



**Engagement of Part-Time Medical Consultant (MC) in the Bank on Contract Basis
with Fixed Hourly Remuneration, Kolkata**

[Applications](#) are invited from eligible candidates to fill up four (04) posts of Part-Time Bank's **Medical Consultant (MC)** on purely contract basis for three (03) years, with fixed hourly remuneration for the dispensaries of Reserve Bank of India (hereinafter referred to as the Bank) located in Kolkata. The reservation requirement of the vacancies is as under:

Category	SC	ST	OBC	EWS	UR	Total
Number of Vacancies	1	1(1)	0	0	2	4

Vacancies in bracket () indicate backlog.

- ii. Eligible candidates may apply as per the format given in [Annex-I](#) only. Application in a sealed cover should reach the Regional Director, Human Resource Management Department, Recruitment Section, Reserve Bank of India, Kolkata Regional Office, 15, Netaji Subhas Road, Kolkata- 700001 **before 16:30 hrs. on February 14, 2025**. The sealed cover should be super-scribed as '**Application for the post of Part-Time Medical Consultant (MC) in the Bank on Contract Basis with Fixed Hourly Remuneration**'.
- iii. Candidates seeking reservation as Schedule Caste (SC) /Schedule Tribe (ST) must ensure that they are entitled to such reservation and should also submit all the requisite certificates in the prescribed form issued by the Competent Authority in support of their claim along with the application.
- iv. Candidates are advised to thoroughly read this advertisement and satisfy themselves about their eligibility before submitting the application.
- v. Applications not in the prescribed format or not accompanying copies of requisite documents / certificates will be summarily rejected.
- vi. **Corrigendum:** Please note that Corrigendum, if any, issued on this advertisement, shall be published only on the Bank's website www.rbi.org.in.

2. The location and working hours (tentative) are as under:

Sl No	Name of the Dispensary & Address	Tentative Working Days	Tentative Dispensary Working Hours (which is subject to change)

1.	Reserve Bank of India Main Office Premises Dispensary (MOPD) 15, N.S. Road Kolkata- 700001	Monday -Friday	Tentative Working Hours will be indicated later
2.	RBI Staff Quarters Dum Dum Quarters Dispensary 1/B, B K Paul Lane Dum Dum, Kolkata – 700 030	Monday-Saturday	
3.	RBI Staff Quarters Salt Lake Quarters Dispensary LB Block, Sector III, Bidhannagar Kolkata - 700098	Monday-Saturday	
4.	RBI Staff Quarters Singhi Park Quarters Dispensary 16/5, Dover Lane Singhi Park, Kolkata – 700 029	Monday-Saturday	
5.	RBI Officers Quarters Ultadanga Quarters Dispensary Ultadanga, Kolkata - 700067	Monday-Saturday	
6.	RBI Senior Officers Quarters Alipore Quarters Dispensary New Road Alipore, Kolkata - 700027	Monday-Saturday	

Note - The Bank reserves the right to allocate any of the above dispensary, at its discretion. Mere applying for the captioned post does not entitle a candidate to be considered for a particular dispensary. The candidate selected for the post may be attached to any one or more of the above dispensaries as per the requirement of the Bank. The decision of the Bank in this regard shall be final and the Bank will not entertain any correspondence in this regard.

3. Eligibility Criteria:

- i. Applicant should possess MBBS degree of any University recognized by the Medical Council of India in the Allopathic system of medicine.
- ii. Applicants having Post Graduate Degree in General Medicine can also apply for this post.

- iii. Applicant should have a minimum of two (02) years' post qualification experience practicing Allopathic system of medicine in any hospital or clinic as a Medical Practitioner.
- iv. Applicant should have his/her dispensary or place of residence within a radius of 10-15 kms from the Bank's dispensaries at the aforementioned locations.

4. Remuneration, duty hours and other conditions:

- i. During the period of contract, a remuneration of ₹1,000/- per hour will be paid. Out of the monthly remuneration so payable, a sum of ₹1,000/- per month will be treated as conveyance expenses and ₹1,000/- per month will be paid as the reimbursement of mobile charges. No other facilities/perks will be payable to the MC engaged on contract basis.
- ii. The engagement is purely on contract basis. No superannuation benefits viz. Pension, Provident Fund or Gratuity will be payable for the engagement. No leave, perquisites/facilities would be admissible. If required to attend a dispensary on any public holiday, compensation @ ₹1,000/- per hour shall be paid.
- iii. Remuneration will be paid as per the actual duty hours performed and will be all inclusive.
- iv. RBI reserves the right to review the rate of remuneration from time to time, change the duty hours & days as well as the dispensary attached to a MC at its discretion, in case it becomes expedient for administrative and operational requirements. Due to change of the dispensary, the number of working hours of the MC may change accordingly.
- v. Number of hours of engagement of a MC can be increased up to 30 hours per week as per the requirement of the Bank. However, the total hours of engagement of a MC in all dispensaries put together shall not exceed 30 hours per week.
- vi. The doctors selected as MC would be also required to submit a "No Objection Certificate (NOC)", in case she/ he is engaged in any hospital/ organization for more than 30 hours a week.
- vii. The doctors selected as MC 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.
- viii. Contract for engagement will be for a period of three years. There will not be any renewal of engagement on completion of the contract period.

5. Modalities for selection:

- i. The Bank will be conducting interview and document verification of the eligible candidates. The Bank reserves the right to raise the minimum eligibility criteria in order to limit the number of candidates to be called for interview. The decision of the Bank in this regard will be final. 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.

- ii. Applicants shortlisted after the interview shall be subjected to medical examination as per prescribed norms and other document verification process before being considered to be eligible to be engaged as Medical Consultant (MC) on contract basis. The cost of these medical examination process/ tests will have to be borne by the applicant/s themselves.
- iii. A candidate selected for the post shall be engaged subject to his/her being found medically fit and on acceptance of Terms and Conditions of Contract given in [Annex-II](#) and the Code of Conduct given in [Annex-III](#).
- iv. The selected candidate has to enter into an agreement with the Bank before being engaged in their service as Medical Consultant (on contract basis) with fixed hourly remuneration.



APPLICATION FORM

Application for Engagement as Part-Time Medical Consultant (MC) on Contract Basis with Fixed Hourly Remuneration

Reserve Bank of India, Kolkata Regional Office

Affix recent Self-
Attested Passport
size photograph

1	Name in full Shri/Smt./Kum. (to be given in block letters, Surname to be stated first)		
2	Father/Husband's Name:		
3	(a) Address	Residence:	Dispensary:
	(b) Phone No.	Landline:	Mobile:
	(c) Email ID		

4 Approximate distance from the Bank's Dispensaries located at:

Sr. No.	Address of the Dispensary	Distance (in Km) from	
		Applicant's Residence	Dispensary /Hospital where the applicant is currently working
i	Reserve Bank of India, Main Office Premises Dispensary (MOPD), 15, N.S. Road, Kolkata- 700001		
ii	RBI Staff Quarters, Dumdum Quarters Dispensary 1/B, B K Paul Lane, Dumdum, Kolkata – 700 030		

iii	RBI Staff Quarters, Salt Lake Quarters Dispensary LB Block, Sector III, Bidhannagar, Kolkata - 700098		
iv	RBI Staff Quarters, Singhi Park Quarters Dispensary, 16/5, Dover Lane, Singhi Park, Kolkata – 700 029		
v	RBI Officers Quarters, Ultadanga Quarters Dispensary, Ultadanga, Kolkata - 700067		
vi	RBI Senior Officers Quarters, Alipore Quarters Dispensary, New Road, Alipore, Kolkata - 700027		

5	Date of Birth in DD-MM-YYYY format and age as on January 01, 2025	Date of birth: Age: <input type="text"/> years <input type="text"/> months <input type="text"/> days		
6	Place of Birth and Domicile			
7	Nationality			
8	Category-Tick (✓) the appropriate box	SC	ST	UR

9	Educational Qualification (Indicate degree/diploma obtained, in the order of highest to least)			
Sr. No.	Degree/ Diploma	University/ Board	Year of Passing	Percentage

10	Particulars of any other course in medicine completed by the applicant		
Sr. No.	Course Name	Institute	Year of Completion

11	Details of experience (Only Experience gained after graduation should be stated)					
Sr. No.	Experience	From	To	Period		
				Years	Months	
	(a) In Hospital (As a Physician)					
	(b) As General Practitioner					
12	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 understand that if at any stage, it is found that any information given in this application is false/ incorrect or that I do not satisfy the eligibility criteria according to the Bank, my candidature/ appointment is liable to be cancelled/ terminated without notice or compensation in lieu of notice. I have read and understand the stipulations given in the advertisement and hereby undertake to abide by them.

(Signature of the applicant)

Place:

Date:

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. Self-attested copies of certificates regarding age, educational qualifications, experience, caste, copy of registration certificate issued by Medical Council of India etc. should be attached/enclosed with the application.
3. 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 be indicated.)
4. Applications not in the prescribed format or not accompanying with copies of requisite documents / certificates will be summarily rejected.

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

1. To attend to Banks' dispensaries at MOPD or Any of the Bank's Residential Colonies at Alipore / SP Colony / Salt Lake / Ultadanga / Dum Dum, within prescribed duty hours as mentioned in para 2 of the advertisement (or for longer periods 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 Medical Consultant among the dispensaries as per its requirement. Further, the Bank may use the services of the Medical Consultant at its other dispensaries located at Residential Colonies/ Main Office Premises 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 including staff of the Bank on tour, 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). 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. The Schedule of charges applicable to the Staff/Officers of the Bank would be made available to the MC 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 Staff/ Officers 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 the MC may possess / acquire in future. It shall be the MC'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. The duties at the Bank's dispensary will also include the following, apart from the other requirements as mentioned above:

- (i) Treatment of minor and major illness for which the employees and their dependents may call upon the MC.
 - (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) Administering all types of injections - The responsibility for administering all types of injections rests with the MC for any untoward reaction. As a rule, administration of injections by the Pharmacists in MC's absence is discouraged. The MC will be required to train 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 MC. 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, the MC should accompany the patient to the hospital, if they 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 MC will be paid visit fees 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, if the MC is satisfied about the genuineness of the case.
 8. To attend to 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. Such visit fee/consultation fee, so fixed, will be inclusive of charges for administration of injections, etc. No other charges should be levied by MC for such visits.
 9. If and when required to do so, the MC will certify in such forms as may be prescribed by the Bank from time to time as to the state about the 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 relating bills.

11. To use the MC'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) require such facilities in the hospital.
12. To inspect the Office Premises/Staff Quarters and Officers' 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 the 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 same are referred to the MC.
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 the Medical Consultant, the remuneration is fixed at **₹1000/- per hour for the 3 years of contract**. The fixed remuneration is payable on a monthly basis. Out of the total monthly remuneration so payable, a sum of ₹1,000/- per month will be treated as conveyance expenses and ₹1,000/- per month will be paid as the reimbursement of mobile charges. Further, Medical Consultant will not be eligible for any superannuation benefits viz. Pension, Provident Fund or Gratuity. No leave would be admissible. No perquisites/ facilities would also be made available. If required to attend to the Dispensary on any public holiday, compensation @ ₹1000/- per hour would be paid. Taxes on the income would be deducted at source as per extant rates and Government notifications. No other facilities/perks will be payable to Medical Consultant.
20. In the event of the MC absents 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 MC's own risk and cost.

21. The MC will be under the administrative control of the Regional Director, Reserve Bank of India, Kolkata 700001.
22. The engagement is purely contractual and is on hourly basis. 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.
23. The candidates belonging to SC, ST are required to submit Caste Certificate issued in the prescribed form by the Competent Authority at the time of signing of the contract with the Bank.
24. The Bank 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 operational requirements.
25. The MC will adhere to the Code of Conduct as mentioned in [Annex-III](#).
26. Your contract will be valid for a period of three (3) years from the date of engagement subject to acceptance of the above terms and conditions.
27. The contract can be terminated by either side by giving a notice of three months or three months' remuneration in lieu thereof. During the notice period the MC shall continue to discharge his/her contractual obligations unless specifically dispensed with by the Bank.
28. In case of any breach of the terms and conditions the Bank reserves the right to terminate the contract of the MC forthwith without assigning any reason and without any claim for compensation.
29. Any dispute arising on account of the contract shall be subject to the exclusive jurisdiction of the Courts at Kolkata.

Engagement of the services of Medical Consultant (on contract basis) with fixed hourly remuneration - Code of Conduct

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/she 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 to the Bank's Staff, unless compelled to do so by judicial or other authority, or unless instructed to do so by a superior officer of the Bank in the discharge of his/her duties.
3. 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/her possession in his/her capacity as Medical Consultant of the Bank.
4. The MC shall also maintain patient confidentiality and shall not share the patient profile with any outsider/third party. The confidentiality requirement shall be perpetual and shall survive after the termination of contract. The MC shall indemnify and keep the Bank indemnified for any loss suffered by the Bank as a result of disclosure of any confidential information.
5. Every Medical Consultant shall serve the Bank honestly and faithfully and shall use his/her utmost endeavor to promote the interests of the Bank and shall show courtesy and attention in all transactions.
6. 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 during their tenure.
7. 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.
8. A Medical Consultant shall not solicit or accept any gift from any employee/ visitors to the dispensary.

9. A 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.
10. A Medical Consultant shall not outsource/ sub-contract his/her service to the Bank.
11. A MC shall not be under the influence of any intoxicating drink or drug while on duty and also ensure that his/her performance is not affected by any intoxication. Further, the MC should also refrain from being in a state of intoxication in public place.

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.

12. No Medical Consultant shall indulge in any act of sexual harassment of any woman including women employees 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 besides, all such definition/interpretation as applicable in the statute/laws.

13. 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.
14. 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.
15. The provision at para 14 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.
16. 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.