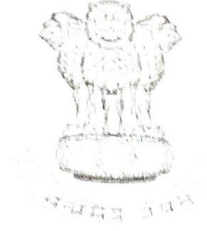


श्रीरंगम हरितस
वरिष्ठ कार्मिक अधिकारी (राज)
Shreerangam Haritash
Senior Personnel Officer(Gaz.)



दक्षिण पूर्व रेलवे ११, गार्डन रीच
रोड, कोलकाता-४३
South Eastern Railway
11, Garden Reach Road,
Kolkata 43.
BSNL-(033)2450-6541,
Rly-44490
Email-spog@ser.railnet.gov.in

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No.SER/P-HQ/E-GAZ/269/CMP/JPO

Dated: 21.12.16

To
All PHODs-HQ/SER,
All DRMs-KGP/ADA/CKP/RNC
All CMSs-KGP/ADA/CKP/RNC

Sub : Joint Procedure Order (JPO) for engagement of
Contract Medical Practitioner over South Eastern
Railway.

A copy of Joint Procedure Order (JPO) for engagement of
Contract Medical Practitioner over South Eastern Railway as approved by the
General Manager is being circulated for information of all concerned.
Kindly acknowledge the receipt.
Encl: As above

(Shreerangam Haritash)
श्रीरंगमहरितस
Sr. Personnel Officer (Gaz.)
वरिष्ठ कार्मिक अधिकारी (राज)
for Chief Personnel Officer
मुख्य कार्मिक अधिकारी

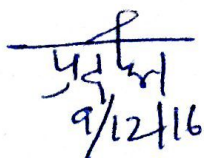
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JPO FOR ENGAGEMENT OF CONTRACT MEDICAL PRACTITIONERS IN SER

1. **Assessment of vacancies** : Vacancies to be taken for **06 months** from the date of assessment. Vacancies are to be assessed including retirements, inter-zonal transfers, VR (if any), post created, if any, sanctioned EOL, unauthorized absence etc. Under no circumstance, the total on roll consisting of regular IRMS and CMPs shall exceed the total sanctioned IRMS cadre strength.
2. **Finance concurrence** : After assessment of vacancies, with recommendation of CMD and CPO, finance concurrence is to be obtained for engagement of CMPs against the assessed vacancies.
3. **Sanction of competent authority** : After Finance Concurrence, GM's sanction is required to be obtained for engagement of CMPs.

The number of CMPs to be engaged shall not exceed the number as concurred by Finance and sanctioned by GM under any circumstances. In case of any increase in requirement of CMPs, revised concurrence and sanction shall be obtained before any action is initiated under this JPO.

4. **Notification** : Notification for engagement of CMPs against concurred and sanctioned vacancies, to be issued after following above procedure and is to be uploaded in SER website and in local newspapers. The pinpointed requirements of specialist doctor/GDMO at specific hospital/health unit are to be notified. This notification shall carry all terms and conditions as circulated by Railway Board from time to time.
5. **Document verification at the time of interview** : Candidates attending the interview shall need to submit their bio-data along with other required information as per prescribed format and self attested photocopies of their supporting documents including the originals. Two nominated supervisors one each from Personnel and Medical shall scrutinize and verify the photocopies of documents with originals of candidates appearing for walk in interviews. These supervisors shall also prepare attendance sheet.
6. **Conduct of interview** : Interview will be conducted by a standing selection committee nominated by GM. Interview will be held on first Tuesday of every month in CMD's Office/SER/GRC or Divisional Railway Hospital/KGP or ADA or CKP or RNC as per need of administration. Actual vacancy during the month and place of interview shall be notified on website / local newspaper two weeks prior to the date of walk-in-interview.


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7. **Assessment of suitability** : To make this selection more objective and transparent, candidates will be selected as per the criteria given under :

Total of 100 marks for the interview shall be divided as hereunder :

- i) Educational Qualification – 60 marks

The marks for educational qualification will be given according to the percentage of marks obtained by the candidates in final MBBS/BDS exam. as follows :-

Percentage obtained in MBBS/BDS	Marks out of 60
Upto 50	50
Above 50 upto 55	53
Above 55 upto 60	56
Above 60 upto 65	59
Above 65	60

- ii) Higher Educational Qualification – 10 marks

Marks for additional educational qualification will be allocated as under :-

Qualification	Marks out of 10
For Post-graduate degree	10
For Post-graduate diploma	05

- iii) Negative markings :

A reduction of 1 marks for each extra attempt to pass any MBBS/BDS examination.

- iv) Experience - 15 marks

Certificate for experience from Government or reputed Private Institution/ Hospital/Nursing Home having both outdoor & indoor facility will be considered as experience.

Allocation of marks for experience will be as under :-

Experience	Marks out of 15
For Every 6 months or under	1 mark subject to maximum not exceeding 15 marks

- v) Viva (Professional knowledge, Personality , Leadership etc.) – 15 marks

Each of 3 member Selection Committee will individually assess and offer their marks out of 5 marks as under :-

- a) CMD (Medical Member) will assess the professional knowledge and offer marks out of 5 marks. For Dental candidates, the nominated Dental Surgeon will assess the professional knowledge and offer marks out of 5 marks instead of CMD.
- b) CPO(Personnel Member) will assess the Personality & Leadership and offer marks out of 5 marks.

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- c) Third member will also assess the Personality & Leadership and offer marks out of 5 marks.
- d) Viva marks obtained by a candidate will be calculated by totaling the marks given by 3 members of the Committee(i.e a+b+c).

vi) Grand total marks of the candidate will be calculated by adding the marks of item nos. 1,2,4 & 5 and deducting the marks of item no. 3 (if any).

8. GDMOs/ Specialists doctors panel shall consist of number of candidates equal to number of physical vacancies as advertised only as per Para 4. No waitlist shall be kept. In case of non-availability of specialists, the advertised posts may be filled up by engaging General Duty CMP or may be kept vacant for next round of walk-in-interview as per decision of CMD.

- Approval of recommendation of Selection Committee:** If, the
9. interview is held in S.E.Railway headquarters, then the recommendation of the Committee shall be put up to GM concurrently on concluding the selection for approval. On receipt of the approval from GM, the panel shall be notified and uploaded on the website as soon as possible.

If, the interview is held in the divisional headquarters the approval of GM shall be sought for on returning to Zonal headquarters. The complete selection procedure should be finalized at the divisional HQ.

10. **Procedure for joining of CMPs** : The candidates empanelled shall be required to undergo medical examination on the next day, on payment of prescribed fees. Medical memo shall be issued by concerned Personnel Branch of the HQ/Division where interview is held. They shall also be required to submit a contract agreement as per Railway Board's guidelines to the concerned personnel branch.

In addition, the candidates shall be required to produce original certificates for proof of their date of birth and educational qualifications etc.

The candidates shall also be required to produce certificates of their character and antecedents from two gazetted officers of Central/State Governments.

11. **Document Verification** : Since the engagement of CMPs is done on urgent need basis and the engagement has to be materialized in the shortest possible time, a post-facto document verification from the concerned issuing authorities will be done. The concerned Sr.DPO where CMP is posted will send the educational qualification, Caste Certificate and NOC (if submitted) to issuing authority for verification.
12. **Posting of CMPs** : On successful fulfillment of above conditions, posting orders of CMPs shall be issued by Personnel Branch on recommendation from Medical Department. The place of posting may vary from the advertised vacancy based on administrative requirement.

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The candidates shall be required to join within 15 days on receipt of posting order. Normally, no extension in joining time shall be permitted. However, in exceptional cases, extension may be considered on request by selected CMP jointly by CMD and CPO.

13. **Records of selected CMPs** : The entire documents (CMP contract File) pertaining to the selected CMPs shall be kept with Personnel department of Zonal headquarters for safe keeping and further correspondence.
14. **Compliance of instructions of Railway Board** : All the terms and conditions with respect to engagement of CMPs as issued by Railway Board from time to time shall be scrupulously followed. In case of any discrepancy, instructions issued by Railway Board from time to time shall prevail over the contents of this JPO.

Incant
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CMD

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9/12/16
CPO

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9/12/16
FA & CAO(H&)