prescribed rate) from the employees for credit to the Bank's account 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 the BMC may possess / acquire in future. It shall be the BMC's responsibility to ensure that the qualifications he/she holds or acquires in future do not restrict him/her in any manner from rendering the services required of a General Medical Practitioner. However, if as per any stipulation of the Indian Medical Association, the qualification he/she holds or acquires as the case may be, comes into a conflict with Bank's requirement to work as a General Practitioner, he/she shall 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. In addition to the above, duties at the Bank's dispensary includes the following:
 - (i) Treatment of minor and major illness for which the employees and their dependents may call upon the BMC.
 - (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 refer to appropriate Hospitals whenever called upon to attend even when such necessity arises outside normal working hours.

(iii) Administering all types of injections - The responsibility for administering all types of injections rests with the BMC for any untoward reaction. As a rule, administration of injections by the Pharmacists in BMC's absence is discouraged. The BMC will be required to train the Pharmacists to administer routine and simple type of injections when work is heavy.

(iv) Important dressings and minor surgeries are to be handled only by the BMC. If he/she is convinced that the Pharmacists have the requisite competence, routine dressings may be handled by them.

(v) In case of Cardio vascular or other major emergencies and accidents, you should accompany the patient to the hospital, if you are available at the location.

6. 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 the BMC will be paid visit fees as per Bank's schedule of charges.

7. To issue certificate in support of leave on medical ground wherever necessary and countersign the certificates produced by the employees from other qualified medical practitioners, if the BMC is satisfied about the genuineness of the case.

8. To attend to Officers and their family members at their residence when required by them and charge a visit fee or consultation fee from them, as fixed by the Bank having regard to the local conditions. Such visit fee/consultation fee, so fixed, will be inclusive of charges for administration of injections, etc. No other charges shall be levied by BMC for such visit.

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

11. To use the BMC's good offices/contacts for securing hospital facilities in case any employee of the Bank or their family (for indoor Hospitalization under Direct Settlement Facility) requires it.

12. To inspect the office premises/Quarters once in a month and report whether they are kept in a 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 30th June in the prescribed form on the general health of the staff.

15. To ensure proper storage of medicines and their distribution as well as maintenance of all necessary records in this regard.

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 referred to the BMC.

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. For the services rendered by Medical Consultant, the remuneration is fixed at **₹850/- per hour for the 3 years of contract**. The fixed remuneration is payable on monthly basis. Out of the total monthly remuneration so payable, a sum of ₹1000/- per month will be treated as conveyance expenses. Further, Bank's Medical Consultant will not be eligible for any superannuation benefits viz. Pension, Provident Fund or Gratuity. No leave, perquisites/facilities would be admissible. If required to attend to the Dispensary on any public holiday, compensation @ ₹850/- per hour shall be paid. Taxes on the income would be deducted at source as per extant rates and Government notifications.

20. In the event of the BMC absenting from duty, he/she shall be required to make substitute arrangements of doctor/s acceptable to the Bank viz., in terms of qualification and experience at BMC's own risk and cost.

21. The BMC will be under the administrative control of the Regional Director, Reserve Bank of India, Thiruvananthapuram.

22. The BMC will adhere to the Code of Conduct as mentioned in [Annex II](#).

23. The contract will be valid for a period of 3 (three) years from the date of engagement subject to acceptance of the terms and conditions.

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 of the Bank.

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.

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.

Format of Application for the post of Part-time Bank's Medical Consultant on Contract Basis with Fixed Hourly Remuneration – Reserve Bank of India, Thiruvananthapuram

Fix recent
Self-attested
Passport size
photograph

1.	Name in full	Shri / Smt. / Kum. _____	
2.	(a) Address	Residence:	Dispensary:
	(b) Phone No.	Landline:	Mobile:
	(c) e-mail ID		

3. Approximate distance from the Bank's Dispensary located at:

Premises	Distance (in Km) from	
	Applicant's residence	Dispensary/Hospital where the applicant is currently working
Reserve Bank of India, Bakery Junction, PB No.6507, Thiruvananthapuram-695033		
Reserve Bank Officer' Quarters, Belhaven Gardens, Kowdiar, Thiruvananthapuram- 695003		
Reserve Bank Staff Quarters, Pushpa Nagar 3 rd Lane, Plamoodu, Thiruvananthapuram- 695004		
Reserve Bank Staff Quarters, Bains Compound Road,Nanthencode, Thiruvananthapuram-695003		
Reserve Bank Staff Quarters, Thamalam, Thiruvananthapuram-695012		

4.	Date of Birth in DD-MMM-YYYY format and age as on August 1, 2020				
5.	Place of Birth and Domicile				
6.	Nationality				
7.	Category (√) Tick the appropriate box	SC	ST	OBC	GEN
8.	Educational Qualifications				
S. No.	Degree / Diploma	University / Board	Year of Passing	Percentage / Class / Rank	
9.	Particulars of any other course in medicine completed by the applicant				
	Course Name	Institute	Year of completion		
10.	Details of experience (Only Experience gained after graduation should be stated)				
S. No.	Experience	From	To	Period	
				Years	Months
(a)	In Hospital (As a Physician)				

S. No.	Experience	From	To	Period	
				Years	Months
(b)	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 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. Attested copies of certificates regarding age, educational qualifications, caste, experience 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.

Instructions for sending the Application via email

1. The applicant should send the scanned copy of duly filled application as per Annex III only.
 2. The size of the email should not exceed 8 mb.
 3. Application form, attested copies of certificates regarding age, educational qualifications, caste, experience etc. should be in pdf format only.
 4. The application should be sent to hrrmdthiro@rbi.org.in with subject as **'Application for the post of Bank's Medical Consultant on Contract Basis'**.
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