



**RESERVE BANK OF INDIA  
HUMAN RESOURCE MANAGEMENT DEPARTMENT  
MUMBAI REGIONAL OFFICE  
MUMBAI-400 001**

**Advertisement No.**

**Advertisement for Engagement of Medical Consultant (MC) in the Bank  
on contract basis with fixed hourly remuneration**

Reserve Bank of India invites applications from eligible candidates possessing MBBS degree of any University recognised by Medical Council of India in the allopathic system of medicine and/or having post graduate degree in General Medicine with at least 2 years post qualification experience of practicing allopathic system of medicine in any hospital/clinic as Medical Practitioner for 10 (ten) posts (Gen -6, OBC-3, ST-1) for Engagement as Medical Consultant purely on contract basis with fixed hourly remuneration at dispensaries in Bank's Officers'/Staff Quarters and Office Premises. Details of terms and conditions etc. and format of application form are available on the Bank's website ([www.rbi.org.in](http://www.rbi.org.in)). The last date of submission of application is **August 20, 2018**.

Regional Director



## **Advertisement for Engagement of Medical Consultant (MC) in the Bank on contract basis with fixed hourly remuneration**

Applications are invited from eligible candidates for preparing a panel of 10 posts (Gen -6, OBC-3, ST-1) of Medical Consultant (MC) purely on contract basis, with fixed hourly remuneration for the dispensaries of RBI located in Mumbai.

(b) Eligible candidates may apply as per the format given in [Annexure-III](#) only. Application in a sealed cover should reach the Regional Director, Human Resource Management Department, Recruitment Section, Reserve Bank of India, Mumbai Regional Office, Shahid Bhagat Singh Road, Fort, Mumbai – 400001 **before 1700 hrs. on August 20, 2018**. The sealed cover should be super-scribed as '**Application for the post of Medical Consultant on contract basis with fixed hourly remuneration**'

### **2. Eligibility Criteria**

- a. Applicant should possess MBBS degree of any university recognized by the Medical Council of India in the allopathic system of medicine.
- b. Applicant having post graduate degree in General Medicine can also apply.
- c. Applicant should have a minimum 2 (two) years post qualification experience practicing allopathic system of medicine in any hospital or clinic as Medical Practitioner.
- d. Applicant should have his/her dispensary or place of residence within a radius of 40 km from the Bank's dispensaries.

### **3. Remuneration, duty hours and other conditions:**

- a. During the period of contract a remuneration of Rs.850/- per hour will be paid. Out of the monthly remuneration so payable, a sum of Rs.1000/- per month will be treated as conveyance expenses. No other facilities/perks will be payable to the MC engaged on contract basis.
- b. 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 @ Rs.850/- per hour shall be paid.
- c. Remuneration will be paid as per the actual duty hours performed and will be all inclusive.
- d. RBI reserves the right to review the rate of remuneration from time to time, change the duty hours 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.

- e. 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.
- f. 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.

#### 4. Modalities for selection

- a. Selection will be made through an interview and decision of RBI in this regard will be final. RBI will not entertain any correspondence with the applicant/s not called for interview. The Bank reserves the right to raise the minimum eligibility criteria etc. in order to limit the number of candidates to be called for interview.
- b. Applicants shortlisted after the interview will be subjected to medical examination as per prescribed norms and other document verification process before being empaneled as MC on contract basis.
- c. A candidate placed on the panel will be engaged as and when requirement arises subject to his/her being found medically fit and on acceptance of Terms and Conditions given in [Annex-I](#) and the Code of Conduct given in [Annex-II](#). He/ She has to sign an agreement with the Bank before engagement of their service as Medical Consultant (on contract basis) with fixed hourly remuneration.

#### 5. Location of dispensaries

Sl. No.	Location	Tentative Working Hours
1	Reserve Bank of India, Mumbai Regional Office Amar Building, Fort, Mumbai - 400001	1.30 PM to 4.30 PM (Mon- Thurs) 1.30 PM to 4.00 PM (Fri)
2	RBI Staff Quarters, Kandarpada Dahisar(W), Mumbai-400064	12 Noon to 2.30 PM (Mon- Sat)
3	RBI Staff Qtrs, Lt. D.G. Marg, Mahim, Mumbai-16	7.30 AM to 10 AM (Mon – Sat)
4	RBI Staff Quarters, Bhandup(E), Mumbai-400042	9.00 AM to 11.30 AM (Mon- Sat)
5	RBI Officers Quarters, Vasant Vihar Napean Sea Road, Mumbai-400006	7.00 PM to 8.00 PM (Mon – Sat)
6	RBI Staff Quarters, Raheja Township Jeetendra Road, Malad(E),Mumbai-400097	8.45 AM to 11.15 AM (Mon- Sat)
7	RBI Officers Quarters, Sun Plazzo, Matulya Compound, S. B. Marg Lower Parel, Mumbai-13	7.00 PM to 8.00 PM (Mon – Sat)
8	RBI Officers Quarters, 20, Plot No. R-3 & R-4, Near Drive in Theatre, BKC, Mumbai-400020	7.30 PM to 8.30 PM (Mon- Sat)
9	Tapovan, RBI Officers Quarters, Pathanwadi Malad(E), Mumbai-400097	9.30 PM to 10.30 PM (Mon- Sat)
10	Kailash, RBI Officers Quarters, Near Saibaba Mandir, Malad(E), Mumbai-400097	7.30 AM to 8.30 AM (Mon – Sat)

**Engagement of Medical Consultant (MC) in the Bank on  
contract basis with fixed hourly remuneration**

**Terms and Conditions of Contract**

1. To attend to the dispensary as per the prescribed duty hours (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 reserves the right to shift the place of engagement of MC among the dispensaries as per its requirement. Further, the Bank may use the services of the MC at its other dispensaries in case of any need.
2. To advice, prescribe medicines and administer injections, free of charge to RBI Staff members in Mumbai including that of other offices on tour or visit to Mumbai, their family members including dependent parents and also to the retired employee members/their spouses who are members of the Medical Assistance Fund Scheme (MAFS) [referred to as visitors], who visit the dispensary. In case of urgency, the MC shall be available for consultation at his/her private clinic, any time and charge as per Bank's schedule of charges. This schedule which is applicable to the Staff/Officers of the Bank would be made available to the MC on request.
3. To provide the above facility to the relatives of an employee who have been permitted to reside with them in the Staff/Officers Quarters and facilitate recovery of charges (as per Bank's prescribed rate) from time to time from the employee for credit to the Bank's account.
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. In addition to the above, duties at the dispensary include the following:

- (i) Treatment of minor and major illness for which the visitors 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 refer 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 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.
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 Bank's schedule of charges.
  7. To issue certificate in support of leave on medical ground 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 their family members at their residence when required by them and charge a visit fee or consultation fee from them, 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 shall be levied by MC for such visit.
  9. If and when required to do so, the MC will certify in Bank's form as regards the state of health and / or fitness for service of any employee or any prospective employee who may be selected for appointment in 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 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) requires it.

12. To inspect the office premises/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 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 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 Medical Consultant, the remuneration is fixed at **Rs.850/- per hour for the 3 years of contract**. 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 also would be made available. If required to attend to the Dispensary on any public holiday, compensation @ Rs.850/- per hour would be paid. No other facilities/perks will be payable to the MC.
20. In the event of the MC absenting from duty, he/she shall be required to make substitute arrangements 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, Mumbai Regional office, Mumbai.
22. 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.

23. 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.

24. The MC will adhere to the Code of Conduct as mentioned in [Annex-II](#).

25. The contract will be valid for a period of three (3) years from the date of engagement subject to acceptance of the terms and conditions.

26. The contract can be terminated by either side by a notice of three months or three months remuneration in lieu thereof.

27. Existing terms and conditions are subject to review by the Human Resource Management Department, Reserve Bank of India, Central Office, Mumbai from time to time.

28. Any dispute arising on account of the contract shall be subject to the exclusive jurisdiction of the Courts at Mumbai.

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**Engagement of Medical Consultant (MC) in the Bank on  
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**Code of Conduct**

1. Every MC 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 MC 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. No MC 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 MC of the Bank. 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 the Bank for any loss suffered by the Bank as a result of disclosure of any confidential information.
3. Every MC 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.
4. No MC 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.
5. No MC 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. A MC 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 seven days at a time.



7. A MC shall not outsource/sub-contract the services to any other medical professional.
8. 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.
9. A Medical Consultant shall not solicit or accept any gift from any employee/visitors to the Dispensary.
10. No MC 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 behavior, 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.

11. The contract is liable to be terminated if a MC is arrested for debt or on a criminal charge or is detained in pursuance of any process of law.

12. MC 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.

13. Provisions at para-11 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.

14. The contract is liable to be terminated in case a MC 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 FORM**

**Engagement of Medical Consultant (MC) in the Bank on  
contract basis with fixed hourly remuneration**

Fix recent  
passport size  
photograph

1. Name in full: Shri/Smt./Kum \_\_\_\_\_  
(to be given in block letter, Surname to be stated first)

2. Father/Husband's Name: \_\_\_\_\_

3. (a) Address:

Residence	Dispensary

(b) Phone No. : \_\_\_\_\_  
Mobile No. : \_\_\_\_\_  
E-mail ID : \_\_\_\_\_

(c) Approximate distance from the Bank's Dispensaries located at:

SI No	Address of RBI's Dispensary	Distance (in Km) from	
		Applicant's Residence	Dispensary /Hospital where the applicant is currently working
1	Reserve Bank of India, Mumbai Regional Office, Amar Building, Fort, Mumbai - 400001		
1	Reserve Bank of India, Mumbai Regional Office, Amar Building, Fort, Mumbai - 400001		
2	RBI Staff Quarters, Kandarpada Dahisar(W), Mumbai-400064		
3	RBI Staff Qtrs, Lt. D.G. Marg, Mahim, Mumbai-16		
4	RBI Staff Quarters, Bhandup(E), Mumbai-400042		
5	RBI Officers Quarters, Vasant Vihar Napean Sea Road, Mumbai-400006		
6	RBI Staff Quarters, Raheja Township Jeetendra Road, Malad(E), Mumbai-400097		
7	RBI Officers Qtrs, Sun Plazzo, S.B. Marg Lower Parel, Mumbai-13		
8	RBI Officers Quarters, 20, Plot No. R-3 & R-4, Near Drive in Theatre, BKC, Mumbai-400020		
9	Tapovan, RBI Officers Quarters, Pathanwadi Malad(E), Mumbai-400097		
10	Kailash, RBI Officers Quarters, Near Saibaba Mandir, Malad(E), Mumbai-400097		

4. Date of Birth and age as

on January 1, 2018 :

D	D	M	M	Y	Y	Y	Y

5. Place of birth and domicile :

6. Nationality :

7. Whether belongs to SC/ST/OBC/UR(General): SC/ ST / OBC / UR (Gen)

8. Educational Qualifications

(Indicate degree/diploma obtained, in the order of highest to least)

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

9. Particulars of any other Courses in medicine completed by the applicant

10. Details of past experience

(Experience after graduation should only be stated):

Experience	From	To	Period		Address and Details of the official under whom the applicant worked
			Year/s	Month/s	
In Hospital (as a Physician)					
As General Practitioner					

11. Details of Current Engagement with working hours

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 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.

(Signature of the applicant)

Place:

Date:

## **INSTRUCTIONS**

- All the details in the Application Form are to be filled up completely by the applicant, as incomplete Forms are liable to be rejected.
- Attested copies of relevant certificates regarding age, educational qualifications, caste, experience etc. should be attached with the Application Form.
- If the candidate is working as a Medical Officer for any institution, the details thereof and working hours therein should be indicated in para-11.