



## Reserve Bank of India

### Panaji Regional Office

#### Engagement of the services of Bank's Medical Consultant - on contract basis with fixed hourly remuneration

1. [Applications](#) are invited from eligible candidates belonging to Un-Reserved (UR) category to fill up one (01) post of Bank's Medical Consultant (BMC) on contract basis, with fixed hourly remuneration for Reserve Bank of India, Panaji (hereinafter referred to as the Bank) so as to reach the Regional Director, Reserve Bank of India, 7th Floor, Gera Imperium-II, Patto, Panaji - 403 001 on or before 05.00 pm of October 11, 2023

#### 2. Eligibility, Terms & Conditions:

(i) The Applicant should at a minimum, possess MBBS degree of any university recognized by the Medical Council of India in the allopathic system of medicine.

(ii) The Applicant having post graduate degree in General Medicine can also apply.

(iii) The applicant should have a minimum of two (02) years' experience of practicing 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.

(v) The remuneration of the Bank's Medical Consultant on contract basis will be fixed throughout the period of contract with reference to the actual duty hours performed and will be all inclusive.

(vi) The Contract for engagement will be for a period of three (03) years. There will not be any renewal of engagement on completion of the Contract.

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

Location	Timing/ Duty Hours @	Remuneration
At Private Dispensary of Bank's Medical Consultant	12.15 hrs to 14.15 hrs (Monday to Saturday exclusive of Bank holidays) @ subject to change	₹1000/- per hour  Out of total monthly remuneration paid, a sum of ₹1000/- may be deemed to be conveyance expenses.  Reimbursement of Mobile Charges of ₹1000/- (Per month) will also be provided in addition to monthly remuneration.

(viii) The Bank reserves the right to review the rate of remuneration from time to time and alter the duty hours and location at its discretion, in case it becomes expedient to suit administrative and operative requirements. Accordingly, the selected candidate may have to attend, as altered, besides those mentioned above. The total number of hours may be increased to 30 hours (maximum) in a week in case of requirement of the Bank.

(ix) Interested and eligible candidates may make an Application in the prescribed format as at [Annex - III](#). The application should be sent in a cover super scribed "Application for the post of Bank's Medical Consultant on Contract Basis"

### **3. Selection Procedure:**

(i) The Reserve Bank of India, Panaji will conduct an interview for selection of One BMC (Bank's Medical Consultant) on contract basis, with fixed hourly remuneration.

(ii) Selection will be made through interview of eligible candidates. 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. The Bank 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 as Bank's Medical Consultant (BMC).

(iv) Candidates selected for the post will be appointed subject to their being found medically fit and acceptance of Terms and Conditions as per [Annex - I](#) and Code of Conduct as per [Annex - II](#).

(v) The selected candidate must sign an agreement for Contract with the Bank before engagement as Bank's Medical Consultant on contract basis with fixed hourly remuneration.

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

**A. Responsibilities/ Duties etc.**

1. You shall attend to your Private Dispensary with duty hours from as mentioned in Para 2(viii) of the advertisement (or for longer periods as decided by the Bank) 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.

2. You will 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). 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 on request.

3. You will 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 Quarters/ Leased flats 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. You will be required to perform duties similar to those of a General Medical Practitioner irrespective of whatever post-graduate or other medical qualifications you may possess / acquire in future. It shall be your responsibility to ensure that the qualifications you hold or acquire in future do not restrict you in any manner from rendering the services required of a General Medical Practitioner and if as per any stipulations by the Indian Medical Association, the qualification you hold or acquire as the case may be, comes into conflict with the Bank's requirements as indicated above, to work as a general practitioner, you will be required to ensure that no liability or responsibility on this account devolves on the Bank under any circumstance and shall indemnify and keep indemnified the Bank at all times against the same. Bank's Medical Consultant's liability will be that of an independent medical service provider and not that of an agent of the Bank.

5. Your duties at the RBI dispensary will include, apart from other requirements as mentioned above:

i) Treatment of minor and major illness for which the employees and their dependents may call upon.

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 your normal working hours.

iii) Administration of all types of injections – The responsibility for administering all types of injections rests with you for any untoward reaction.

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. You will be required to visit any member of the Bank's Staff staying in the Quarters/ Leased flats whenever required to do so by the Bank and submit a report on their health. For such visits you will be paid visit fees as per the schedule of rates fixed by the Bank.

7. You will be required 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 you are satisfied about the genuineness of the case.

8. You will be required to attend 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 you for such visits.

9. If and when required to do so, you will 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. You will be required 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. You will be required 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. You will be required to inspect the Office premises once a month and report whether they are kept in a sanitary and hygienic condition.

13. You will be required to do prophylactic inoculations for typhoid, etc. and vaccination for small – pox whenever necessary.

14. You will be required to submit an annual report as on the 31st March or/and such other date as may be advised by the Bank, in the prescribed form on the general health of the staff.

15. To examine the reports of AHC once in a calendar year and suggest appropriate follow up, if required.

16. You will be required 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.

17. You will be required to attend to any other work assigned by the Bank from time to time relating to administration of Bank's Medical Facilities Scheme (BMFS) and Medical Assistance Fund (MAF) Scheme including dispensary facility as are generally performed / required to be performed by a General Medical Practitioner.

18. In the event of your absencing from duty, you shall be required to make substitute arrangements acceptable to the Bank viz. in terms of qualification and experience at your own risk and cost.

19. You shall observe the Code of Conduct for Bank's Medical Consultant of the Bank which is attached in [Annex-II](#) herewith.

## **B. Remuneration**

For the services rendered by you, the remuneration is fixed at ₹1000/- per hour for the three years of contractual service. The fixed remuneration is payable on a monthly basis. Further, Bank's Medical Consultant will not be eligible for any superannuation benefits viz. Pension, Provident Fund or Gratuity. Bank's Medical Consultant will also not be entitled to leave or any other perquisites/facilities. If required to attend to the Bank on any public holiday, compensation @ ₹1000/- per hour would be paid. Taxes on the income would be deducted at source.

## **C. Other relevant Issues**

i) You will be under the administrative control of the Regional Director, Reserve Bank of India, Panaji.

ii) 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.

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

iv) The contract will be terminable during the period of contract, on three months' notice on either side or three months' remuneration calculated @ ₹1000/- per hour per Bank working days in lieu thereof. However, in case of gross misconduct, Bank may terminate the contract with a notice period of 15 days.

v) Any dispute arising on account of the contract shall be subject to the jurisdiction of the Courts of Panaji.

**Code of Conduct for Bank's 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.
3. Every Bank's Medical Consultant shall serve the Bank honestly and faithfully and shall use his / her utmost endeavors 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. No Bank's 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 Bank's 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.
7. A Bank's Medical Consultant shall not solicit or accept any gift from any employee.
8. A 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.
9. A Bank's Medical Consultant shall not outsource his / her service to the Bank.
10. A 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".

11. No Bank's Medical Consultant shall indulge in any act of sexual harassment of any woman employee at workplace. Explanation: For this purpose, "Sexual Harassment" shall include such unwelcome sexually determined behavior, whether directly or by implication as:

- i) physical contact and advances,
- ii) demand or request for sexual favors,
- 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.

12. 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.

13. 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.

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 Bank's 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.

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**APPLICATION FOR THE POST OF BANK'S MEDICAL  
CONSULTANT (ON CONTRACT BASIS WITH FIXED  
HOURLY REMUNERATION) IN RESERVE BANK OF INDIA,  
PANAJI, GOA**

Affix recent  
passport size  
photograph  
with  
applicant's  
signature

1.	Name in Full (In Block Letters)	Shri / Smt./ Kum. _____			
2.	Father's / Husband's Name	Shri _____			
3.	Date of Birth (as recorded in School Leaving certificate) and Age (as on date of advertisement)				
4.	Place of Birth and Domicile				
5.	Nationality				
6.	Category	SC	ST	OBC	GEN
7.	Educational Qualifications:				
Sr No.	Degree / Diploma	University / Board	Year of Passing	Percentage / Class	
8.	Particulars of any other course in medicine completed by the applicant				



9.	Details of experience {Only experience gained after graduation (MBSS) should be stated}				
Sr No	Experience	From	To	Period	
				Years	Months
(a)	In Hospital (As a physician)				
(b)	As General Practitioner				
10.	(a) Address	Residence:		Dispensary:	
	(b) Phone No.	Landline:		Mobile:	
	(c) E-mail ID				
	(d) Address of RBI Panaji Office	Approximate Distance from Residence (in kms)		Approximate distance from dispensary (in kms)	
	Reserve Bank of India, 7th Floor, Gera Imperium-II, Patto, Panaji - 403 001, India				

11.	Any other factors which the applicant would like to bring into account for considering his/her application	
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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 engagement is liable to be terminated without notice or compensation in lieu of notice.

(Signature of applicant)

Place:

Date:

## **INSTRUCTIONS:**

- a) All the details in the Application Form are to be filled up completely by the applicant, as incomplete Forms are liable to be rejected.
- b) Attested copies of relevant certificates regarding age, educational qualifications, caste, experience etc. should be attached with the Form.
- c) In support of the experience gained by the applicant the Certificate submitted must contain the details of duty hours and the nature of duty