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भारत सरकार टकसाल

INDIA GOVERNMENT MINT

(सिक्योरिटी प्रिंटिंग एंड मिंटिंग कॉर्पोरेशन ऑफ इंडिया 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]

सूचना का अधिकार RIGHT TO INFORMATION

सं /No. IGMK/HR(Estb.)/Contractual M.O./2026-27/ 88 **दिनांक/Date:** 05/11/2026

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 with experience **upto three years.**	**Rs. 69,930/-**
		MBBS Doctors possessing experience **between three to seven years.**	**Rs. 83,250/-**
		MBBS Doctors possessing experience **between seven to ten years.**	**Rs. 88,800/-**
		MBBS Doctors possessing experience **more than ten years.**	**Rs. 95,460/-**

GENERAL INSTRUCTIONS

Interview will be conducted at India Government Mint (Unit of SPMCIL), Alipore, Kolkata – 700053 for engagement of two (2) Nos. of MEDICAL OFFICER on contract basis for an initial period of three (3) years.

1) A Consolidated Monthly Compensation will be paid as mentioned above.

2) The income tax as applicable will be deducted at source from the payments made.

3) 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 absence in that month.

4) 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.

5) Strict adherence to Duty Roster is called for, viz. out of 3 shifts per day, @ 8 hours per shift alternately, with 6 days per week.

6) The appointee will attend the Executives, Office Employees, Industrial Staff, retired Employees and CISF staffs deployed at India Government Mint, Kolkata including their dependent family members during duty hours, as and when required.

7) Educational Qualification: M.B.B.S Doctors with permanent registration number from State Medical Council/Medical Council of India.

8) Age Limit : Candidate's upper age should not exceed 62 years on the date of Walk-in-interview.

Contd...2

9) The full time contractual Medical Officer will not have any claim / right for continuity in service or automatic extension of term of contract.

10) 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.

11) 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 Medical Council -- and any other related matter.

12) Venue, Date and Time of Interview :
Venue : **India Government Mint, Alipore (Near Taratala), Kolkata, W.B., Pin-700053**
Date : **Will be Intimated to the Shortlisted Candidate.**
Time : **11.00 A.M.** (Candidates should report by **9.00 A.M.** for documents-verification)

DUTIES AND RESPONSIBILITIES OF MEDICAL OFFICERS (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.

05/11/20

(सुनील दुपारे/ Sunil Dupare)
संयुक्त महाप्रबंधक) मा.सं/(.JGM (HR)
कृते मुख्य महाप्रबंधक/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. 69,930/-**
2.	MBBS Doctors possessing experience between three to seven years.	**Rs. 83,250/-**
3.	MBBS Doctors possessing experience between seven to ten years.	**Rs. 88,800/-**
4.	MBBS Doctors possessing experience more than ten years.	**Rs. 95,460/-**

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 Mediclaim 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.

05/11/20

(सुनील दुपारे/ Sunil Dupare)
संयुक्त महाप्रबंधक) मा.सं/ .JGM (HR)
कृते मुख्य महाप्रबंधक/For Chief General Manager

ANNEXURE-I

TERMS & CONDITIONS OF CONTRACT AGREEMENT

1. The tenure of engagement will be for the period of three year with effect from the date of joining which may be reduced or extended at the discretion of the Company.
2. Working will be under the direct Control/ Orders/ Guidance/ Supervision of Undersigned/ designated officials. Communication regarding duties and responsibilities will be issued separately.
3. The contractual appointee 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, interaction may be made with the concerned officials/ departments regarding the progress / execution of work assigned.
4. The attendance of the selected candidate will be monitored by the designated Officials of India Government Mint, Kolkata.
5. The contractual appointee will be required to work in accordance with the timings observed by India Govt. Mint, Kolkata, and to comply with the Face Based Biometric Attendance Management System through Face Reading of individual/signature on the Attendance Register, as the case may be, during entry in and exit from office premises. Holidays applicable will be the same as applicable to the employees of SPMCIL posted at I.G. Mint, Kolkata.
6. The MEDICAL OFFICER (CONTRACTUAL) will be paid a Consolidated Compensation (all inclusive) according to the Qualification and Experience as mentioned in the notification.
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.
9. The contractual appointee 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. The contractual appointee will be reimbursed premium for Mediclaim Policy upto Rs. 2 Lakh from a PSU Insurance Company for self, spouse and dependent children for the period of engagement only exceeding 6 months. No other medical benefits shall be available.
11. The contractual appointee will also be reimbursed premium for Accidental Insurance coverage of Rs. 3 Lakh for himself/herself only from a PSU Insurance Company for the period of engagement only exceeding 6 months.
12. During the tenure of this engagement, the contractual appointee will wholly devote to work assigned and will not undertake any other employment either on full or part time basis. Any violation of this condition will entail immediate termination of engagement notwithstanding clause 16 below.

Cont...2

13. The contractual appointee will have to give a declaration that there is nothing adverse against him/her either presently or in the past which would disqualify him/her 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 previous employment(s) pursuant to disciplinary action.

14. The contractual appointee will maintain absolute secrecy and confidentiality in matters relating to the official documents and/ or information which he/she acquires during the tenure. He/she shall at all times during the 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 engagement notwithstanding clause 16 below.

15. The performance will be reviewed periodically to ensure completion of assignment(s) entrusted. In the event of performance being unsatisfactory, the engagement is 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 the engagement not dealt with herein shall be governed at the sole discretion/ decision of the management which will be binding on the contractual appointee.

18. Canvassing in any form will result in disqualification.

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SECURITY PRINTING AND MINTING CORPORATION OF INDIA LTD.
(Wholly Owned by Government of India)
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INDIA GOVERNMENT MINT, ALIPORE, KOLKATA – 700053.(A UNIT OF SPMCIL)
www.igmkolkata.spmcil.com

APPLICATION FORMAT

Advt. No. IGMK/HR(Estb.)/Contractual M.O./2026-27/88 **Date : 05/11/2026**

Passport size photo

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)

NON-DISCLOSURE AGREEMENT

I _____ engaged as _____ by SPMCIL and by virtue of my roles and responsibility. I will have access to some confidential information and accordingly, I understand that:

i. I will maintain absolute secrecy and confidentiality in the matter relating to the official documents and/or information acquired during the tenure.

ii. Never to pass any information obtained as part of the organization to anyone outside the organization, unless I have been directed to do so by the reporting authority, and the reasons for doing so are clearly understood.

iii. To keep all names, contact details and personal information secure and confidential.

iv. I shall not utilized or publish or disclose or part with any part of the data or statistics or proceedings or information collected for the purpose of my assignment or during the tenure of engagement in SPMCIL, to a third party without the express written consent of the Competent Authority.

v. I shall be bound to hand over the entire set of records of assignment to authorized officer/authority before the expiry of my contract.

I understand that any breach of the above conditions will tantamount to breach of contract and will expose me to suit for damages in a court of law.

Signature: _____

Name: _____

Date: _____

Address: _____

Witnessed by: _____

Signature of witness: _____

Name: _____

Date: _____

Address: _____

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: _____