



कोलकाता आंचल/Kolkata Zone

मानव संसाधन बिभाग/H.R Department

5, B.T.M. Sarani, Kolkata 700 001

Appointment of Medical Consultant - (on contract basis)

Applications are invited from eligible candidates for preparing a panel to fill up 1 (one) post (**reserved for SC**) of Medical Consultant (on contract basis) with fixed monthly remuneration for the Bank's dispensary at Bank's Building at 5, BTM Sarani, Kolkata 700 001, so as to reach the Zonal Manager, Kolkata Zone, Bank of India Building 5 BTM Sarani, Kolkata – 700 001, not later than December 26, 2018 by 5:00 PM

Applicant should be a medical graduate of Indian or Foreign University recognized by the Medical Council of India.

1. Contract will be initially for a period of **TWO** years. This term can be extended on such terms and conditions which are mutually agreeable to both the parties.
2. Candidates should have a minimum of **5 years'** experience in any hospital or as Medical Practitioner and his / her dispensary / residence should be within a radius of **15 Km.** from the Bank's dispensary at Bank's Kolkata Zone Office, 5, BTM Sarani Kolkata 700 001.
3. The remuneration of the Bank's Medical Consultant (on contract basis) will be fixed and shall have to give weekly ten working hours, spread across all working days at Bank's dispensary.
4. The Bank reserves the right to review the rate of remuneration from time to time and alter the duty/ working hours, location of dispensary at its discretion in case it becomes expedient to suit administrative and operative requirements.
5. Application should be submitted in the attached format only. Application should be sent in a closed cover super scribed 'Application for the post of Medical Consultant (on contract basis)'.
6. The Bank will be conducting an interview of the short listed candidates. Apart from those who may be called for interview, Bank will not enter into any correspondence with any of the candidates who are not shortlisted for interview. Bank's discretion in this respect shall be final. Candidates selected for the post will be appointed subject to their being found medically fit and acceptance of Terms and Conditions of Contract as per Annex - I and Code of Conduct as per Annex - II.

Dated 11.12.2018

(R K Hota)
Zonal Manager

**Engagement of the services of Medical Consultant (on contract basis)
- Terms and Conditions of Contract**

1. To attend Banks' dispensary at Bank's Kolkata Zone Office, 5, BTM Sarani Kolkata 700 001, with working hours, as advised by Bank at its sole discretion on all working days subject to the condition that the dispensary will not be kept closed for two successive days. The Bank may use the services of the Medical Consultant at its other dispensaries located at residential colonies on requirement.
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 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 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 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 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 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 be required to ensure that 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. Your liability will be that of an independent contractor and not that of an agent of the Bank.
5. The duties at the Bank's dispensary will also include, apart from other requirements as mentioned above:
 - (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 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. As a rule, administration of injections by the Pharmacists in your absence is to be discouraged. You will be required to train the Pharmacists to administer routine and simple type of injections when the work is heavy.
 - (iv) Handling the important dressings and minor surgeries.
6. To visit any member of the Bank's Staff staying in the Staff Quarters 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. 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. To attend the officers and members of their family at their residence when required by them and may 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. 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 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, on Banks' request and report whether they are kept in a sanitary any 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 date advised by the Bank in the prescribed form on the general health of the staff.
 15. Responsibilities for the proper storage of medicines and their distribution and you will arrange the maintenance of all necessary records for the purpose.
 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 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/s including dispensary facility as are generally performed / required to be performed by a General Medical Practitioner.
19. The monthly remuneration is fixed **for the period of contract**. The fixed remuneration shall be 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.
20. To make substitute arrangements in case of absence.
21. You will be under the administrative control of the Zonal Manager, Kolkata Zone, Kolkata or as decided by the Bank.
22. Your contract will be valid for a period of 2 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.
23. 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.
24. The contract will be terminable during the period of contract, on one months' notice on either side or one months' remuneration in lieu thereof.

Code of Conduct for Medical Consultants whose services are engaged on contract 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 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 duties.
3. Every Medical Consultant shall serve the Bank honestly and faithfully and shall use his utmost endeavor 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 in any political demonstration, or stand for election as member for a Municipal Council, District Board or any Legislative Body.
5. 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 possession in his capacity as Medical Consultants 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. In case of any absence, s/he should make alternate arrangement acceptable to the Bank during his/ her period of absence. Such alternate arrangement shall not exceed five days at a time.
9. A Medical Consultant shall not outsource his service to the Bank.
10. A Medical Consultant will -
 - 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 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 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 besides, all such definition/interpretation as applicable in the statute/laws.

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 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.

**APPLICATION - For engagement of Bank's Medical consultant
(On contract basis)**

1. Name

(in block letter, Surname first)

2. Contact Address - *Dispensary*

3. Contact Address - *Residence*

Paste your **recent**
Colored Passport
Size Photograph

Your Signature

4. Email Address

5. Contact Number

6. Approximate distance _____ K.m.

from the Bank's Dispensary at Bank of India Building 5 BTM Sarani, Kolkata 700 001 to your residence

7. Approximate distance _____ K.m.

from the Bank's Dispensary at Bank of India Building 5 BTM Sarani, Kolkata 700 001 to your dispensary

8. Place of birth and domicile

9. Nationality

10. PAN Number

11. Aadhaar Number

12. Date of Birth

(DD / MM / YYYY)

13. Educational Qualifications :
(indicate degree/diploma obtained, in the order of highest to least)

Degree/Diploma	University/Board	Year of passing	Class/Rank

14. Particulars of any other professional course completed in Medical field :

15. Details of experience
(Only experience gained after graduation should be stated)

Experience	From	To	Period	
			Year/s	Month/s
In Hospital (as a Physician)				
As General Practitioner				

3. 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 has been suppressed or omitted there from, my services are liable to be terminated without notice or compensation in lieu of notice.

Date:
Place

(Signature of the applicant)

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, experience etc. should be attached with the application.
4. If the candidate is working as a Medical Officer for any institution the details thereof and working hours therein should be indicated.
5. Filled in applications are to be sent at following address and should reach latest by 26.12.2018 – 05:00 pm

Zonal Manager, Kolkata Zone, Bank of India, 5, BTM Sarani, Kolkata 700 001
6. The application should be sent in a cover super scribed 'Application for the post of Medical Consultant (on contract basis)'.