



**भारत सरकार टकसाल**  
INDIA GOVERNMENT MINT  
(भारत प्रतिभूति मुद्रण तथा मुद्रा निर्माण निगम लिमिटेड की इकाई)  
(A Unit of Security Printing and Minting Corporation of India Ltd.)  
भारत सरकार के पूर्ण स्वामित्वाधीन Wholly owned by Govt. of India  
अलीपुर Alipore, कोलकाता Kolkata – 700 053  
Corporate Identity Number (CIN) of SPMCIL: [U22213DL2006GOI144763]



No. IGMK/HR (Estt.)/Contractual M.O./ 63

Date : 14.06.2022

**NOTIFICATION**

India Govt. Mint, Alipore, Kolkata-700053, a Unit of Security Printing & Minting Corporation of India Limited (SPMCIL) and a Miniratna Category – I Central Public Sector Enterprise (wholly owned by Govt. of India), invites applications for engagement on fixed tenure contract basis for the following post :

Name of Post	Number of Post	Qualification & Experience	Monthly Compensation (All inclusive)
MEDICAL OFFICER (CONTRACTUAL)	02	MBBS Doctors possessing experience upto three years.	Rs. 55,000/-
		MBBS Doctors possessing experience between three to seven years.	Rs. 65,000/-
		MBBS Doctors possessing experience between seven to ten years.	Rs. 70,000/-
		MBBS Doctors possessing experience more than ten years.	Rs. 75,000/-

**GENERAL INSTRUCTIONS**

Walk-in-interview will be conducted at India Government Mint (Unit of SPMCIL), Alipore, Kolkata – 700053, on 28.06.2022 at 11.00 A.M. for engagement of two (2) No. of MEDICAL OFFICER on contract basis for an initial period of three (3) years tentatively which may be reduced or extended at the discretion of the management.

- 1) A Consolidated Monthly Compensation will be paid as mentioned above. The income tax as applicable will be deducted at source from the monthly payments made.
- 2) Posting after appointment will be at India Government Mint, Kolkata – 700 053 (A Unit of SPMCIL), with reporting to the Chief General Manager, India Government Mint, Kolkata.
- 3) Strict adherence to Duty Roster is called for, viz. out of 3 shifts per day (during shift working) @ 8 hours per shift alternately, with 6 days per week.
- 4) The appointee will attend the Executives, Supervisors, Staff, Workmen and CISF staff deployed at India Government Mint, Kolkata, including their dependent family members during duty hours, as and when required.
- 5) Educational Qualification : M.B.B.S. with valid Registration at State Medical Council or Indian Medical Council with experience as mentioned in above table.
- 6) Age Limit : Candidate's upper age should not be more than 70 years on the date of Walk-in-interview.

*[Handwritten Signature]*

Contd.....Page-2

- 7) The full time contractual Medical Officer will not have any claim / right for continuity in service or automatic extension of term of contract.
- 8) During the tenure, Management will have the right to terminate services of the appointee, without assigning any reasons thereof, by giving one month's notice or one month's consolidated compensation in lieu of such notice. Similarly, if the incumbent wishes to foreclose his tenure, he can do so by giving one month's notice in writing or by depositing one month's Consolidated Compensation in lieu of such notice.
- 9) Aspirants intending to join as **MEDICAL OFFICER (Contractual)** should attend the interview with original and attested copies of mark-sheets & certificates regarding : (a) Proof of Age, (b) Proof of Caste, (c) Educational Qualification, (d) Professional Qualification, (e) Post-specialization Experience, (f) Registration with Indian / State Medical Council - and any other related matter.
- 10) Venue, Date and Time of Interview :  
Venue : **India Government Mint, Alipore (Near Taratala), Kolkata, W.B., Pin-700053**  
Date : **28.06.2022**  
Time : **11.00 A.M.** (Candidates should report by **9.00 A.M.** for documents-verification)

**DUTIES AND RESPONSIBILITIES OF MEDICAL OFFICER (CONTRACTUAL)**

- 1) Performing duties at India Government Mint, Kolkata Dispensary as per the Duty Roster, i.e., out of 3 shifts per day, @ 8 hours per shift alternately, with 6 days per week (Monday to Saturday). However, in case of any urgency/emergency, may have to attend duty on Sunday/Holiday also.
- 2) Providing medical assistance to the employees and their dependent family members.
- 3) Attending emergency calls as and when required beyond normal duty hours.
- 4) Liaison with the Hospitals empanelled by India Government Mint, Kolkata.
- 5) Scrutiny of Medical Reimbursement bills furnished by -- (a)Empanelled hospitals; and (b) Employees for IPD/OPD treatment including medicine and laboratory tests.
- 6) Maintenance of stock of essential medicines in India Government Mint, Kolkata Dispensary by raising periodical indents for procurement.
- 7) Arranging periodical medical/health check-up of employees and keeping record in this reference.
- 8) Good maintenance of India Government Mint, Kolkata Dispensary and its equipment.
- 9) Conducting programme for occupational health awareness.
- 10) To impart First-Aid Training to selected employees of India Govt. Mint, Kolkata.
- 11) To guide and control the Pharmacists/Compounders for appropriate functioning of the dispensary.
- 12) Other related duties as and when required by the organization.

  
Dy. General Manager (HR)  
For Chief General Manager

## TERMS AND CONDITIONS

- 1) The tenure of your engagement will be for a period of Three (3) Years with effect from the date of joining which may be reduced or extended at the discretion of the Company.
- 2) You will be posted to work at India Government Mint, Kolkata – 700 053 (A Unit of SPMCIL).
- 3) You will have to work under the direct Control/ Guidance/ Orders/ Supervision of the designated officials.
- 4) You will not sign or certify documents or pass bills etc. pertaining to the department and will not supervise or control the work of SPMCIL employees. However, you can interact with the concerned officials/ departments regarding the progress / execution of work assigned to you.
- 5) You will be required to work in accordance with the timings observed by India Govt. Mint, Kolkata. Holidays applicable to you will be the same as applicable to the employees of SPMCIL posted at this Unit.
- 6) You will be paid a Monthly Consolidated Compensation (all inclusive) as per the status tabulated below:

Sl. No.	Qualification & Experience	Monthly Compensation(All inclusive)
1.	MBBS Doctors with experience upto three years.	Rs. 55,000/-
2.	MBBS Doctors possessing experience between three to seven years.	Rs. 65,000/-
3.	MBBS Doctors possessing experience between seven to ten years.	Rs. 70,000/-
4.	MBBS Doctors possessing experience more than ten years.	Rs. 75,000/-

- 7) Absence during the month, other than the authorized leave, will not be reckoned for the purpose of payment of Compensation. Deduction will be made on pro-rata basis for the number of days of such absence in that month.
- 8) The income tax as applicable will be deducted at source from the payments made to you.
- 9) You will be entitled for paid leave of one day for every 20 days of work including weekly holidays and other applicable holidays. The leave may be availed with the prior approval of the controlling officer only after it actually becomes due and not in advance/ anticipation.
- 10) You will be reimbursed premium for Medclaim Policy upto Rs.2 Lakh from a PSU Insurance Company for self, spouse and dependent children for the period of engagement exceeding 6 months. No other medical benefits shall be available.
- 11) You will also be reimbursed premium for Accidental Insurance coverage of Rs 3 Lakh for yourself only from a PSU Insurance Company for the period of engagement only exceeding 6 months.
- 12) During the tenure of this engagement, you will wholly devote yourself to work assigned to you and will not undertake any other employment either on full or part time basis. Any violation of the condition will entail immediate termination of your services notwithstanding clause 16 below.
- 13) You will have to give a declaration that there is nothing adverse against you either presently or in the past which would disqualify you for being engaged in service. Following shall constitute disqualification for appointment:
  - Insolvency
  - Pendency of investigation/ trial in relation to a criminal offence.
  - Conviction by Court of Law for criminal offence.
  - Dismissal/ termination from the services in your previous employment(s) pursuant to disciplinary action.
- 14) You will maintain absolute secrecy and confidentiality in matters relating to the official documents and/ or information which you acquire during the tenure. You shall at all times during your tenure, maintain absolute integrity, discipline, devotion to duty and do nothing against the interest of SPMCIL. Any contravention of this condition will entail immediate termination of your engagement notwithstanding clause 16 below.
- 15) Your performance will be reviewed periodically to ensure completion of assignment(s) entrusted to you. In the event of performance being unsatisfactory, your services are liable to be terminated without any notice and/ or without assigning any reason thereof notwithstanding clause 16 below.
- 16) Management has the right to terminate your services by giving one month's notice or by giving one month's consolidated compensation in lieu of such notice during your tenure. Similarly, if you wish to foreclose your tenure, you can do so by giving one month's notice in writing or by depositing one month's Consolidated Compensation in lieu of such notice.
- 17) Any other matter regarding your engagement not dealt with herein shall be governed at the sole discretion/ decision of the management which will be binding on you.

14/5/22

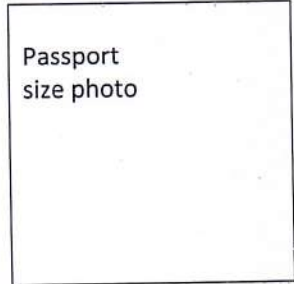
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[www.igmkolkata.spmcil.com](http://www.igmkolkata.spmcil.com)

**APPLICATION FORMAT**

**Advt. No. IGMK/**

**Date :**

1. Name of the Post
2. Name of the candidate
3. Father's Name
4. Date of Birth  
Age as on .....  
( DD MM YY)
5. Permanent Address
6. Address for correspondence
7. Phone numbers (office)  
(Residence)  
Mobile  
Fax  
E-mail
8. Religion
9. Nationality
10. Whether belonging to SC/ST/OBC/Ex-serviceman/physically handicapped
11. Details of Educational Qualifications starting from professional to matriculation:



S.No.	Details of Exams	Year of Passing	Subject	Marks	Board/University

**12. Details of Experience starting from latest employment:**

Name of Organisation	Position held & Level	Period		Pay-scale with Pay	Total Emoluments	Brief description of duties
		From	To			

13. Whether any relative already working with SPMCIL.  
If yes, specify the relationship.
14. Details of Computer knowledge & Experience
15. Details of Training

Name of Course	Institute	Contents

16.(a) Whether any criminal case is pending ? If yes, please provide details.

(b) Whether the candidate has been convicted in any criminal case? If yes, please provide details.

17. Copies of Certificates/testimonials enclosed.

- |    |    |
|----|----|
| a. | c. |
| b. | d. |

**DECLARATION**

I hereby affirm and declare that the statements made in the application are true and unexaggerated. I undertake that any misrepresentation or material omission made in this application form will render the undersigned liable to immediate dismissal.

Date:  
Place:

(Signature of the Candidate)

**SELF DECLARATION BY THE CANDIDATE**  
**(To be submitted with application)**

I \_\_\_\_\_ may be engaged as \_\_\_\_\_ by  
SPMCIL, I hereby undertake that:

- i. There is no criminal case pending against the undersigned.
- ii. I have not been compulsory retired by the Govt.

Signature : \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Address : \_\_\_\_\_

Smit