



**RESERVE BANK OF INDIA
Agartala**

Engagement of Part-time Bank's Medical Consultant on contract basis with fixed hourly remuneration

1. [Applications](#) are invited by the Bank from eligible candidates belonging to **Unreserved category** to fill up **01 (one)** post of Bank's Medical Consultant (BMC) on contract basis for Reserve Bank of India, Agartala Office, Tripura. The remuneration will be at a fixed hourly rate. The application from eligible candidates should reach The General Manager (Officer-in-charge), Reserve Bank of India, 2nd Floor, Jackson Gate Building, Lenin Sarani, Agartala – 799001 **on or before 05.00 p.m. of August 16, 2022.**

2. **Minimum Qualification:** An MBBS degree in the allopathic system of medicine from any university recognized by the Medical Council of India.

3. **Experience:** Minimum of **two years'** experience of practice in medicine in any hospital or clinic as a medical practitioner.

4. Other Terms and Conditions:

- i. The applicant should have his/her dispensary or place of residence in Agartala.
- ii. The remuneration of Part-time Bank's Medical Consultant on contract basis will be fixed with reference to the actual duty hours performed and will be all inclusive.
- iii. The contract for engagement will be for a period of 03 (three) years. There will not be any renewal for engagement on completion of the period of contract. The vacancy will be notified again and a new recruitment procedure will be initiated adhering to roster requirement.
- iv. The rate of remuneration and the duty hours will be as follows:

Sl. No.	Location	Timing/Duty Hours @	Remuneration
1	Reserve Bank of India, 2 nd Floor, Jackson Gate Building, Lenin Sarani, Agartala – 799001	17:00 hrs to 18:00 hrs (Monday to Friday)	1. ₹1,000/- per hour for the entire period of contract, <i>i.e.</i> , three years. 2. Out of the total monthly remuneration so payable, a sum of ₹1,000/- per month shall be treated as conveyance expenses.

@ Subject to change

- v. 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 operative requirements. Accordingly, the selected candidate may have to attend dispensaries/s of the Bank 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.
- vi. The Reserve Bank of India reserves the right to review the rate of remuneration from time to time and alter the duty hours and location of consultation/dispensary at its discretion in case it becomes expedient to suit administrative and operative requirements.

5. Interested and eligible candidates may please apply in the prescribed format as at [Annex-III](#). The application should be sent in a sealed envelope superscribed:

“Application for the post of Part-time Bank’s Medical Consultant on contract basis with fixed hourly remuneration”

Selection Procedure:

6. The Bank will be conducting an interview for the shortlisted 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. Merely fulfilling the eligibility criteria will not entitle a candidate to be called for interview. The Bank will not entertain any correspondence with the applicants who will not be called for the interview.

7. After the interview, shortlisted candidates will be subjected to medical tests as per prescribed norms. The cost of these medical tests will have to be borne by the applicants.

8. The candidate finally selected for the post will be appointed subject to his/her being found medically fit and acceptance of the **Terms and Conditions of Contract ([Annex-I](#)) and Code of Conduct ([Annex-II](#))** fixed by the Bank.

9. The selected applicant shall have to sign an Agreement with the Bank before engagement as Part-time Bank’s Medical Consultant (BMC) on contract basis with fixed hourly remuneration.



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

1. To attend to Banks' dispensary located at 2nd Floor, Jackson gate Building, Lenin Sarani, Agartala, Tripura West – 799001, during prescribed duty hours as mentioned in para 4 (iv) of the advertisement (or for longer periods as decided by the Bank) excluding Bank holidays.
2. To advise 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 (the timings and/or duration may be changed as and when considered necessary by the Bank). To be available for consultation at his/her 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 Quarters/SRAs 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 Bank's Medical Consultant responsibility to ensure that the qualifications he/she 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 he/she 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, he/she 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.

Bank's Medical Consultant liability will be that of an independent contractor and not that of an agent of the Bank.

5. Bank's Medical Consultant duties at the RBI 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 – If needed, 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 his/her absence is to be discouraged. He/she will be required to train the Pharmacists wherever posted in the Bank, to administer routine and simple type of injections if so required when the work is heavy.
 - (iv) The important dressings and minor surgeries are to be handled by Bank's Medical Consultant on case-to-case basis.
6. To visit any member of the Bank's Staff staying in the Quarters/SRAs whenever required to do so by the Bank and submit a report on their health. For such visits Bank's Medical Consultant 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 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/or any other chemist 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 or on reimbursement basis.
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 once 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 31st March in the prescribed form on the general health of the staff.
15. 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.
16. 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.
17. For the services rendered by Bank's Medical Consultant, the remuneration is fixed at ₹1,000/- 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 not be entitled to leave or any other perquisites/facilities. If Bank's Medical Consultant is required to attend to the Dispensary on any public holiday, compensation @ ₹1,000/- per hour would be paid. Taxes on the income would be deducted at source as per extant rates and Government notifications.
18. In the event of Bank's Medical Consultant absenting from duty, he/she shall be required to make substitute arrangements acceptable to the Bank viz. in terms of qualification and experience at his/her own risk and cost.
19. Bank's Medical Consultant will be under the administrative control of the Chief General Manager/General Manager (Officer-in-charge), Reserve Bank of India, Agartala.
20. The contract will be valid for a period of three years from the date of engagement subject to acceptance of the above terms and conditions and observing the code of conduct of the Bank as given in [Annex-II](#).
21. 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.
22. 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 operative requirements.

23. The contract will be terminable during the period of contract, on three months' notice on either side or three months' remuneration calculated @ ₹1,000/- per hour per month in lieu thereof.

24. Any dispute arising on account of the contract shall be subject to the jurisdiction of the Courts of Agartala.

(आवेदक के हस्ताक्षर) / (Signature of applicant)

स्थान / Place:

दिनांक / Date:

Code of Conduct for Bank's Medical Consultants (BMC) whose services are engaged on contract basis on hourly basis with fixed 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 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. Every Bank's Medical Consultant shall serve the Bank honestly and faithfully and shall use his/her utmost endeavour 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 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 –
 - 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 Bank's 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 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.

(आवेदक के हस्ताक्षर) / (Signature of applicant)

स्थान / Place:

दिनांक / Date:

भारतीय रिजर्व बैंक, अगरतला में बैंक के अंशकालिक चिकित्सा सलाहकार
(अनुबंध के आधार पर फिक्स्ड प्रति घंटा पारिश्रमिक के तहत)

पद के लिए आवेदन

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

आवेदक के हस्ताक्षर
के साथ हाल ही में
पासपोर्ट आकार
तस्वीर प्रत्यय
Affix recent
passport size
photograph with
applicant's
signature

1.	पूर्ण नाम (ब्लॉक अक्षरों में)/Name in Full (In Block Letters)	श्री / श्रीमति / कुमारी _____ Shri / Smt./ Kum. _____			
2.	पिता / पति का नाम Father's / Husband's Name	श्री _____ Shri _____			
3.	जन्म तिथि (जैसा कि स्कूल छोड़ने के प्रमाण पत्र में दर्ज) और आयु (विज्ञापन की तारीख के अनुसार) Date of Birth (as recorded in School Leaving certificate) and Age (as on date of advertisement)				
4.	जन्म और अधिवास का स्थान Place of Birth and Domicile				
5.	राष्ट्रीयता Nationality				
6.	वर्ग / Category	अनुसूचित जाति / SC	अनुसूचित जनजाति / ST	ओबीसी / OBC	जनरल / GEN
7.	शैक्षिक योग्यता / Educational Qualifications:				
क्र सं Sr No.	डिग्री/डिप्लोमा Degree / Diploma	विश्वविद्यालय/बोर्ड University / Board	उत्तीर्ण होने का वर्ष / Year of Passing	प्रतिशत / श्रेणी Percentage / Class	
8.	आवेदक द्वारा पूरी की गई दवा में किसी अन्य पाठ्यक्रम का विवरण				

	Particulars of any other course in medicine completed by the applicant				
9.	अनुभव का विवरण {केवल स्नातक (MBBS) होने के बाद प्राप्त किया गया अनुभव दिया जाना चाहिए} Details of experience {Only experience gained after graduation (MBSS) should be stated}				
क्र सं Sr No	अनुभव Experience	से From	तक To	अवधि Period	
				साल Years	महीने Months
(a)	अस्पताल में (एक चिकित्सक के रूप में) In Hospital (As a physician)				
(b)	जनरल प्राॅक्टिशनर के रूप में As General Practitioner				
10.	(क) पता (a) Address	निवास / Residence:		डिस्पेंसरी / Dispensary:	
	(ख) दूरभास (b) Phone No.	लैंडलाइन: Landline:		मोबाइल: Mobile:	
	(ग) ई-मेल आईडी (c) E-mail ID				
	(घ) भारतीय रिजर्व बैंक, अगरतला का पत्ता (d) Address of RBI Agartala Office	निवास से अनुमानित दूरी (किमी में) Approximate Distance from Residence (in kms)		डिस्पेंसरी से अनुमानित दूरी (किमी में) Approximate distance from dispensary (in kms)	
	दूसरी मंजिल, जैक्सन गेट बिल्डिंग, लेनिन सारनी, अगरतला – 799 001 2nd Floor, Jackson Gate Building, Lenin Sarani, Agartala – 799 001				

11.	आवेदक अपने आवेदन पर विचार करने के लिए कोई अन्य कारक जिसे आवेदक ध्यान में लाना चाहेगा Any other factors which the applicant would like to bring into account for considering his/her application	
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मैं इस बात की घोषणा करता हूँ कि मेरे द्वारा इस फॉर्म में दी गई जानकारी और विवरण सही है। मैं यह भी नोट करता हूँ कि यदि उपरोक्त जानकारी में से कोई भी गलत हो या यदि किसी भी भौतिक जानकारी या विशेष को दबा दिया गया हो या उससे छोड़ दिया गया हो, मेरी नियुक्ति बिना किसी नोटिस या नोटिस के बदले मुआवजे के समाप्त होने के लिए उत्तरदायी है।

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.

(आवेदक के हस्ताक्षर) / (Signature of applicant)

स्थान / Place:

दिनांक / 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./ आवेदन पत्र में सभी विवरण आवेदक द्वारा पूरी तरह से भरे जाने हैं, क्योंकि अधूरे फॉर्म अस्वीकार किए जा सकते हैं।
2. Attested copies of relevant certificates regarding age, educational qualifications, caste, experience, registration certificate issued by Medical Council of India, etc. should be attached with the Application Form./ आयु, शैक्षणिक योग्यता, जाति, अनुभव, मेडिकल काउंसिल ऑफ इंडिया द्वारा जारी पंजीकरण प्रमाण पत्र आदि के संबंध में प्रासंगिक प्रमाणपत्रों की सत्यापित प्रतियां आवेदन पत्र के साथ संलग्न की जानी चाहिए।
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.) / आवेदक द्वारा प्राप्त अनुभव के समर्थन में प्रस्तुत प्रमाण पत्र में ड्यूटी के घंटे और ड्यूटी की प्रकृति का विवरण होना चाहिए। (यदि अभ्यर्थी किसी संस्थान में चिकित्सा अधिकारी के रूप में कार्यरत है तो उसका विवरण तथा कार्य समय का उल्लेख किया जाना चाहिए।)