



## MAHANADI COALFIELDS LIMITED

(A Govt. of India Undertaking)

A MINIRATNA COMPANY

### NOTIFICATION FOR ENGAGEMENT OF DOCTORS ON TEMPORARY CONTRACT BASIS

Notification NO: MCL/EE/2021/594; Dated: 30.04.2021

Mahanadi Coalfields Limited is looking for dedicated and enterprising doctors to work in MCL/Coalfield Areas Hospitals/Dispensaries on Temporary Contract Basis. If you are ready to accept the challenge and meet our requisite criteria, this is your best opportunity to work in MCL.

#### Details of recruitment at Mahanadi Coalfields Limited:

Sl. No.	Category of Doctor	Number of Post	Monthly Consolidated Honorarium
1	Doctors with MBBS Qualification	16	Rs.90,000/-
2	Doctors with MBBS Plus Specialization	05	Rs. 1,25,000/-

#### Vacancies at Mahanadi Coalfields Limited

There are **21** vacancies of General Medical Officers and Specialist. The vacancies for GDMOs and Specialty-wise break-up of vacancies in MCL are indicated below:

**General Duty Medical Officer (Doctors with MBBS Qualification) : 16**

MCL- SPECIALTY WISE BREAKUP		
1	Pulmonary Medicine	02
2	Medicine/Physician	03
	Total	05

#### **General Role Profile :**

- GDMOs- Services will be utilized for work of Medical Department, MCL as per requirement on day to day basis in Company's hospital/dispensaries/any Area of MCL.
- Medical Specialist- Services will be utilized for work of Medical Department, MCL as per requirement on day to day basis in company's hospital/dispensaries/any Area of MCL. In addition to this, assistance to CMS I/c MCL as per requirement on day to day basis also to be provided. The specialists should be able to provide different medical assistance as well as attainment of required specialty solutions of the specialty in which he/she has been engaged for the employees working in the establishment and nearby stakeholders.
- Such GDMOs/Specialists are required to attend medical emergencies in mine/projects/establishments/hospitals.
- Such GDMOs/Specialists should be able to examine & treat patients, screening cases requiring specialized medical attention and refer them to higher centers.
- Such GDMOs/Specialists should ensure/make PME (Periodical Medical Examination) of employees & Initial Medical Examination of contractual workers.
- Such GDMOs/Specialists should be able to make suitable arrangements for laboratory services for proper diagnosis of doubtful cases and provide guidance to the technicians & staff.
- Such GDMOs/Specialists should be able to implement various national health & family welfare programs in the unit.
- Such GDMOs/Specialists should ensure adequate supplies of vaccines, consumables medicines, instruments, miscellaneous items required from time to time and their proper storage & usage.
- Such GDMOs/Specialists should ensure cleanliness inside and outside the premises and also proper maintenance of equipment.
- Such GDMOs/Specialists should ensure preparedness to meet exigencies and outbreak of epidemic in his/her area.

- K. Such GDMOs/Specialists should be also be conduct CSR and medical awareness camps, competitions, etc.
- L. Such GDMOs/Specialists should ensure maintenance of the prescribed records and submission of reports and returns.
- M. Such GDMOs/Specialists should be able to educate people on disease prevention measures and health maintenance.
- N. Such GDMOs/Specialists should ensure availability of ambulance services in the Area.
- O. Such GDMOs/Specialists should ensure preparedness to meet emergencies and outbreak of epidemic/pandemic such as Covid-19 in the Project/Area/Hq.
- P. Such GDMOs/Specialists should adhere to company's rule and guidelines.

**Eligibility Criteria:-**

- I. **Maximum age limit:** 65 years as on the date of notification
- II. **Minimum experience required :** Preferably 05 years as on the date of notification.
- III. **Minimum qualification required:**
  - a. **GDMOs-** MBBS from recognized Institute/College approved by Medical Council of India/State Medical Council.
  - b. **Specialists-** MBBS from recognized Institute/College approved by Medical Council of India/State Medical Council with recognized Post Graduate Degree/Diplomate National Board (DNB)/Post Graduate Diploma with 03 years post qualification experience connected with Specialty from a hospital/clinic. (For General Surgery & General Medicine- Minimum qualification is PG Degree/Diplomate National Board (DNB) with minimum 3 years experience)
- IV. **Antecedent Verification:** Details will be furnished by the candidate in the prescribed format of CIL which will be forwarded to Vigilance Department for verification of Antecedent from Authorities concerned.
- V. For ex-employee of CIL or its subsidiaries/other government organization/PSUs:
  - 1. Last 5 years performance record for ex-employee to be certified by ex-employer.
  - 2. Should have worked in the relevant specialty for at least 5 years during their service to be certified by ex-employer.
  - 3. Should have scored minimum "Good" ratings in the last 5 years of service to be certified by ex-employer.
  - 4. Should not have been awarded with any punishment under CDA rules/disciplinary rules of the company in the last 5 years of the service to be certified by ex-employer.
- VI. For private practitioner/private sector experience holders a self certified performance/disciplinary certificate to be produced along with the application.

**How to apply:**

The application form for the post of Medical Executive is attached herewith. The candidates will be required to send the duly filled in application form as an **advance copy** in the format prescribed along with self attested copy of the testimonials through speed post or through email to **General Manager(P-EE), Executive Establishment Department, MCL, HQ, Post Office: Jagriti Vihar, Burla, Dist: Sambalpur, Odisha Pin- 768020 or on email ID : gm-ee.mcl@coalindia.in**, which should reach within the stipulated time by **15.05.2021. ( By 05.00 PM)**. The application of the candidates not received within the stipulated date will not be entertained. The management of MCL will not be responsible for any delay in transit.

If more than one application is received from a candidate, most recent (current) application will be considered as final.

Documents to be submitted are as mentioned in the application format.

**Mode of Selection:**

The mode of selection will be based on personal interview through Video Conference. The date of Interview has been scheduled on **20.05.2021**.

**Other terms and conditions**

- I. Incomplete application in any form will be rejected by the committee.
- II. Offer of engagement on temporary basis will be subject to physical verification of all the documents, if found in order.
- III. The selected candidate will be posted at any Area as per requirement of the company.
- IV. The engagement of GDMOs/Specialists shall be subject to medical fitness to be certified by Company Medical Officer.

- V. Selection of GDMOs/Specialists is subject to character and antecedent verification of the candidate, which would be done post appointment. In case, any discrepancy or concealment of information is found, the contract period of such of GDMOs/Specialists will be terminated with immediate effect without any notice.
- VI. Such GDMOs/Specialists shall not engage in private practice during their period of engagement in MCL and shall be available at any time for emergencies.
- VII. GDMOs/Specialists have to maintain the integrity and secrecy of the company's business and shall not engage himself/herself with any other business during his/her tenure of engagement.
- VIII. They shall perform the duties of the GDMOs/Specialists doctor efficiently, diligently and shall devote their whole time to the company. He/she shall honestly and faithfully serve the company during the period of engagement.
- IX. The duration of the contract period will be upto 31.03.2022.
- X. The contract will automatically cease to exist on expiry of the period of contract and for this, no separate notice would be necessary.
- XI. The contract may be terminated by either side by giving one month notice.
- XII. The requirement may further be revised by the MCL after assessing the situation after six months i.e. after 31<sup>st</sup> October,2021.
- XIII. The period of engagement is liable to be terminated at any time without assigning any reason thereof after giving one month notice.
- XIV. Retired Employees ( Executives/Non-executives) covered under the respective Contributory Post Retirement Medicare Scheme will continue to be governed by the said scheme during their period of engagement. However, the outsourced Doctors will be entitled for medical benefits for self and spouse in the company's hospital, to the extent available and will not be eligible for referral outside.
- XV. The temporary contractual appointee is required to join within 7 days from the date of issuance of offer of engagement. No TA/DA will be given for joining.
- XVI. Termination of contract:**
- Due to malpractice/misconduct or rendering of unsatisfactory of GDMOs/Specialists.
  - In the event of any legal conviction by any State/Central Government Authority/Court against the GDMOs/Specialists.
  - **MCL** management reserves the right to terminate the contract of the GDMOs/Specialists without assigning any reason whatsoever.
  - In case during the engagement period the doctor joins any private/govt. organization the contract shall stand terminated.
- XVII. Director(P&IR), CIL reserves the right to suspend, alter, amend or withdraw partly or fully any of these guidelines at his/her discretion for reasons to be recorded in the interest of the Company.
- XVIII. Other Terms and Condition or any further clarification will be as per CIL's Policy/guidelines circulated vide OM No. CIL/C5A(PC)/Dr-Paramedical/622; dt. 20.04.2021 and and 625; dt. 23.04.2021 issued by General Manager(P)/PC, CIL ( Attached below)
- XIX. Interpretation of these guidelines will be reserved with the Director(Personnel) of the concerned subsidiary and his/her interpretation will be final for engagement in that subsidiary.

Any amendment modification reading the notification will be notified only in MCL website [www.mahanadicoal.in](http://www.mahanadicoal.in)

**( S. K. Sarangi)**  
**General Manager(P-EE)**  
**Mahanadi Coalfields Limited**



**Application form for engagement of GDMOs/Medical Specialists on temporary contract basis in MCL**

Registration No. (MCI) \_\_\_\_\_

<b>Name:</b>		Recent passport size self attested photo				
<b>Father's/Spouse's Name:</b>						
<b>Gender:</b>						
<b>Nationality:</b>						
<b>Category</b> <SC/ST/OBC(NCL)>		<b>Religion:</b>				
<b>Date of birth:</b>	<b>Date of Retirement/Separation (if applicable):</b>	<b>Grade/ Post at the time of Retirement/Separation (if applicable):</b>				
<b>Address of communication</b>						
<b>House No. /Flat No.:</b>						
<b>Street:</b>						
<b>Post Office:</b>		<b>Pin code:</b>				
<b>District:</b>		<b>State:</b>				
<b>Mobile No.:</b>		<b>e-Mail ID:</b>				
<b>PAN No.:</b>		<b>AADHAR No.:</b>				
<b>Qualification Details (MBBS/Specialization)</b>						
Sl .No.	Examination passed	Specialization (if applicable)	Year of passing	Name of institute	Board/ University	% of marks

**Experience Details of last 05 years of working in CIL/Subsidiaries/ Other Govt. organization/PSUs**

Sl. No.	Name of organization	Post held	Employee no.	From Date	To Date
<b>Performance ratings of last 5 years (Certificate by ex-employer to be enclosed with the application)</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>
<b>Details of Punishment, if any, in the last 5 years of service (Certificate by ex-employer to be enclosed with the application)</b>					
<b>Details of performance /disciplinary certificate for private practitioner/private sector experience holders (Self-certified certificate to be enclosed with the application)</b>					

**Enclosures:**

The following documents are to be enclosed along with the application form in 2 copies:

1. Passport size photograph
2. Self attested copy of proof of Date of Birth
3. Self attested copy of Qualification certificates
4. Self attested copy of Superannuation/relieving letter from ex-employer
5. Self attested copy of self certified experience certificate along with performance/ disciplinary certificate to be produced by ex-employee of CIL/Govt. Organization/ PSUs/ Private organization/private practitioner etc.

**Note:**

Any application which is incomplete or any discrepancy is found in the information w.r.t the eligibility criteria, then such candidate will not be considered for personal interview/selection.

**Declaration:**

I do hereby declare that the above information as furnished by me is true to the best of my knowledge. I also give undertaking that at any point of time, if any of the above information is found false, it will automatically lead to cancellation of my contract and will also make me liable for prosecution under law.

I also certify that I am not facing any charge nor have been convicted in any corruption/ illegal gratification/ criminal case.

**Station:**

Date:

Signature of the Applicant

# कोल इण्डिया लिमिटेड

(भारत सरकार का उपक्रम)

COAL INDIA LIMITED

(A Govt. of India Enterprise)

कोल भवन "COAL BHAWAN"

PREMISE NO: 04, MAR, PLOT NO: AF-III

ACTION AREA-1A, NEW TOWN, RAJHARHAT

KOLKATA-700156 (WB)



एक महारत्न कंपनी

A Maharatna Company

(An ISO 9001:2015, ISO 14001:2015 & ISO 50001:2011 Certified Company)

PERSONNEL DIVISION

POLICY CELL

CIN:L23109WB1973GOI028844

E-MAIL: policycell.cil@coalindia.in

TEL: 033-7110 4271

WEBSITE: www.coalindia.in

22/6823  
20/04/2021

संदर्भ सं: CIL/C5A (PC)/Dr-Paramedical/625

दिनांक: 23.04.2021

GM(P-EE) / HOD(M-S) / GM(P&IR)

## CORRIGENDUM

In partial modification of OM No CIL/C5A (PC)/Dr-Paramedical/622 dated 20.04.2021 on the subject "Revised Guidelines for Engagement of Doctors & Paramedical Staff on temporary contract basis to combat COVID-19", the words "Guidelines for Engagement of retired Doctors & Paramedical Staff" may be read as "Guidelines for Engagement of Doctors & Paramedical Staff".

The other contents of the aforementioned office order would remain unchanged.

This is for information to all concerned.

*(नीला प्रसाद)*  
23/4/21

(नीला प्रसाद)

महाप्रबंधक (का./ नीति)

### ई-मेल के माध्यम से वितरण:

1. D(T)/ D (P&IR)/ D (F)/ D(M), CIL
2. CMD, BCCL/ CCL/ CMPDIL/ ECL/ MCL/ NCL/ SECL/ WCL
3. CVO, CIL
4. D(P), BCCL/ CCL/ ECL/ MCL/ NCL/ SECL/ WCL
5. D(T/CRD), CMPDIL
6. CVO, BCCL/ CCL/ CMPDIL/ ECL/ MCL/ NCL/ SECL/ WCL
7. ED (Coordination), CIL
8. ED (Medical Services), CIL
9. GM(P/EE)/ (F), CIL
10. GM, NEC
11. Dy.GM (System), CIL

G.M.(P-EE) - on leave.

*(Signature)*  
23/04/21

for A.K. Sahu : for N.A.

निदेशक (कार्मिक) सचि., एमसीएल मुंबा, सन्बलपुर  
D (P) Sectt. MCL HQ, SBP  
प्राप्ति संख्या/ Receipt No. 6450  
दिनांक/ Dated. 26-4-21

कोल इण्डिया लिमिटेड  
(भारत सरकार का उपक्रम)  
COAL INDIA LIMITED  
(A Govt. of India Enterprise)  
कोल भवन "COAL BHAWAN"  
PREMISE NO. 04, MAR. PLOT NO. AF-III  
ACTION AREA-1A, NEW TOWN, RAJHARHAT  
KOLKATA-700156 (WB)



एक महारत्न कंपनी  
A Maharatna Company

(An ISO 9001:2015, ISO 14001:2015 & ISO 50001:2011 Certified Company)

PERSONNEL DIVISION  
POLICY CELL  
CIN:L23109WB1973GOI028844  
E-MAIL: policycell.cil@coalindia.in  
TEL: 033-7110 4271  
WEBSITE: www.coalindia.in

संदर्भ सं: CIL/C5A (PC)/Dr-Paramedical/622

दिनांक: 20.04.2021

### कार्यालय ज्ञापन

**विषय: Revised Guidelines for Engagement of Doctors & Paramedical Staff on temporary contract basis to combat COVID-19**

The Competent Authority of CIL has approved the revised Guidelines for Engagement of retired Doctors & Paramedical Staff on temporary contract basis to combat COVID-19 for implementation with immediate effect.

A copy of the approved guidelines is enclosed for implementation.

This is for information and compliance by all concerned.

*(Handwritten signature)*  
30/4/21

(नीला प्रसाद)

महाप्रबंधक (का./ नीति)

#### ई-मेल के माध्यम से वितरण:

1. DTY/D (P&IR)/D (F)/D(M), CIL
2. CMD, BCCL/ CCL/ CMPDIL/ ECL/ MCL/ NCL/ SECL/ WCL
3. CVO, CIL
4. DTP, BCCL/ CCL/ ECL/ MCL/ NCL/ SECL/ WCL
5. DTY(CRD), CMPDIL
6. CVO, BCCL/ CCL/ CMPDIL/ ECL/ MCL/ NCL/ SECL/ WCL
7. ED (Coordination), CIL
8. ED (Medical Services), CIL
9. GM(P/E)/ (F), CIL
10. GM, NEC
11. Dy GM (System), CIL

## **Guidelines for engagement of Doctors & Paramedical Staff on temporary contract basis to combat COVID-19**

Keeping in view of the shortage of Doctors & Paramedical staff in the Hospitals/ Dispensaries of CIL/ Subsidiaries and need to prepare well to prevent or address the outbreak of Corona Virus (COVID-19), the following guidelines for engagement of Doctors & Paramedical staff of CIL/ Subsidiaries on temporary contract basis may be followed:

These guidelines will be effective for a period of eleven months i.e. till 31<sup>st</sup> March, 2022.

### **1. Vacancy for engagement on temporary contract basis**

The assessment of requirement of doctors, their speciality and also requirement of paramedical staff for the above engagement will be done directly by the subsidiary concerned through their CMS I/C.

Necessary statutory requirements will be met by subsidiaries for such hiring.

### **2. Contract period**

- a) The contract period may be up to 31<sup>st</sup> March, 2022.
- b) The contract will automatically cease to exist on expiry of the period of contract and for this, no separate notice would be necessary.
- c) The contract may be terminated by either side by giving one month notice.
- d) The requirement may further be revised by the subsidiaries after assessing the situation after six months i.e. after 31<sup>st</sup> October, 2021

### **3. Consolidated Honorarium**

Doctors & Paramedical Staff engaged after their retirement under these guidelines are eligible only for consolidated honorarium and other benefits as prescribed thereunder. They are not eligible for retiral benefits like Gratuity, PF, Post-retiral medical benefits and pension for the period of their engagement under these guidelines. However, the Doctors and Paramedical staff who are already availing their regular retiral benefits will continue to receive such benefits during their period of engagement under these guidelines as well.

In case of engagement of Doctors & Paramedical staff who have not retired earlier, other statutory benefits will be admissible as per the statute till attaining the age of 60 years.



Consolidated monthly honorarium payable on engagement on temporary contract basis shall be as under:

Category of Doctor	Monthly Honorarium (in ₹)	Category of Paramedical Staff	Monthly Honorarium (in ₹)
Doctors with MBBS qualification	90,000	Nurse/ Pharmacist/ Physiotherapist	35,000
Doctors with MBBS plus Specialization	1,25,000	Lab Technician	32,500
		Dresser	31,000
		Ward boy/Sweeper	30,000

**Note:**

- a) Qualified Doctors to be engaged may be from outside as well as retired from PSU/Govt either through outsourced agencies or directly.
- b) Efforts will be made for engagement of Paramedical Staff through outsourced agencies. Thereafter, if the requirement still exists, subsidiaries may go for direct contractual engagement except for Ward Boy/Sweeper.
- c) Maximum age limit for all such category of engagement will be 65 years.
- d) In case of direct engagement of Doctors/Paramedical Staff, the subsidiaries may decide about the criteria/ methodology of selection etc.
- e) In case of nurses, the final year students of Nursing College whose academic sessions are over may also be hired subject to clearance from the concerned State Govt.

#### 4. Norms for direct engagement

##### 4.1 Offer of engagement

Offer of engagement will be issued in writing by the designated Officer to whom the power has been delegated for this purpose by the Director (Personnel) of the concerned Company. A sample offer of engagement is attached as **Annexure I**.

##### 4.2 Terms & Conditions of engagement

Doctor/Paramedical Staff engaged under these guidelines will be subjected to the following terms and conditions during the period of engagement:

###### a) Medical

Retired Employees (Executives/ Non-Executives) covered under the respective Contributory Post Retirement Medicare Scheme will continue to be governed by the said scheme during their period of engagement.

However, the outsourced Doctors and Paramedical staff will be entitled for medical benefits for self and spouse in the company's hospital, to the extent available and will not be eligible for referral outside.

**b) Leave**

They shall be entitled for paid leave of 2 days per month in addition to the paid holidays (PH) of the establishment. The said leave shall stand lapsed on expiry of period of engagement.

**c) Medical fitness**

The engagement shall be subject to medical fitness to be certified by the Company Medical Officer. The Medical Officer shall use his/ her own discretion as to the scope of the general physical examination in each case; get a history of present and past illnesses and treatment being undertaken, if any. Thereafter he/she shall judge cases on their merits taking into consideration the factors of age, prevalence of diseases and prospective duties of the temporary contractual appointees. The main object of medical examination is to secure continuous effective service from them during the temporary contract period.

**d) Prohibition**

Their engagement will be on full time basis and during the period of engagement, they will not indulge in any private practice etc.

**e) Joining**

The temporary contractual appointee is required to join within 7 days from the date of issuance of offer of engagement. No TA/ DA will be given for joining.

**5. Interpretation**

Interpretation of these guidelines will be reserved with the Director (Personnel) of the concerned Subsidiary and his/ her interpretation will be final for engagement in that Subsidiary.

**6. Savings**

Director (P&IR), CIL reserves the right to suspend, alter, amend or withdraw partly or fully any of these guidelines at his/ her discretion for reasons to be recorded in the interest of the Company.