

Notice Inviting Application (NIA) for engagement of Two Bank's Medical Consultants (BMCs) on Contractual Basis with Fixed Hourly Remuneration, Reserve Bank Staff College, Chennai

1. Applications are invited from eligible candidates for rendering services as **Bank's Medical Consultant (BMC)** on contractual basis (two in number, one male BMC and one female BMC), with fixed hourly remuneration for dispensary of Reserve Bank Staff College, 359, Anna Salai, Teynampet, Chennai – 600 018. The application should reach the Principal, Reserve Bank Staff College, 359, Anna Salai, Teynampet, Chennai – 600 018 on or before **5 PM on September 05, 2018**.

i. The applicant should possess MBBS degree of any recognized University in the allopathic system of medicine;

ii. Applicants having post graduate degree in General Medicine can also apply for the post;

iii. The applicant should have a minimum of 2 (two) years of experience practicing medicine in any hospital or clinic as Medical Practitioner;

iv. The applicant should have his/her own dispensary or place of residence within a radius of 10-15 Kms from Reserve Bank Staff College dispensary at the aforementioned location;

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

vi. The rate of remuneration and the duty hours (as envisaged now) is tabulated below:

Location	Working hours		Remuneration
Reserve Bank Staff College, 359, Anna Salai, Teynampet – 600 018	Monday to Friday	<u>Male BMC</u> 07:30 AM to 09:30 AM 12:30 PM to 02:30 PM	Rs 850/- per hour for the entire period of contract, i.e. 03 (three) years Out of total monthly remuneration so payable, a sum of Rs 1,000/- per month shall be treated as conveyance expense.
		<u>Female BMC</u> 05:30 PM to 06:30 PM	
	Saturday	<u>Male BMC</u> 07:30 AM to 10:30 AM	

vii. The Reserve Bank of India reserves the right to review the rate of remuneration from time to time and **alter the duty hours of dispensary at its discretion** in case it becomes expedient to suit administrative and operative requirements. The total number of hours may be increased to 29 hours (maximum) in a week in case of requirement. In case no application for lady doctor is received, the College reserves the right to allocate the duty hours earmarked for lady doctor to male doctor.

viii. Interested and eligible candidates may please make an Application in the attached format as at Annex-III. The application should be sent in a cover superscripted "**Application for the post of Medical Consultant on Contractual Basis (with fixed hourly remuneration)**".

2. Selection Procedure:

i. The Reserve Bank Staff College, Chennai will be conducting an interview for selection of two Bank's Medical Consultant (BMC) on contract basis, with fixed hourly remuneration. The BMC is required to attend the dispensary at Reserve Bank Staff College, Chennai.

ii. Selection will be made through interview of eligible candidates. The College 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 College in this regard will be final. The College will not entertain any correspondence with the applicants who have not been called for the interview.

iii. The shortlisted applicant/s after interview will be subjected to medical tests as per prescribed norms before engagement of the services of Bank's Medical Consultant (BMC). The cost of these medical tests will have to be borne by the applicant/s.

iv. Candidates selected for the post will be engaged subject to their being found medically fit, completion of verification of documents and acceptance of Terms and Conditions of Contract as per Annex-I and Code of Conduct as per Annex-II.

v. The selected applicant has to sign an agreement for Contract with the College before engagement of their services as Medical Consultant (on contract basis) with fixed hourly remuneration.

Engagement of the services of Bank's Medical Consultant (on contractual basis) with fixed hourly remuneration

Terms and Conditions of Contract

1. To attend to the dispensary at Reserve Bank Staff College, 359, Anna Salai, Teynampet, Chennai-600 018 for duty hours as mentioned in the NAI (or for longer periods as may be necessary) excluding Bank holidays subject to the condition that the dispensary will not be kept closed for two successive days.
2. To give advice free of charge, prescribe medicines and administer injections free of charge to the trainee officers of the College and members of the staff including touring staff of the College, 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 prescribed time (the timings and/or duration may be changed as and when considered necessary by the Bank). To be available for consultation at private clinic in urgent cases in respect of employees of the College at any time with charges at the rate prescribed in the schedule.
3. To provide the facilities referred to in paragraph (2) above to the relatives of the employees who have opted for dispensary facilities for the College dispensary and facilitate recovery of charges from the employees, if any.
4. To perform duties similar to those of a General Medical Practitioner irrespective of whatever post-graduate or other medical qualifications possessed / acquired in future. To ensure that the qualifications held or acquired by the BMC in future shall not restrict the BMC in rendering services required of a General Medical Practitioner. If as per any stipulations by the Indian Medical Association, the qualification held or acquired by the BMC comes into conflict with the College's requirements as indicated above, to work as a General Medical Practitioner, it may be ensured that no liability or responsibility on this account devolves on the College under any circumstances and shall indemnify and keep indemnified the College at all times against the same.

5. The duties of the Medical Consultant at the College will also include, apart from other requirements as mentioned above:

(i) Treatment of minor and major illness of the trainee officers, employees and their dependents, retired staff enrolled with the College dispensary.

(ii) Treatment of the trainee officers, employees and their dependents, retired staff in emergency cases brought to the dispensary or in the departments or in the College's premises or outside the College'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 - 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 to be discouraged. Training the Pharmacists to administer routine and simple type of injections when the work is heavy.

(iv) Important dressings and minor surgeries are to be handled only by the BMC. In case the pharmacist has the requisite competence, routine dressings may be handled by him.

6. To visit any member of the staff/ trainee officers staying in the Flats/ Hostel whenever required and submit a report on their health. Visit fees will be paid as per the schedule of rates fixed by the College.

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, if satisfied about the genuineness of the case.

8. To attend to the 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 College, 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 for such visits.

9. If and when required to do so, a certificate to be issued in such form as may be prescribed by the Bank/College 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 College for supply of special/costly drugs or injections required for curative purpose to the staff and forward copies thereof for payment of the relative bills.

11. To facilitate in securing hospital facilities, in case the employees of the College or their dependents (for indoor hospitalization under Direct Settlement facility) require such facilities in the hospital.

12. In case of cardio-vascular or other major emergencies and accidents, to accompany the patient to the hospital, if the BMC is available at the location

13. To inspect the College premises/ Officers' Flats/ Officers' Lounge once a fortnight and report whether they are kept in a sanitary any hygienic condition.

14. To do prophylactic inoculations for typhoid, etc. and vaccination for small-pox whenever necessary.

15. To submit an annual report as on the 30th June in the prescribed form on the general health of the staff.

16. Responsibilities for the proper storage of medicines and their distribution and arrangement of the maintenance of all necessary records for the purpose.

17. To advise on drug indents, and to counter-check the drug stock-balance and consumption.

18. 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.

19. To attend to any other work assigned by the College 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.

20. The remuneration is fixed at Rs.850/- per hour of duty for the entire 3 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 to the Dispensary on any public holiday, compensation @ Rs.850/- per hour would be paid. Taxes on the income would be deducted at sources as per extant rates and Government notifications.

21. In the event of BMC's absents from duty, substitute arrangements, acceptable to the College in terms of qualification and experience, shall be made by the BMC at his/her own risk and cost.

22. To adhere to the Code of Conduct for Medical Consultants of the College as given in the Annex - II to this terms and conditions.

23. The administrative control of the BMC will be with the Principal, Reserve Bank Staff College, Chennai.

24. The contract will be valid for a period of three years from the date of engagement, subject to accepting the terms and conditions in Annex I and adhering to the code of conduct of the College as given in Annex - II.

25. The engagement under the contract is temporary. No claim by the BMC, on the basis of this contract, for regular employment in the Bank or for pay and perks payable to regular employees of the Bank, shall be entertained, at any stage.

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

27. The contract is terminable during the period of the contract, upon three months' notice by either side or payment of three months remuneration calculated on the

basis of hours per month in lieu thereof, in case the contract is terminated by the College.

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

**Code of Conduct for engaging services of Medical Consultant on hourly basis
on 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 College's affairs and the affairs of its constituents and shall not divulge, directly or indirectly, and information of a confidential nature either to a member of the public or of the College'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.

3. Every Medical Consultant shall serve the College honestly and faithfully and shall use his/her utmost endeavours to promote the interests of the College and shall show courtesy and attention in all transactions.

4. No 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 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 College of India without the prior sanction in writing from the College or publish any document, paper, or information which may come into his/her possession in his/her capacity as Medical Consultant of the College.

7. A Medical Consultant shall not solicit or accept any gift from any employee.

8. A Medical Consultant shall not absent from his/her duties without the permission from the **College** and making alternate arrangement acceptable to the **College** during his/her absence. Such alternate arrangement shall not exceed five days at a time.

9. A Medical Consultant shall not outsource his/her service to the College.

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/her 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 in a state intoxication;
- e) not use any intoxicating drink or drug to excess.

Explanation: The terms "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 conveyance 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 woman employee at work place.

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

- (a) Physical contact and advances,
- (b) demand or request for sexual favours,
- (c) sexually coloured 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. **A 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 a **Medical Consultant 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 College 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 College or in conflict with its instructions or is guilty of any other act of misconduct.



**APPLICATION FORM
RESERVE BANK STAFF COLLEGE, CHENNAI**

**Application for Engagement of Bank's Medical Consultant on contract
basis with fixed hourly remuneration at RBSC, Chennai**

Space for affixing
passport size
photo

1	Name in Full: Shri/Kum./Ms./Smt. (to be in block letters, Surname to be stated first)							
2	Father/ Spouse's Name:							
3	(a) Address (Local Residence):							
	(b) Address (Permanent Residence)							
	(c) Address (Dispensary/ Hospital where presently working):							
	(d) Telephone No. :							
	(e) Mobile No:							
	(f) Email ID:							
	(g) Approximate distance from the College's Dispensary							
		Address	Distance from Residence (in Kms.)			Distance from Dispensary/ Hospital (in Kms.)		
	Reserve Bank Staff College, 359, Anna Salai, Teynampet, Chennai-600 018							
4	Date of Birth							

		D	D	M	M	Y	Y	Y	Y
	Age (as on June 01, 2018)								
5	Place of Birth and Domicile								
6	Nationality								
7	Whether belongs to SC / ST / OBC / Unreserved Category (General)								
		SC	ST	OBC	Gen				
8	Educational Qualifications (Indicate degree / diploma obtained, in the order of the highest to the 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 (Experience after graduation only should be stated)	Experience	From	To	Period				
					Year/s	Mont h/s			
		In Hospital/ Clinic (as a physician)							
	As Medical General Practitioner								
11	Any other factor which the applicant would like to bring into account in support of 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 statements are incorrect or false or if any material information or particulars have been suppressed or omitted therefrom, my engagement is liable to be terminated without notice or compensation in lieu thereof.

Place:

Date:

(Signature of the applicant)

INSTRUCTIONS

1. All the details in the Application Form are to be filled up completely by the applicant, as incomplete Forms are liable to be rejected.
2. Attested copies of relevant certificates regarding age, educational qualifications, caste, experience etc. should be attached with the Application Form.
3. If the candidate is working as a Medical Officer for any institution the details thereof and working hours therein should be indicated.