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Mini-Ratna Category-I, CPSE  
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ISO : 9001:2015 & ISO 14001:2015 Certified Unit  
Jail Road, Nashik Road, (Maharashtra) – 422 101



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**Sub: Walk-In-Interview for engagement of full-time Doctor as Medical Officer on Fixed tenure Contract Basis.**

Currency Note Press, (A Unit of SPMCIL), Nashik Road-422 101, Miniratna Category-I CPSE, Wholly owned by Govt. of India, invites candidates for Walk-in interview for the post of Medical Officer on Fixed Tenure Contract Basis. Interested candidates should bring certificates in original with one set of self-attested Xerox copies in support of Date of Birth, Educational Qualifications, registration, experience etc. at the time of walk-in interview.

<b>Name of the post</b>	<b>Qualification &amp; Experience</b>	<b>Monthly Compensation (All inclusive)</b>	<b>Contract Period of Engagement</b>
Medical Officer (01 Post)	<b>Essential :</b> MBBS Degree from any institute recognized by the Medical Council of India, with experience up to 03 years.	Rs. 55,000/-	Initially for a period of 01 year extendable up to 02 years on performance basis.  Place of posting CNP, Jail Road, Nashik Road.
	<b>OR</b> MBBS Degree from any institute recognized by the Medical Council of India, with experience between 03 years to 07 years.	Rs. 65,000/-	
	<b>OR</b> MBBS Doctors retired from PSUs/Central/State Government Services.	Rs. 75,000/-	
	<b>Desirable :</b> A Diploma in Industrial Health or Industrial Health training certificate for minimum 03 months duration from any institute recognized by the State Government.		

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**निर्धारित अवधि के अनुबंध पर नियुक्त चिकित्सा अधिकारी के कर्तव्य एवं जिम्मेदारियाँ**  
**Duties and responsibilities of Medical Officers, appointed on Fixed term Contract**

- मरीजों को देखना तथा शिफ्ट सेवा घंटे में आपातकालीन सेवा प्रदान करना ।
- To attend the patients and to emergencies in shift duty hours.
- उनके अधीनस्थ कर्मचारियों का पर्यवेक्षण, जाँच तथा मार्ग दर्शन देना।
- To supervise, check and guide the employees working under them.
- सौंपे गए प्रशासनिक कार्य करना ।
- To exercise administrative functions specifically entrusted.
- एम्बुलेंस कक्ष / डिस्पेंसरी तथा कंपनी के सभी प्राथमिक उपचार बॉक्स के लिए दवाईयों की वार्षिक मांग बनाना सुनिश्चित करना ।
- To ensure preparation of annual indent for medicines for Ambulance room/Dispensary and all first aid boxes in the company.
- चलार्थ पत्र मुद्रणालय के कर्मचारियों, केंद्रीय औद्योगिक सुरक्षा बल तथा कैटीन कर्मचारियों का वार्षिक चिकित्सा परिक्षण एवं उनके रिकॉर्ड को सुरक्षित रखना।
- Annual medical examinations & upkeep of the records of the CNP employees, CISF including canteen employees.
- अत्यधिक मधुमेह तथा उच्च रक्त चाप से पीड़ित मरीजों को चलार्थ पत्र मुद्रणालय द्वारा सी जी एच एस मान्यताप्राप्त एवं सूचीबद्ध अस्पतालों में विशेषज्ञों की राय लेने तथा निगरानी उपचार जारी रखने के लिए भेजना।
- Chronic Diabetes and HT patients are referred to CGHS recognized & empanelled Hospital by CNP for expert opinion and the follow up treatment is continued.
- अनुभाग के कार्यों को समय-समय पर निर्धारित प्रक्रिया के अनुसार पूरा करने की जिम्मेदारी ।
- Responsible for working of section according to the prescribed procedures laid down from time to time.
- एम्बुलेंस कक्ष / डिस्पेंसरी में रखे गए रिकॉर्डों की जाँच करना तथा उनकी आवधिक पड़ताल करवाना ।
- To scrutinize the records maintained in the ambulance room/dispensary and conduct periodical checks.
- प्रबंधन द्वारा एम्बुलेंस कक्ष / डिस्पेंसरी से संबंधित सौंपा गया अन्य कार्यालयीन कार्य करना ।
- Any other official work assigned by the management pertaining to the ambulance room/dispensary.
- नियुक्त किए गए चिकित्सकों को प्राइवेट प्रैक्टिस की अनुमति नहीं दी जाएगी ।
- The doctors to be appointed will not be allowed private practice.
- जब और जैसी आवश्यकता हो, चिकित्सा अधिकारी स्वयं च.प.मु. परिसर में भी अधिकारियों/कामगारों को चिकित्सा सहायता प्रदान करेंगे ।
- As and when required, officer will personally render medical help to the officer/worker even in the CNP premises.



- एम्बुलेंस कक्ष / डिस्पेंसरी में सुबह, दोपहर तथा रोटेशन में रात पाली के लिए उपस्थित रहना ।
- To attend Ambulance room/Dispensary in the morning, afternoon and in rotation for night duties.
  
- आवश्यकता पड़ने पर तथा विशेषज्ञ डॉक्टरों के कहने पर सूचीबद्ध अस्पतालों के लिए परामर्श पत्र (रेफरल लेटर) बनाना ।
- To prepare referral letter for empanelled Hospital as per the requirement of the case as well as when asked by our Honorary Specialist Doctors.
  
- ठीक से हस्ताक्षर किया हुआ चिकित्सा प्रतिपूर्ति बिल बनाना ।
- To prepare duly signed Medical Reimbursement Bills.
  
- समय समय पर कर्मचारियों तथा कें.औ.सु.ब. के लिए चिकित्सा जाँच कराना तथा आवश्यक स्वास्थ्य प्रमाण पत्र जारी करना ।
- To carry out Medical Examination and issue the necessary certificate of fitness to employees and to CISF from time to time.
  
- भंडारण का वार्षिक प्रत्यक्ष सत्यापन करना ।
- To do Annual Physical Verification of Stock.
  
- सामान्य सेवा घंटों के बाद भी जब और जैसी आवश्यकता हो, आपातकालीन कॉल पर उपस्थित रहना ।
- To attend emergency calls as and when required beyond normal duty hours.
  
- च.प.मु. के प्रशासनिक अधिकारी / सक्षम प्राधिकारी द्वारा चिकित्सा के क्षेत्र से संबंधित सौंपा गया कोई अन्य सेवा (कार्य) करना ।
- Any other duty (work) assigned by Administrative Authority/Competent Authority of CNP related to medical area.

**GENERAL CONDITIONS:**

- The appointment will be purely on contractual basis for a period of one year and extendable as per performance during the period.
- The selected candidate will not have any claim over other emoluments/ benefits/ compensations available to other CNP employees. However, for any out station travel as per the requirement, with the prior approval of the competent authority, only the expenses towards travelling, lodging and boarding (as per SPMCIL Travel rules/policies) will be borne by CNP.
- The selection will be as per the terms and conditions in this advertisement and the candidates will be required to appear for Walk-in interview on 14/06/2023.
- No correspondence will be entertained from the applicants who are not selected, either before or after the selection. The decision of CNP would be final and binding.
- Management reserves the right to reject the application without assigning any reason. The recruitment process can be cancelled/ suspended/ terminated without assigning any reasons. The decision of the CNP management will be final and no appeal will be entertained.
- Application that are not in conformity with the requirements indicated in this advertisement, incomplete applications and those received after the last date will not be entertained.
- In order to regulate the number of eligible candidates to be called for interview, if so required, CNP Management reserves the right to raise the minimum eligibility standards/criteria, OR to relax the minimum eligibility criteria/standards as the case may be.
- Canvassing in any form will result in disqualification.

SD/-  
Jt. General Manager(HR)  
For Chief General Manager

## APPLICATION FOR THE POST OF MEDICAL OFFICER

Recent  
passport  
size  
photo

1. Name of the Post :
2. Name of the candidate :
3. Father's Name :
4. Date of Birth :  
Age as on **14.06.2023** (DD MM YY )
5. Permanent Address:
6. Address for correspondence:
7. Phone numbers (office)-  
(Residence)-  
Mobile-  
E-mail-
8. Date of retirement on superannuation:
9. Nationality:
10. Details of Educational Qualifications starting from professional to matriculation :

Sr. No.	Examination passed	Year of passing	Subject	% of Marks obtained	Name of the Board / Institute

Contd.. 2 ..

11. Details of Experience starting from latest employment:

Name of organization	Position held & Level	Period (DD/MM/YYYY)		Pay scale with Pay	Total emolument of last pay drawn	Brief description of duties
		From	To			

12. Whether any relative already working with SPMCIL. If yes, specify the relationship.

13. Copies of Certificates/testimonials to be enclosed as per attached **Annexure- 'A'** .

**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)

**Annexure-‘A’**

✓ Check list of the documents to be enclosed with an application for the post of Consultant(Civil)

Sr. No.	Particular	Yes / No	To be marked as 1, 2, 3 etc. for the documents
1.	Degree / Diploma Certificates in Civil		
2.	Copy of retirement order / VRS etc.		
3.	Last Payment Slip (IDA/CDA/Other)		
4.	Appointment order & Promotion order with respect to level & designation		
5.	Supporting documents of level & designation at the time of retirement in IDA / CDA / Pay Scale		
6.	PPO copy, if applicable		
7.	Age proof any (10 <sup>th</sup> /12 <sup>th</sup> leaving certificate / Marksheet etc.)		
8.	Experience Certificates		

Total number of documents : \_ \_ \_ \_ \_