



No.16(78)/2024-E.I

Date: 05.03.2024

Advertisement No. 02/2024
(Engagement of Part-Time Doctor)

CSIR-Institute of Minerals & Materials Technology, Bhubaneswar, under the aegis of Council of Scientific & Industrial Research (CSIR) will conduct a **walk-in interview on 14.03.2024 (Thursday) at 2.30 P. M in Conference Room of this institute** for engagement of two Part-Time Doctors from qualified doctors in Allopathic system of medicine in IMMT Health Centre located inside its residential Campus on payment of a monthly consolidated amount of honorarium for medical treatment of its employees, pensioners and family pensioners. The details of essential qualification, work experience, age, job requirements, monthly honorarium etc for this engagement are given below:

Sl No.	Name of the position	No. of position & Consolidated Monthly Honorarium	Working Hours	Duration of Engagement	Essential Qualification and Maximum Age limit as on the last date of receipt of application.
1.	Part-Time Doctor (Allopathic System)	02* (TWO) Rs. 32,670/- P.M. (consolidated amount for full month of duty)	3 hours per day (Either Morning shift or Evening shift depending upon requirement) on all working days except Sunday and Gazetted Holidays.	Initially for 6 Months which is extendable for further period on satisfactory service OR till further orders, whichever is earlier.	MBBS Degree with 55% marks from a Medical College/University recognized by Govt./MCI and with minimum 10 years of relevant experience as a registered practitioner in Medicine. Retired Doctors from Government organizations may also apply. Maximum Age limit : 64 years

***Depending upon the Qualification, Experience etc, the no. of positions may increase or decrease.**

#Desirable Qualification: - Candidates with higher degree of M.D. after possessing essential qualification & experience will be preferred.

(1) Honorarium and Job Requirement: -

To perform general duties as a Part-Time Medical Officer in CSIR-IMMT Health Center and to attend to patients which will comprise employees, pensioners and their dependent family members and family pensioners. He/She will have to attend either the morning shift or the evening shift of OPD of CSIR –IMMT Health Center, IMMT Campus, Bhubaneswar for three hours duration as per requirements and as decided by the Competent Authority of IMMT. In case of serious ailments, if

required, he/she has to refer patients to some of the Hospitals which are tied up with IMMT for extending treatment with credit facility or without credit facility, as the case may be. He/She will also have to certify the credit Hospital bills as well as credit Medicine bills received in respect of those patients referred and attended by him/her. If required, he/she may have to work for extra shift of duty in the absence of regular Medical Officer of the Institute, which will be compensated to him/her by giving commensurating off in his/her normal shift of duty.

Payment of monthly honorarium of upto Rs.32,670/- consolidated is solely attendance based for the whole month and in case of absence from duty on leave or for any other reason in a month, the honorarium will be calculated on prorata basis for the period of duty, the consolidated amount of which will be paid in the 1st half of the following month. No other payment except the admissible honorarium based on actual attendance will be paid to the Part-Time Doctor.

(2) Period of engagement: -

Engagement of Part-Time Doctor will be purely to pay on contract basis for a temporary period and it will not confer any right, explicit or implicit, on the incumbent for any claim for absorption/regularization/continuation against any post of IMMT/CSIR. The engagement of Part-Time Doctor may be terminated at any time by CSIR-IMMT by giving one-month notice without assigning any reason and the incumbent may also terminate his/her services by giving one-month notice in advance, which can be extended or curtailed OR immediately by paying one-month honorarium to IMMT in lieu of the notice period.

(3) General Terms & Conditions for engagement of Part-Time Doctor: -

- (i) No TA/DA will be paid to the candidates for joining of the assignment.
- (ii) Tax deduction at Source: Income Tax or any other tax liability will be as per the prevailing rules and it will be deducted at sources before effecting the payment of honorarium for which the office will issue TDS certificate.
- (iii) Confidentiality of data, information and documents: The information, data and documents related to the office shall remain confidential. No one shall utilize or publish or disclose to a third party, any part of the data or statistics or proceedings or information collected for the purpose of this assignment or during the course of assignment for the office, without the express written consent of the office. The part time doctor shall be bound to hand over the entire set of records or assignments to the office before the expiry of the contract or before.
- (iv) Conflict of interest: The Part Time Doctor engaged by this office, shall not represent or give opinion or advice to others in any matter which is averse to the interest of this office.
- (v) Canvassing in any form and/or bringing any political influence or otherwise will be treated as a disqualification for the above position.
- (vi) The engagement of Part-Time Doctor is subject to the terms and conditions issued by CSIR in this regard from time to time.
- (vii) For all intent and purposes, the services of Part-Time Doctor will be under administrative control of the Director, CSIR-IMMT.
- (viii) The candidates applying for above position must be medically fit.
- (ix) Part-Time Doctor will not be entitled to any kind of regular leave. They will be eligible for 8days leave in a year on pro rata basis.

(4) Procedure for Engagement of Part-time Doctor: -

- (i) Before filling up the application form in the prescribed application form (**Annexure A**), candidates are advised to check their eligibility as per the advertisement and also suitability for the scope of work mentioned and submit at the time of Walk-in-interview.
- (ii) Candidates are advised to report for selection process at **CSIR-IMMT Conference Room at 2.30 P. M on 14.03.2024 (Thursday)**.
- (iii) Candidates are required to report for Interview on the said date, time and Venue along with **original documents**. Candidates reporting after reported time will not be allowed.
- (iv) The selection process will start from 14.03.2024 (Thursday) and can be extended to the next day in case all the candidates appearing for selection process could not be assessed on the same day.
- (v) The Part-Time Doctor will be selected based on their performance in the Interview.
- (vi) Candidates are advised to make their arrangements for stay and travel accordingly. No assistance will be provided by CSIR in this regard.
- (vii) The venue, date and time of selection process may change due to administrative reasons. If so, the same will be notified on CSIR-IMMT Website. Candidates are advised to check CSIR Website regularly for updates regarding this.
- (viii) Candidates are required to bring original of all their testimonials, educational qualification certificates at the time of selection process. They will not be allowed for Interview without production of original documents.
- (ix) **Willing candidates are also to inform about their participation in the selection process through e-mail to recruitment@immt.res.in two days prior to the date of Interview along with scanned copies of certificates and mark sheets.**
- (x) The Part Time Doctor to be engaged as indicated above is provisional and may vary at the time of selection.
- (xi) The decision of the Director, CSIR-IMMT in all matters relating to eligibility, acceptance or rejection of application, mode of selection, not to fill up all or any of the Part-Time Doctor will be final and binding on the candidates and no interim inquiry or correspondence will be entertained in this connection from any individual or his/her agency.
- (xii) Candidates are advised to check their e-mail/CSIR-IMMT Website (under Notification) for further update on the selection process.
- (xiii) For any queries please contact at Ph. No. 0674-2379225 or can send an e-mail to recruitment@immt.res.in

Sd/-

प्रशासनिक अतिकारी/Administrative Officer

Encl: As above

Proforma**Application for engagement of Part Time Doctor at CSIR-IMMT Dispensary, Bhubaneswar.**

1.	Name in full (Block Letter)				Attested photograph to be posted	
2.	Father's/ Mother's Name					
3.	Date of Birth					
4.	Nationality					
5.	Religion					
4.	Whether belongs to SC/ST/OBC/PH/EWS/General					
5.	Date of superannuation and PPO No from Government service (if any)					
6.	Office address at the time of retirement (if any)					
7.	Mode of Retirement/Superannuation/VR/any other					
8.	Complete residential Address with phone number/Mobile No.					
9.	E-mail id					
10.	Phone/Mobile No.					
11.	Aadhar No.					
12.	Educational Qualification (in chronological order from 10 th standard onwards.)					
	Exam Passed	University/Institution/Board	Year of Passing	Subjects	Marks %	Division/Class

13.	Employment records (in chronological order, starting with the first job)				
	Name and address of employer/institution	Period		Designation of post held and scale of pay	Nature of work and level of responsibilities.
		From	To		
14.	Additional relevant information, if any, in support of your suitability for the said engagement, attach a separate sheet, if necessary				
15.	Details of Enclosures			(i) Educational Qualification: (ii) Experiences: (iii) PPO (if superannuation from Government Service): (iv) Any other relevant documents :	

16. Details of blood/close relative employed in CSIR/IMMT: -

17. Undertaking/Declaration: - I hereby declare that all the statements & information made in the application are correct and complete to the best of my knowledge & belief and nothing has been concealed/distorted. I further declare that I was clear from vigilance angle at the time of my retirement (in case of Govt. Employee) and I am medically fit to perform office work. In the event of any statements & information being found false or incorrect at any time, action may be taken against me and I shall abide by the decision of authority, my engagement shall be liable to be summarily terminated without notice/compensation.

(Signature of Candidate)

Name.....

Place.....

Date.....