



भारत सरकार टकसाल मुंबई

INDIA GOVERNMENT MINT MUMBAI

आईएसओ 9001:2008, आईएसओ 14001:2004 एवं  
एनएबीएल/आईएसओ 17025:2005 प्रमाणित इकाई  
भारत प्रतिभूति मुद्रण तथा मुद्रा निर्माण निगम लिमिटेड की इकाई  
सीआईएन : U22213DL2006GO1144763  
मिनी-रत्न श्रेणी । सीपीएसई (भारत सरकार के पूर्णस्वामित्वाधीन)  
शहीद भगत सिंह मार्ग, फोर्ट, मुंबई - 400 001

ISO 9001:2008, ISO 14001:2004 & NABL/ISO 17025:2005 Certified Unit  
A Unit of Security Printing and Minting Corporation of India Limited  
CIN : U22213DL2006GO1144763  
Mini – Ratna Category – I CPSE (Wholly owned of Govt. of India)  
Shahid Bhagat Singh Road, Fort, Mumbai-400 001



Tel: 022 -22703184/85 Fax: 022 - 22661450 Email: [igm.mumbai@spmcil.com](mailto:igm.mumbai@spmcil.com) Web : [igmmumbai.spmcil.com](http://igmmumbai.spmcil.com)

Advt. No. ADMN/04/2022

### Engagement of Medical Consultant on Fixed Tenure Contract basis

(Date of Walk in Interview 2<sup>nd</sup> and 3<sup>rd</sup> August , 2022)

The India Govt. Mint, Mumbai is one of the nine units under the “Security Printing and Minting Corporation of India Limited” (SPMCIL), a Miniratna Category-I, Central Public Sector Enterprise Company, wholly owned by Government of India, incorporated on 13.01.2006 under the Companies Act, 1956 with the objective of designing, manufacturing/printing security documents, currency and bank notes, non-judicial stamp papers, minting of coins, postage stamps, etc. SPMCIL is under the administrative control of Ministry of Finance with its Registered and Corporate Office at Jawahar Vyapar Bhavan, Janpath, New Delhi 110001. It has four Minting Units at Mumbai, Kolkata, Hyderabad and Noida, four Currency/Security Printing Presses at Nashik, Dewas and Hyderabad besides a high quality Paper manufacturing Mill at Hoshangabad.

India Government Mint , Mumbai invites candidates for Walk in Interview for filling engagement of Medical Consultant (s) on fixed tenure contract basis as detailed below :

Name of the Post	No. of Post	Qualification & Experience	*Monthly Compensation (All Inclusive) on full time basis
Medical Consultant (General Physician) Full Time/Part time basis	01 on full time basis	MBBS Doctor with experience up to three years	Rs. 55000/-
	Or	MBBS Doctor possessing experience between three to seven years	Rs. 65000/-
		MBBS Doctor possessing experience between seven to ten years	Rs. 70000/-
	02 on part time basis	MBBS Doctor possessing experience more than ten years	Rs. 75000/-

*\*Monthly compensation mentioned above is for full time basis and will be considered proportionately for part time basis*

Period of Engagement : The qualified candidate for the above post will be engaged initially for a period of (01) year and may be further extended as per the requirement and performance

Upper Age Limit : Upper age should not exceed 62 years as on the date of walk in interview.

Place of Posting : The selected candidate will be posted at I.G.Mint, Mumbai

<b><u>Date of Walk-in-Interview</u></b> <b><u>2<sup>nd</sup> and 3<sup>rd</sup> August</u></b>	<b><u>Reporting Time</u></b> <b><u>10.30 a.m</u></b>
<b><u>Venue : India Government Mint, Shahid Bhagatsingh Road, Fort, Mumbai – 400 001</u></b>	

The willing candidates may attend Walk-in-interview along with Application Form duly completed in all respect and all certificates & documents related to Education, Experience & Age in original as well as self-attested copies.

The candidates will not be allowed to appear in the Walk-in-interview if they fail to produce the above documents or report after the reporting time mentioned above.

All eligibility conditions / Age etc. will reckoned as on the date of Walk-in-interview.

The Management reserves the right to cancel the advertisement fully or partly. Such decision will be displayed only on the Company's website **[igmmumbai.spmcil.com](http://igmmumbai.spmcil.com)**. It will not be intimated to the applicants individually.

Date: 27.07.2022

Sd/-  
Manager (HR)

**General Conditions for appointment of Medical Consultant in India Government Mint,  
Mumbai**

1. The tenure of engagement on contractual basis will be for a period of One year and may be extended further on mutual consent basis depending on requirement and performance .
2. Medical Consultant will be paid an all inclusive monthly remuneration fees as mentioned in the table as per applicability for services rendered on all the working days.
3. On the contractual engagement the Medical Consultant will advise the Management on following jobs:
  - i. In – charge of the Mint Dispensary & extend Medical assistance / Services for all the Employees of India Government Mint, Mumbai.
  - ii. On full time basis , presence is required on all working days during the consulting hours i.e. 9 am. to 5.30 pm. with half an hour lunch break. On part time basis the timing swill be as agreed upon mutually
  - iii. In addition to the above, you shall make yourself available to give Medical Assistance/Services in Emergency during the factory working hours.
  - iv. Also you shall yourself be available for other medical consultancies work related to medical grounds as assigned by the Chief General Manager.
4. Medical Consultant will have to work under the direct control/guidance/orders/supervision of the Chief General Manager.
5. Medical Consultant will be required to work in accordance with the timings observed by this Mint, Mumbai, i.e. Monday to Saturday. Holidays applicable to MEDICAL CONSULTANT will be the same as applicable to the employees of this Mint.
6. Absence during the month, other than authorized leave, will not be reckoned for the purpose of payment of remuneration. Deduction will be made on pro-rata basis for the number of the days of absence in that month.
7. Medical Consultant 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 prior approval of the controlling officer only after it actually becomes due and not in advance/anticipation.
8. Medical Consultant will maintain absolute secrecy and confidentiality in matters relating to official documents and/ or information which you may acquire during the tenure. Medical Consultant shall at all times during the tenure maintain absolute integrity, discipline devotion to duty and do nothing against the interest of India Government Mint (A Unit of SPMCIL), Mumbai. Any contravention of this condition will entail immediate termination of the engagement.
9. His / Her performance will be reviewed periodically to ensure completion of assignment entrusted. In the event of performance being unsatisfactory, services are liable to be terminated without any notice and / or without assigning any reason there of.
10. Management has the right to terminate the services of Medical Consultant by giving one month's notice or by giving one month's consolidated compensation in lieu of such notice during your tenure. Similarly, if Medical Consultant wish to foreclose the tenure, he / she can do so by giving one month's notice in writing or by depositing one months Consolidated remuneration as stated above in point no. 2, in lieu of such notice.
11. Medical Consultant will not sign or certify documents or pass bills etc. pertaining to the department and will not supervise or control the work of the Mint employees. However, he/she can interact with the concerned officials/departments regarding the progress/execution of work assigned to himself / herself.
12. The Income tax as applicable will be deducted at source from the payment made to you
13. Any other matter regarding this engagement not dealt with herein shall be governed at the sole discretion/decision of the management which shall be binding on you.

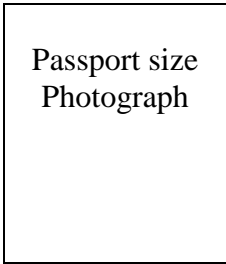
## **DUTIES AND RESPONSIBILITIES OF CONSULTANT DOCTOR**

1. To attend the patients during working hours and to emergencies
2. To supervise, check and guide the employees working under them.
3. To participate in various Medical Camps/ Vaccination drive/ & similar programs organized in IGMM from time to time.
4. To exercise administrative functions specifically entrusted.
5. To ensure preparation of periodic indent for medicines.
6. To keep himself / herself aware of Quality Management system as per ISO 9001 and the Environmental Management System as per ISO 14001 and their compliance.
7. Responsible for working of section according to the prescribed procedures laid down from time to time.
8. To scrutinize the records maintained in the Dispensary and conduct periodical checks.
9. Any other official work assigned by the in charge
10. The above duties are illustrative and not exhaustive.



## APPLICATION FORMAT

1. Advertisement No.....
2. Name of the Post .....
3. Name of the candidate .....
4. Father's Name .....
5. Date of Birth .....
6. Permanent Address.....  
.....
7. Address for correspondence.....  
.....
8. Phone numbers & Contact Details –
  - Office .....
  - Residence.....
  - Mobile.....
  - Fax.....
  - E-mail.....
9. Languages Known
  - (a) Read .....
  - (b) Speak .....
  - (c) Write .....
10. Religion .....
11. Nationality.....
12. Whether belong to SC/ST/OBC/Ex-serviceman/physically handicapped  
.....
13. Whether any relative already working with SPMCIL if yes, specify the name and  
relationship.....  
.....  
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Contd /-2...

14. Details of Educational & Professional Qualifications form Matriculation onwards:

Sr.No.	Details of Exams	Year of Passing	Subject	Marks	Board/ University

15. Details of Experience (in Chronological order)

Sr.No.	Name of the Organisation	Position held	Period from to	Total Emoluments with pay & pay scale	Brief description of duties

16. Details of Computer Knowledge & Experience

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17. Whether any Police case/court case/Disciplinary case is pending against you in any Court of Law.....

18. Details of Certificates/Testimonials:

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DECLARATION :

I hereby affirm and declare that the statements made in the application are true and unexaggerated. I undertake that any misrepresentation or materials omission made in this application form will render the undersigned liable to immediate dismissal.

Date:

Place:

(Signature of the Candidate)

Signature .....

Name & Designation.....

Office & Address (with seal).....

Telephone No.....