



**Human Resources Management Department,
Mumbai Office
Recruitment Section**

ANNEX-I

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

1. Medical Consultant has to attend to the Office/Staff/Officers' (Quarters) dispensary with duty hours on week days (Monday to Friday) as given below.

Sr. No.	Location of the Dispensary	Duty Hours
1	Bank House Qtrs.Dispensary, 156, Backbay Reclamation, Near Mantralaya, Mumbai -400020	From 5.00 pm To 6.00 pm
2	Officer's Quarters 'Dhanastra' Dispensary, 122, N. P. Marg, Colaba, Mumbai – 400 005	From 6.15 pm To 7.15 pm
3	Staff Quarters Bhandup Dispensary, Bhandup (East), Mumbai- 400042	From 9.00 am To 11.30 am
4	Staff Quarters Dahisar Dispensary, Dahisar (West), Mumbai - 400068	From 9.00 am To 11.30 am

The duty hours are as mentioned above (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 may use the services of the Doctor also 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, 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 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. 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 Officers'/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. 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. The liabilities of the appointed doctor will be that of an independent contractor and not that of an agent of the Bank

5. The duties at the RBI Officers'/Staff Quarters dispensaries 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 you.

(ii) Treatment of emergency cases brought to the dispensary 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. As a rule, administration of injections by the Pharmacists in your absence is to be discouraged. 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. 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, 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/Staff 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, 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) require such facilities in the hospital.

12. To inspect the office premises/Staff Quarters and Officers' Quarters 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 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 arranging for the maintenance of all necessary records for the purpose.

16. Required 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 you.

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. **450/- per hour for the first 3 years of contractual service and Rs. 550/- per hour after completion of 3 years of contractual service**. The fixed remuneration is payable on a monthly basis. Out of the total monthly remuneration so payable, a sum of Rs. 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. Taxes on the income would be deducted at sources as per extant rates and Government notifications.

20. To make substitute arrangements acceptable to the Bank viz. in terms of qualification and experience at your own risk and cost in the event of your absents from duty.

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

22. To adhere to the code of conduct as given in the Annex to this terms and conditions.

23. The 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. The contract will be reviewed every year.

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 in lieu thereof.



**Human Resources Management Department,
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ANNEX-II

Code of Conduct for Medical Consultants whose services are engaged on contract and 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/her 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/her duties.
3. Every medical Consultant shall serve the Bank honestly and faithfully and shall use his/her utmost endeavours 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 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 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 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 from his duties without the permission from the Bank and making alternate arrangement acceptable to the Bank 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 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/she 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 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 labours) 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. You 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/her 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.



Eligibility Criteria and terms and conditions of engagement

Reserve bank of India, Mumbai Office, invites applications for engaging the services of Four Part-Time Medical Consultants on Contract basis with fixed remuneration on the following terms and conditions.

1. Applicant should be a medical graduate (MBBS) of any recognized University in the allopathic system of medicine and should, in addition, possess at least 2 years' experience in any hospital or as Medical Practitioner.
2. Candidates with previous hospital experience (at least 2 years) and who have their private dispensaries or places of residence near the aforesaid dispensaries (within a radius of 3-5 kms.) will, other things being equal, be given preference.
3. The Medical Consultant will be paid remuneration at the fixed rate of **Rs.450/-** per hour for the first three years of contractual service and @ **550/-** per hour after completion of three years of satisfactory contractual service on renewal of the contract. Out of the total monthly remuneration so payable, a sum of Rs.1000/- per month will be treated as conveyance expenses.
4. 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.
5. The Bank reserves the right to enhance the rate of remuneration reviewed from time to time and change the duty hours at its discretion in case it becomes expedient to suit administrative and operational requirements.
6. The candidates should submit applications in the prescribed format (Copy enclosed). The application should be sent in a cover superscribed "**Application for the post of Part-Time Medical Consultant**". The Bank will not entertain any correspondence with the candidates not found eligible / not considered eligible for interviews.
7. The services rendered by the Medical Consultants will not confer any right on them for any temporary or permanent post in the Bank's service.
8. The Bank reserves the right to terminate the contract of Medical Consultant during the period of contract, on three months' notice on either side or three month's remuneration in lieu thereof or in case a Medical Consultant commits a breach of the code of conduct of the Bank 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.
9. Whenever necessity arises they will be required to work in any of the Bank's dispensary at Mumbai during the working hours of that dispensary.

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

RESERVE BANK OF INDIA, MUMBAI OFFICE

1.	Name in full	Dr. (Shri/Kum./Smt.) _____				Fix recent Passport size photo and self attest	
		----- (to be given in block letters, surname to be stated first)					
2.	(a) Address	<u>Residence :</u>		<u>Dispensary :</u>			
	(b) Phone No.(landline)						
	Mobile No.						
	E-mail ID						
	(c) Approximate distance from the Banks Dispensary at						
	(i) Bank House Qtrs.Dispensary, 156, Backbay Reclamation, Near Mantralaya, Mumbai -400020						
	(ii) Officer's Quarters 'Dhanastra' Dispensary, 122, N. P. Marg, Colaba, Mumbai – 400 005						
(iii) Staff Quarters Bhandup Dispensary, Bhandup (East), Mumbai- 400042							
(iv) Staff Quarters Dahisar Dispensary, Dahisar (West), Mumabi - 400068							
3.	Date of Birth and age as on April 01, 2015:						
		Y	Y	M	M	D	D
4.	Place of	Birth :					
		Domicile :					
5.	Nationality						
6.	Educational Qualifications						
	Degree	University/Board		Year of Passing		Percentage/Class/ Rank	

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7.	Particulars of any other courses in medicine completed by the Applicant				
8.	Details of Experience (Only experience gained after graduation should be stated)				
Experience		From	To	Period	
				Years	Months
In Hospital (As a Physician)					
As General Practitioner					
9.	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)

Name : _____

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, 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.