



## **South Eastern Coalfields Limited**

(A Govt. of India Undertaking)  
(A MINIRATNA Company)

### **NOTIFICATION FOR ENGAGEMENT OF DOCTORS ON 'TEMPORARY CONTRACT BASIS TO COMBAT COVID-19'**

**Notification No: SECL:BSP:P&A:2021:47 Dated 01.05.2021**

South Eastern Coalfields Limited is looking for dedicated and enterprising Doctors to work in SECL/its Coalfield Areas Hospitals/Dispensaries **on temporary contract basis to combat COVID-19.**

#### **Details of requirement**

| <b>Sl. No.</b> | <b>Category of Doctor</b>             | <b>Number of Posts</b> | <b>Monthly Consolidated Honorarium</b> | <b>Remarks/Speciality</b>   |
|----------------|---------------------------------------|------------------------|--|---|
| 1              | Doctors with MBBS qualification       | 42                     | Rs.90,000/-                            | General Duty Medical Officer  |
| 2              | Doctors with MBBS plus Specialization | 08                     | Rs.1,25,000/-                          | Physician :02<br>Anaesthetist :03<br>Chest Physician (Pulmonologist) :02<br>Psychiatrist : 01 |

#### **General Role profile:**

- GDMOs – Services will be utilized for work of Medical Department of SECL as per requirement on day to day basis including COVID duties in Company's Hospital/Dispensaries/COVID Care Centers of SECL/any Area/any Unit of SECL including COVID Ward.
- Medical Specialists – Services will be utilized for work of Medical Department of SECL as per requirement on day to day basis including COVID duties in company's Hospital/Dispensaries/Covid Care Centers of SECL/any Area/any Unit of SECL including COVID Ward. In addition to this, assistance to CMS I/c as per requirement on day to day basis is 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 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/COVID Ward.
- Such GDMOs/Specialists should be able to examine & treat patients, screen cases needing specialized medical attention and refer them to higher centers.
- Such GDMOs/Specialists should ensure/ make PME (Periodical Medical Examination) & Initial Medical Examination of employees and contractual workers.

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- F. 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.
- G. Such GDMOs/Specialists should be able to implement various National Health & Family Welfare Programs in the unit.
- H. Such GDMOs/Specialists should ensure adequate supplies of vaccines, consumables medicines, instruments, miscellaneous items required from time to time and their proper storage & usage.
- I. Such GDMOs/Specialists should ensure cleanliness inside and outside the premises and also proper maintenance of equipments.
- J. Such GDMOs/Specialists should ensure preparedness to meet exigencies and outbreak of epidemic in his/her area.
- K. Such GDMOs/Specialists should be able to 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 unit/area.
- O. Such GDMOs/Specialists should ensure preparedness to meet emergencies and outbreak of epidemic/pandemic such as Covid-19 in the Project/ Colliery/Area/Hq.
- P. Such GDMOs/Specialists will be required to adhere to company's rule and guidelines.

**Eligibility Criteria:-**

- I. **Maximum age limit:** 65 years as on the date of notification.
- II. **Minimum qualification required:**
  - a. **GDMOs** – MBBS from recognized Institute/ College approved by Medical Council of India/ State Medical Council.
  - b. **Medical Specialists** – MBBS from recognized Institute/ College approved by Medical Council of India/ State Medical Council with recognized Post Graduate Degree/DNB /Post Graduate Diploma with 03 years post qualification experience connected with speciality from Hospital/Clinic/Nursing Home.
- III. **Inoculation** : Inoculation with two (02) doses of vaccine against COVID-19. Documentary proof is required to be submitted by the applicant.
- IV. **Antecedent Verification**: Details will be furnished by the candidate in the prescribed format, which will be forwarded to Police Authorities for verification of antecedent from authorities concerned.
- V. For ex-employee of CIL or its subsidiaries/other Government organization/PSUs :
  - 1. Should have worked in the relevant speciality for at least 03 years during the service. Documentary evidence, in this regard is to be submitted.
  - 2. Should not have been awarded with any punishment under CDA rules/ Disciplinary rules of the company in the last 05 years of the service.
 A self declaration, in this regard is to be given by the applicant.

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- VI. For private practitioner/private sector experience holders : a self certified performance/disciplinary certificate to be produced along with the application.
- VII. **Reservation** : For SC/ST/OBC (Non Creamy Layer)/EWS candidates will be provided as per the guidelines of Govt. of India, for the purpose. An applicant who wish to avail the benefit of reservation, is required to submit a valid certificate issued by the competent authority.

**How to apply :**

The application form for the post of GDMOs/Medical Specialist is attached herewith. The candidates are 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 in PDF format **through email** to **General Manager (Personnel/Administration), SECL HEADQUARTER, SEEPAT ROAD, BILASPUR (CG), PIN – 495 006 on email ID [gmpers.secl.cil@coalindia.in](mailto:gmpers.secl.cil@coalindia.in)**, positively **by 06.05.2021 (By 12:00 Midnight)**. However, all the candidates who will be called for the interview, will have to bring the duly filled-in application form (in original) with enclosures at the time of interview. The application of the candidates received after the stipulated date/time, will not be entertained. The management of SECL will not be responsible for any delay in transit.

Documents which are required to be submitted, have been as mentioned in the application format.

**Mode of Selection:**

The mode of selection will be based on personal Interview through Physical/Video Conference. Date and time of Interview will be communicated through candidate's registered e-mail and also published on SECL website [www.secl-cil.in](http://www.secl-cil.in) .

**Others terms and conditions**

- I. Incomplete application in any form, will be rejected.
- II. Offer of engagement on temporary contract 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/Unit of SECL 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 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 SECL 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(including private practice) 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 **up to 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 period of engagement is liable to be terminated at any time without assigning any reason thereof after giving one month notice.
- XIII. Retired Employees (Executives retired from service of CIL/Subsidiary) covered under the Contributory Post Retirement Medicare Scheme will continue to be governed by the said scheme during their period of engagement. However, the other Doctors engaged as such, 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.
- XIV. The temporary contractual appointee is required to join within 07 days from the date of issuance of offer of engagement. No TA/ DA will be given for joining.
- XV. Termination of contract :**
- Due to malpractice/misconduct or unsatisfactory performance by GDMOs/Specialists.
  - In the event of any legal conviction by any State/Central Government Authority/Court against the GDMOs/Specialists.
  - **SECL** 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.
- XVI. Director (P & IR), CIL reserves the right to suspend, alter, amend or withdraw partly or fully any of guidelines as circulated vide OM no. CIL/C5A(PC)/Dr-Paramedical/622 dt: 20-04-2021 issued by General Manager (P)/PC, CIL at his/her discretion for reasons to be recorded in the interest of the Company. This notification is being issued in pursuance of above stated OM No. 622 dtd. 20.04.2021.
- XVII. 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 issued by General Manager (P)/PC, CIL. (Attached below)
- XVIII. Interpretation of the CIL's guidelines (ref. OM No. 622 dtd.20.04.2021) will be reserved with the Director (Personnel), SECL and his/her interpretation will be final for engagement in SECL.
- XIX. Only Indian Nationals are eligible to apply.
- XX. Depending upon the requirement, the Company reserve the right to cancel/restrict/enlarge/curtail the engagement process without any further notice and without assigning any reason thereof.

Any amendment/modification regarding the notification will be notified only in SECL website [www.secl-cil.in](http://www.secl-cil.in)

For any queries, please contact us at email id : [gmpers.secl.cil@coalindia.in](mailto:gmpers.secl.cil@coalindia.in)

  
General Manager (P&A)

South Eastern Coalfields Limited



**Application form for engagement of GDMOs/Medical Specialists on temporary contract basis in SECL, Bilaspur to combat COVID-19**

**Post Applied For :** \_\_\_\_\_

(In case of Specialist, please mention Speciality)

**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><br>(SC/ST/OBC(NCL)/EWS)         |   | <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 for correspondence</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 &amp; above)</b> |   |  |                 |                   |                   |            |
| Sl .No.   | Examination passed                                    | Specialization (if applicable)   | Year of passing | Name of institute | Board/ University | % of marks |
|   |   |  |                 |                   |                   |            |
|   |   |  |                 |                   |                   |            |
|   |   |  |                 |                   |                   |            |
|   |   |  |                 |                   |                   |            |
|   |   |  |                 |                   |                   |            |

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

| Sl. No.   | Name of organization | Post held | Employee no. | From Date | To Date |
|---|----------------------|-----------|--------------|-----------|---------|
|   |                      |           |              |           |         |
|   |                      |           |              |           |         |
|   |                      |           |              |           |         |
|   |                      |           |              |           |         |
|   |                      |           |              |           |         |
| <b>Details of Punishment, if any, in the last 5 years of service (A self declaration, in this regard is to be given).</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

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. Copy of self certified Experience certificate along with self declaration regarding "No Punishment awarded" during last five (05) years of service - by ex-employee of CIL or its Subsidiary/Govt. Organization/ PSUs/Private organization/private practitioner etc.
6. Self attested copy of Aadhar card and PAN card.
7. Documentary proof of inoculation with two doses of vaccine against COVID-19
8. Caste certificate – by SC/ST/OBC (Non creamy layer)/EWS candidates, issued by competent Authority.

**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**

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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/625

दिनांक: 23.04.2021

## 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.

*(Handwritten signature)*  
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

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

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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

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TEL: 033-7110 4271

WEBSITE: www.coalindia.in

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

दिनांक: 20.04.2021

### कार्यालय जापन

**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)*  
20/4/21

(जीला 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 (Co-ordination), CIL
8. ED (Medical Services), CIL
9. GMP/EF/ (F), CIL
10. GM, NEC
11. D<sub>2</sub> 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:**

- Qualified Doctors to be engaged may be from outside as well as retired from PSU/Govt either through outsourced agencies or directly.
- 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.
- Maximum age limit for all such category of engagement will be 65 years.
- In case of direct engagement of Doctors/Paramedical Staff, the subsidiaries may decide about the criteria/ methodology of selection etc.
- 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

##### 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**.

##### 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.