



चलार्थ पत्र मुद्रणालय, नासिक CURRENCY NOTE PRESS, NASHIK

भारत प्रतिभूति मुद्रण तथा मुद्रा निर्माण निगम लिमिटेड की इकाई
A Unit of Security Printing and Minting Corporation of India Limited

मिनिरातन श्रेणी - I सीपीएसई / Miniratna Category - I CPSE

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जेल रोड, नासिक रोड (महाराष्ट्र) - 422 101 / Jail Road, Nashik Road (Maharashtra) - 422 101

आई.एस.ओ. 9001:2015 एवं आई.एस.ओ.14001: 2015 प्रमाणित इकाई / ISO : 9001:2015 & ISO 14001: 2015 Certified Unit



भारत 2023 INDIA

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Advt. No.CNP/HR/Contractual/01/2024

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

Currency Note Press, Nashik is (A Unit of SPMCIL), a Miniratna Category-I Central Public Sector Enterprise (Wholly owned by Govt. of India) and under the Administrative control of the Ministry of Finance, Deptt. Of Economic Affairs, invites candidates for Walk-in interview to the post of Doctor as Medical Officer on fixed tenure contractual basis.

Name of the post	Essential Qualification	Essential Experience	Monthly Compensation (All inclusive)	Contract Period of Engagement
Doctor as Medical Officer 03 Posts	MBBS Degree from any institute recognized by the Medical Council of India	Medical experience up to 03 years.	Rs. 55,000/-	Initially for a period of 01 year which is extendable on performance basis.
		Medical experience between 03 years to 07 years.	Rs. 65,000/-	
		Medical experience between 07 years to 10 years.	Rs. 70,000/-	
		Medical experience more than 10 years	Rs. 75,000/-	

Interested candidates should bring application form duly filled along with certificates in original with one set of self-attested Xerox copies in support of Date of Birth, Educational Qualifications, Medical registration, experience etc. at the time of walk-in interview.

➤ General Conditions :

- 1) Period of engagement: Initially for the period of 01 year from date of engagement.
- 2) Details of Terms & Conditions of contract agreement are available in the attached Annexure-I.
- 3) The candidates, fulfilling Essential Qualification & Experience and General Conditions may appear for walk-in interview.
- 4) Date & Time of Walk-in Interview : 23-03-2024 from 09.00 am to 04:00 pm (Applicant need to report latest by 12:00 noon). Registration process will be started from 09:00 AM up to 12:00 PM at Pass Section, Currency Note Press, Nashik.
- 5) Venue: Currency Note Press, Jail Road, Nashik (Maharashtra) - 422 101.

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पंजीकृत कार्यालय : 16 वी मंजिल, जवाहर व्यापार भवन, जनपथ, नई दिल्ली - 110 001.

Regd. Office : 16th Floor, Jawahar Vyapar Bhavan, Janpath, New Delhi - 110 001.

Tel. No. : 00-91-11-23701225-26, 011-43582200 Fax No. : 00-91-11-23701223. E-mail : info@spmCIL.com

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6. Candidate must bring Aadhar Card as Identity Proof at the time of Walk-in Interview.

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

TERMS & CONDITIONS OF CONTRACT AGREEMENT

1. The tenure of engagement will be for a period of 01 year from the date of joining which is extendable on performance basis.
2. Posting will be made at Currency Note Press (A Unit of SPMCIL), Jail Road, Nashik Road, Nashik – 422 101.
3. Working will be under the direct Control/ Guidance/ Orders/ Supervision of the designated officials. Communication regarding duties and responsibilities will be issued separately.
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, interaction may be made with the concerned officials/ departments regarding the progress / execution of work assigned.
5. You will be required to work full time i.e. 08 hrs./per day (excluding lunch hour). Duty will be in rotational shift i.e. Day Shift & Night Shift. Holidays applicable will be the same as applicable to the employees of SPMCIL posted at this Currency Note Press, Nashik.
6. You will be paid monthly Consolidated Compensation (all inclusive) as per essential qualification and experience.
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. 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 designated officer/controlling officer only after it actually becomes due and not in advance/ anticipation.
10. You will be reimbursed premium for Mediclaim Policy up to Rs.2 Lacs from a PSU Insurance Company for self, spouse and dependent children for the period of engagement exceeding 06 months. No other medical benefits shall be available.
11. You will also be reimbursed premium for Accidental Insurance coverage of Rs.3 lacs for yourself 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.

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 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 the tenure, maintain absolute integrity, discipline and 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. Your 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 the engagement at any time by giving a notice of 15 days without assigning any reason. Similarly, if you wish to foreclose your tenure, you can do so by giving one month notice in writing or by depositing one month 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.

APPLICATION FOR THE POST OF DOCTOR AS 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 **23.03.2024** (DD/MM/YYYY)
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 Medical Officer

Sr. No.	Particular	Yes / No	To be marked as 1, 2, 3 etc. for the documents
1.	Degree / Diploma Certificates in Medical		
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 th /12 th leaving certificate / Marksheet etc.)		
8.	Experience Certificates		

Total number of documents : _ _

निर्धारित अवधि के अनुबंध पर नियुक्त चिकित्सा अधिकारी के कर्तव्य एवं जिम्मेदारियाँ
Duties and responsibilities of Medical Officers, appointed on Fixed tenure Contractual basis

- 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 कैटिन 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.