



# भारत सरकार टकसाल INDIA GOVERNMENT MINT

भारत प्रतिभूति मुद्रण तथा मुद्रा निर्माण निगम लिमिटेड की एक इकाई  
A Unit of Security Printing & Minting Corporation of India Limited  
भारत सरकार के पूर्ण स्वामित्वधीन Wholly owned by Government of India  
A Miniratna Category-I, CPSE

CIN U22213DL2006G0I144763

डी-2, सेक्टर-1, नोएडा  
जिला गौतमबुद्ध नगर, (उ०प्र०)  
पिन 201301

D-2, Sector-1, NOIDA  
Distt. Gautam Buddh Nagar (UP)  
PIN 201 301

0120- 2533538  
Fax: 0120-2537609  
email: [igm.noida@spmcl.com](mailto:igm.noida@spmcl.com)

No. NM/140/1/117/2021-Admn.

Dated: 26.04.2021

## VACANY NOTICE

**Subject: - Engagement of Consultant (Medical Officer) (01 Post) on fixed term contract basis.**

India Government Mint, Noida is one of the nine units under the "Security Printing and Minting Corporation of India Limited" (SPMCIL), a Mini Ratna Category-I, Central Public Sector Enterprise Company, a wholly owned company of Government of India, incorporated on 13.01.2006 under the Companies Act, 1956 with the objective of designing, manufacturing of currency and bank notes, non-judicial stamp papers, minting of circulating coins etc. SPMCIL is under the administrative control of Ministry of Finance with its Registered and Corporate Office at 16th floor, Jawahar Vyapar Bhawan, Janpath, New Delhi.

India Government Mint, Noida invites application for filling up the 01 (One) post of consultant (Medical Officer) on contract basis for three (03) years as per below details:

Sr. No.	Name of Post/ Number of Post	Qualification& Experience	Monthly Compensation (All inclusive)
(i)	CONSULTANT (MEDICAL OFFICER)/ (01)	MBBS Doctors with experience upto three years	Rs.55,000/-
		MBBS Doctors possessing experience between three to seven years	Rs.65,000/-
		MBBS Doctors Retried from PSUs/Central/State Governments services.	Rs.75,000/-
(ii)	<b><u>AGE LIMIT:</u></b> Age of applying candidates should be less than 62 years as on the last date of receipt of application i.e. <b>21.05.2021</b> .		
(iii)	<b><u>PERIOD OF ENGAGEMENT:</u></b> Initially for a period of three (03) years which may be extended as per the exigency and performance of the individual.		
(iv)	The selected candidate will required to join India Government Mint, Noida within 14 days from the date of selection.		

## 2. KEY RESPONSIBILITIES OF ENGAGED CONSULTANT (MEDICAL OFFICER):-

- You have to perform duties from 09:00 am to 05:30 pm in a week on all working days, out of which 4 (four) days to attend duty at India Government Mint, Noida and 2 (two) days to attend duty at SPMCIL Corporate Office, Janpath, New Delhi. However, in case of any urgency, you may have to attend duty on Sunday/Holiday also.
- Providing medical assistance to the employees and their dependent family members of India Government Mint, Noida and SPMCIL Corporate Office.
- Attending emergency calls as and when required beyond normal duty hours.
- Regular Liaison with the hospitals empaneled by Mint.
- Scrutiny of Medical Reimbursement bills submitted by-(a) empaneled hospitals; and (b) employees for IPD / OPD treatment including medicine and laboratory tests.
- Maintenance of stock of essential medicines in the Mint's dispensary by raising periodical indents for procurement and maintenance of relevant stock registers containing details of "Receipt of Medicine" and "Distribution of Medicine to individual and "Stock of Medicines in Hand".
- Arranging periodical medical/health checkup of employees & keeping record in this reference.
- Good maintenance of Mint dispensary at India Government Mint, Noida & its equipment's.
- Conducting programme from time to time for Occupational Health Awareness.
- To give the First - Aid Training to the selected employees of IG Mint, Noida and Corporate Office of SPMCIL .
- To guide and control the Pharmacists / Compounder for appropriate functioning of the dispensary at India Government Mint, Noida.
- Other related duties as and when required by the organization.

## 3. HOW TO APPLY:

- (i) The application has to be submitted online. Please visit the "career" section on the website <https://igmnoida.spmcil.com> and apply on the link <http://career.spmcil.com/> as provided.
- (ii) Before applying online, candidate should have a **valid e-mail for registration** /verification process, latest Photograph (size not more than 40 KB in jpeg format) and signature (Size not more than 40 KB in jpeg format) for uploading the same in the online application portal.
- (iii) All the required documents related to Date of Birth, education and Experience are to be uploaded as jpg/jpeg/pdf (Size not more than 5MB for each document)
- (iv) The application will be accepted through the online recruitment portal only and hard copies will not be accepted.
- (v) The link for online applications <http://career.spmcil.com/> will be available.

## 4. OTHER IMPORTANT CRITERIA:-

- (i) The applicant should have valid registration at State Medical Council or Medical Council of India and should not have exceeded age of 62 years as on the last date of receipt of application i.e. 21.05.2021.
- (ii) Knowledge of CGHS norms and guidelines issued by the Ministry of Health & Family Welfare shall be added advantage.
- (iii) The selected candidate will not have any claim over other emoluments/benefits/compensations available to on roll employee of the Company.
- (iv) The selected candidate will also have no right whatsoever to claim for regular employment in India Government Mint, Noida by virtue of being engaged through fixed term contract.

- (v) The selection will be as per the terms and conditions in this advertisement and the candidate will be shortlisted keeping in view their experience, profile etc. and will be called for the interview.
- (vi) No correspondence will be entertained from the applicants who are not selected, either before or after the selection. The decision of SPMCIL would be final and binding.
- (vii) Management reserves the right to reject the applications without assigning any reason. The recruitment process can be cancelled / Suspended / terminated without assigning any reasons. The decision of the management will be final and no claim or appeal will be entertained.
- (viii) SPMCIL Management reserved the right to increase/decrease the number of posts or to even cancel the whole process without assigning any reasons thereof.
- (ix) In order to regulate the number of candidates to be called for interview, if so required, SPMCIL Management reserves the right to raise the minimum eligibility standards/ criteria, OR to relax the minimum eligibility criteria/standards.
- (x) After engagement, a non-disclosure agreement has to be signed by the candidate as by virtue of his roles and responsibility, he will have access to some confidential information of the organization. (Attached non-disclosure agreement)
- (xi) All eligibility conditions/Age etc. will be reckoned as on last date of receipt of applications.
- (xii) Canvassing in any form will result in disqualification.

**5. GENERAL CONDITIONS:-**

- (i) The date and place of Interview will be intimated later on IGMN official website. Hence requested to kindly visit our website from time to time.
- (ii) The selection will be as per the terms and conditions in this advertisement and the candidates will be required to appear for personal interview / through video conferencing according to the situation.
- (iii) No correspondence will be entertained from the applicants who are not selected, either before or after selection. The decision of India Government Mint Noida will be final and binding.
- (iv) Applications that are not in conformity with the advertisement, incomplete applications and those received after the last date will not be entertained.
- (v) Canvassing in any form will result in disqualification.

-sd/-  
Dy. General Manager (HR)