

APPLICATION FORMAT FOR ENGAGEMENT OF RETIRED DOCTORS/PARAMEDICAL STAFF FOR COVID-19 ON CONTRACT BASIS

1. **Post Applying for: Doctor/Paramedical Staff** (Please tick on relevant)
2. **Name:**
3. **Fathers Name:**
4. **Present Address for communication:**
5. **Contact No.:**
 - a. **Telephone:**
 - b. **Mobile:**
6. **Email ID:**
7. **Permanent Address:**
8. **Date of Birth:**
9. **Date/Place of Superannuation:**
10. **Educational Qualification:**
11. **Designation at the time of Superannuation:**

Self-attested
Photograph

(Signature of the Candidate)

Date:

Place:

**Forwarded by
Concerned AMO/APM of the Area**



Guidelines for engagement of retired 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/address the outbreak of Corona Virus (COVID-19), the following guidelines for engagement of retired Doctors & Paramedical staff of CIL/ Subsidiaries on temporary contract basis may be followed:

These guidelines will be effective for a period of three months only.

1. Vacancy for engagement on temporary contract basis

The retired Doctors and Paramedical Staff to be engaged shall be based against the vacancy as assessed by the concerned CMS and decided by the concerned Committee of FDs of Subsidiaries as per their temporary requirements to combat Corona Virus (COVID-19) and based on the written application/consent from the retired persons.

2. Contract period

- a) The contract period should not be for more than two months and can be extendable for a maximum period of one more month.
- b) The contract will automatically cease to exist on expiry of the period of contract and for this, no separate notice would be necessary.

3. Consolidated Honorarium

Retired Doctors & Paramedical Staff engaged under these guidelines are eligible only for consolidated honorarium and other benefits as prescribed under these guidelines. 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 retired Doctors and Paramedical staff enjoying their regular retiral benefits owing to their earlier service will continue to receive such benefits during their period of engagement under these guidelines.

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

Category of retired Doctor (As per existing Advisor Policy)	Monthly Honorarium (in ₹)	Category of retired Paramedical Staff	Monthly Honorarium (in ₹)
Retired E8 Grade Executive	1,05,000	Retired Nurse	35,000
Retired E7 Grade Executive	90,000	Retired Pharmacist	35,000
Retired E6 Grade Executive	75,000	Retired Physiotherapist	35,000
Retired E5 Grade Executive	60,000	Retired Lab Technician	32,500
Retired E4 Grade Executive	52,500	Retired Dresser	31,000
Retired E3 Grade Executive	45,000	Retired Ward boy	30,000



4. 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**.

5. Terms & Conditions of engagement

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

a) Medical

Retired 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.

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 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 illness and whether at present, under treatment or not and shall judge cases on their merits taking into consideration of the 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) 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.

6. 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.

7. 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.