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General Manager's Office
Personnel Department
Jabalpur - 482 001



पश्चिम मध्य रेल

महाप्रबंधक कार्यालय
कार्मिक विभाग
जबलपुर 482 001

No. WCR/P-HQ/Gaz/CMP

Date: 27.08.2015

All PHOD's -HQ/WCR
All DRM's -JBP, BPL, KOTA
All CWM's -CRWS/BPL, WRS/KOTA

Sub: Joint Procedure Order (JPO) for engagement of Contract Medical Practitioners over West Central Railway.

A copy of Joint Procedure Order for engagement of Contract Medical Practitioners over WCR as approved by GM/WCR is being circulated for information of all concerned.

Kindly acknowledge the receipt.

DA: As above.

(S.D. Patidar)
27/08/15

Dy. Chief Personnel Officer(Gaz.)

Copy to:

1. Secretary to GM/WCR
 2. Adviser (Health)/Railway Board, New Delhi
 3. Director Fste. (Gaz)/Railway Board, New Delhi
 4. MD -CH/JBP
 5. CMS -JBP, BPL, KOTA
 6. Sr.DPOs -JBP, BPL, KOTA
 7. Sr.DFMs -JBP, BPL, KOTA
- for information please.
- for information and necessary action please.

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JPO FOR ENGAGEMENT OF CONTRACT MEDICAL PRACTITIONERS IN WCR

1. **Assessment of vacancies:** Vacancies to be taken for one year from the date of assessment. Vacancies to be assessed including retirements, inter-zonal transfers, VR(if any), post creation if any sanctioned, EOL, unauthorized absent, study leave 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 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 to be uploaded in WCR website and in local newspapers. 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 presenting for 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. 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.

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6. **Conduct of interview:** Interview will be conducted by a standing selection committee nominated by GM. Interview will be held on first Monday of every month in CMD Office/JBP or Divisional railway Hospital, Bhopal or Divisional railway Hospital, Kota as per need of administration. Actual vacancy during the month and place of interview shall be notified on website by last Monday of the preceding month.

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

Total of 100 marks shall be divided as under:-

(i) Educational Qualification - 60 Marks

The marks for educational qualification will be given according to the percentages of marks obtained by the candidates in all MBBS professional exams as follows :-

Percentage obtained in MBBS	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

Further, marks for additional educational qualification to be allocated as under:-

Qualification	Marks out of 10
For PG Degree	10
For PG Diploma	5

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(iii) Experience - 10 Marks
 Allocation of 10 marks for experience shall be as under:-

Experience	Marks out of 10
For every 6 months or under	2 marks subject to maximum not exceeding 10 marks

(iv) Viva (Professional knowledge, Personality, Leadership etc.) - 20 Marks

Panel shall consist of number of candidates equal to number of physical vacancies as advertised only as per para 5. No waitlist shall be kept. In case of non-availability of specialists, the advertised posts may be filled up by engaging specialists of alternate speciality or General Duty CMP.

8. Approval of recommendation of Selection Committee: The recommendation of the Committee shall be put up to GM on same day for approval and after approval, the panel shall be notified and posted on website on same day. If the interviews are held at a place other than Jabalpur, approval of GM shall be sought over return fax.

9. 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 notarized and duly executed to concerned Personnel Branch.

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

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

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10. **Document verification-** Since the engagement of CMPs is done on need basis and the engagement has to materialize in the shortest possible time, a post-facto document verification from the concerned issuing authorities will be done. The concerned SrDPO where CMP is posted will send the educational qualification, caste certificate and NOC (if submitted) to issuing authority for verification.

11. **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.

The candidates shall be required to join immediately. 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.

12. **Records of selected CMPs-** The entire documents (Personal file) pertaining to the selected CMPs shall be transferred to Personnel Deptt of the concerned unit for safekeeping and further correspondence.

13. **Procedure for extension of term of CMPs:** Extension of term of CMPs shall be considered on receipt of proposal from concerned Hospital/Division. The proposal shall contain a willingness of the CMP, working report and recommendation of MD/CMS. The proposal shall be submitted to CPO office who shall process for CMD's recommendation, Finance concurrence and GM's sanction.

14. **Joining of CMPs on extension-** On communication of sanction of competent authority for extension of term, the CMP shall undergo a fresh medical examination and submit a contract agreement duly notarized and executed to the concerned Personnel Branch, before joining. A minimum gap of seven days shall be ensured after completion of current term and before joining for next term of CMP.

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15. Termination / Acceptance of resignation: A CMP can tender resignation by giving a 15 day notice. Administration can also terminate a CMP by issuing a 15 day notice. However in exceptional circumstances due to exigencies of service and administrative interest a CMP may be terminated with immediate effect. In such cases of immediate termination/resignation, honorarium equal to balance period of notice shall be payable to CMP or shall be recoverable from CMP as the case may be. Termination or acceptance of resignation shall be done with approval of CMD and CPO.

16. 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.

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