

Chief Executive Officer,
on behalf of the HPESI Society
invites applications
from
eligible Medical Officer Specialists
of different specialties
for ESIH Parwanoo, District Solan, H.P.

HIMACHAL PRADESH ESI SOCIETY SHIMLA-2

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EXPRESSION OF INTEREST

Chief Executive Officer, on behalf of the HPESI Society invites applications from eligible M.O. Specialists of different specialties for ESIH Parwanoo, District Solan, HP. The schedule of events is as under: -

SCHEDULE

Last Date & Time of submission of application forms & documents.	26.09.2024, Thursday (upto 17:00 hrs.)
Date for scrutiny of documents	27.09.2024, Friday (10:30 hrs.)
Place & address for submission of documents and scrutiny thereof.	Directorate of Health Safety & Regulation, Red Cross Building, Near Raj Bhawan, Chhota Shimla, H.P. 171002.
EoI document and application form can be downloaded from website https://www.dhsr.hp.gov.in . If the date fixed for the scrutiny of EoI is declared a holiday, the EoI shall be scrutinized on the next working day.	

Applications are invited for the posts of Medical Officers (Specialists) on Outsource basis for ESI Hospital, Parwanoo:

1. General terms and conditions: -

1. Applications can be filled and submitted to the Directorate of Health, safety & Regulations, Himachal Pradesh on or before the last date of submission i.e. 26.09.2024, Thursday (upto 17:00 hrs).
2. The applications should be submitted in a sealed envelope having a caption "APPLICATION FOR MEDICAL OFFICER (SPECIALISTS) IN ESI", through Speed Post/ Registered Post/ Special Messenger.
3. Maximum age of a candidate availing all relaxations shall not exceed 65 years.
4. The applicant must be medically fit for the task assigned.
5. Candidates can submit applications only if, the candidate possesses the minimum Essential Qualifications stipulated for the respective specialty in the advertisement. Otherwise, submitted application(s) shall be outrightly rejected.
6. The candidate should have filled all the requisite information(s) i.e. personal information, contact information & professional qualifications etc.
7. The candidate shall also be required to paste the image of recent photograph and signature and relevant documents related to qualification, specialization and category etc.

Empanelment of the candidate for the specialty is purely provisional, unless verification of documents and genuineness of the candidature is verified. In case of any incorrect/falsification/tempered/fabrication found, empanelment will be liable to be cancelled forthwith and appropriate legal action may be taken against the candidate.

Candidate should have a valid personal e-mail ID and mobile (Whatsapp) number. It should be kept active during the entire EoI process. Candidate is, therefore, requested to regularly check their e-mail for any communication from Directorate of Health, safety & Regulations, Himachal Pradesh. Under no circumstances, the candidate should share/mention e-mail ID or password to/ or any other candidate /person.

8. Candidate found provisionally eligible may be called for DVP (Document Verification Process) at their own expenses. The Call Letter for Document Verification Process (DVP) will not be sent by post.
9. Candidate is advised to view the Directorate of Health, safety & Regulations H.P. Portal/website <https://www.dhsr.hp.gov.in> from time-to-time for notifications/other related information.
10. If at any state of empanelment, it is found that the candidate does not fulfill the eligibility criteria and/or that he/she has furnished incorrect/false information /certificate/ documents or has suppressed any material fact(s), his/her candidature will stand cancelled without prior notice/intimation. The decision of the Director of Health, safety & Regulations, Himachal Pradesh in any matter relating to the recruitment at any stage will be final and binding upon the candidate.
11. Applications through fax, e-mail Whatsapp or any other electronic mode will not be entertained, only offline applications will be considered.





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12. **Tie Breaking Criteria-**

In case of tie between the L1 bidders, the resolution will be done in following order:

- a) In case of tie, the bidder having higher qualification will be placed higher in merit.
- b) In case of tie as mentioned in (a), the bidder having higher experience, will be placed higher i.e. the bidder having more experience will be placed higher in merit.
- c) In case of tie as mentioned in (b), the bidder older in Date of birth, will be placed higher i.e. the candidate in age seniority will be placed higher in merit.
- d) In case of tie as mentioned in (c), Reverse auction will be carried out for all such positions, wherein more than 1 application has been received on the scheduled dates.

13. Regarding Reverse Auction date and time, the candidates will get a message or e-mail before 07 days on their registered mobile number and e-mail id respectively.

14. The candidate can lower their bid unlimited number of times during reverse bid process. The reversion of the bid has to be more than ₹1000/- (Rupees one thousand) every time.

15. If any candidate fails to participate in the reverse auction, then the last bid that has been submitted will be considered as final.

16. In the event of any dispute or disagreement under or in relation to this Bidding Process or over the interpretation of any of the terms hereinabove contained or any claim or liability of the party, and if, the same is not resolved through mutual consultations between the parties (i.e. Incharge of the Institution and the concerned M.O.) the shall be referred to the ACS/Pr. Secy./Secretary Health whose decision in the matter will be final and binding on all concerned.

17. All the disputes shall be subject to the jurisdiction of courts within Municipal Limits of Solan, H.P.

18. **General instructions: -**

a) The Medical Officer (Specialist) is not entitled to any other allowances, perks, bonus, medical reimbursement etc. relating to the empanelment period.

b) The timings of the Health Facilities shall be 9:30 AM to 4:00 PM from Monday to Saturday, Sundays & Gazetted holidays will be weekly off.

c) The Medical Officer (Specialist) is also required to do surgeries twice a week.

d) The Medical Officer can undertake private practice after the Health Facility hours at any other location. Services at Health Facilities are free for patients. Referral of patients from Health Facility to any other private location where any expense related to health care may be incurred by the patient is strictly prohibited. Any violation of the same may lead to cancellation of the empanelment and decision of In-charge Officer shall be final in this matter. However, the Doctors are free to refer patients, only if required, to any nearby Govt. Hospitals/Polyclinics, as per ESIS norms.

e) The Medical Officer is entitled to two leave per month. In case, Medical Officer is unable to attend to the clinic on a given day or days, he shall inform the In-charge Officer concerned well in time and at least one day in advance for making alternate arrangements. If the Medical Officer is called on duty in emergency conditions after defined working hours, he/she is entitled for compensatory leave as per the working hours.

f) If the Medical Officer is found absent on more than three consecutive days without any







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valid reason, then the empanelment will be liable to be cancelled and the decision of In-charge Officer in this regard shall be final.

- g) The patient profile at Health Facility shall be regularly monitored by a team deputed by the In-charge Officer.
- h) The Medical Officer will be reporting to the In-charge Officer w.r.t. work and for replenishing the pharmacy/other consumables at regular intervals or as and when required. This may be done at bimonthly interval. In-charge Officer may link each Health Facilities to a nearby Govt. Hospitals for the purpose.
- i) The Medical Officer will maintain a manual register for OPD registration of the patients till such time, the tab is provided.
- j) The Medical Officer will also keep a register for the patients to report their satisfaction level or complaints, as a Public Grievance Monitoring Mechanism.
- k) The Medical Officer will not have any liability towards payment of bills for electricity and water of the Health Facility which shall rest upon the concerned In-charge Officer.
- l) The Medical Officer will abide by Bio-Medical Waste (Management and Handling) Rules, 2016 and Regulations as modified from time to time. The material and support in this regard shall be provided by the In-charge Officer concerned.
- m) The Medical Officer will behave politely with patients and their attendants and shall not conduct themselves to any type of misbehavior with patients or any other person responsible for health care services in the clinic.
- n) The Medical Officer will be solely responsible for any misconduct, damage, willful commission or omission of any services which are not listed in this empanelment letter or anything which goes against the spirit of free, fair and ethical practice of patient care.
- o) The Medical Officer may withdraw from empanelment only after one month notice period counted from the date of intimation of withdrawal to the respective In-charge Officer concerned.
- p) If it is discovered at any stage that you have furnished any wrong information or documents, based on which the empanelment was made, the EoI inviting authority reserves the right to terminate the empanelment besides taking recourse to other legal proceedings.
- q) The empanelment is valid only for one year and can be extended on satisfactory work & conduct, whichever is earlier. Any extension shall be solely as per the decision of Government of Himachal Pradesh/HP ESI Society in the Department of Health & Family Welfare.
- r) The extension of empanelment shall be purely, subject to review of performance against the parameters approved by the Directorate of Health, safety & Regulation, Govt. of Himachal Pradesh/HPESI Society/ESIC from time to time.
- s) The empanelment is for ESI State Hospital, Parwanoo only and is non-transferable.
- t) The Directorate of Health Safety & Regulation HP reserves the right to terminate the empanelment of any person without assigning any reasons after giving one week's advance notice.
- u) The EoI Inviting Authority will deduct Income Tax at source under Section 194-C of the Income Tax Act, 1961 from the Medical Officer, applicable.
- v) The EoI Inviting Authority reserves the right to cancel the EoI/application, which do not fulfil the stipulated conditions.
- w) The applicant submitting an EoI would be presumed to have considered and accepted all

the terms and conditions. No inquiry, verbal or written, shall be entertained in respect of acceptance rejection of the EoI.

- x) Any act on the part of the applicant to influence anybody in the Department is liable to rejection of his EoI/candidature.
- y) The empanelled Medical Officer shall provide a non-judicial stamp paper of Rs.100/- for agreement of rate and terms and conditions.
- z) That the applicant shall remain available at the time as per their duty roaster/exigencies and he/she shall not leave the place of duty without prior permission.
- aa) The EoI Inviting authority may verify the Bio-Metric based attendance of the Medical Officer at any time and at the time of release of remuneration. The Medical superintendent ESI Hospital Parwanoo will ensure Bio-Metric attendance of all and will attach a copy of Bio-Metric attendance sheet along with the monthly claim.
- bb) That the Medical Officer shall work under overall supervision and directions of the EoI Inviting Authority/Medical Officer Incharge/Medical Superintendent of ESI Hospital Parwanoo Solan HP.
- cc) The Medical Officer shall carry out such other duties as are entrusted to them from time to time.
- dd) The Medical Officer shall not engage any representative or transfer the contract to any other person in any manner.
- ee) That the EoIs/applications not conforming to the requirements will be rejected and no correspondence thereof shall be entertained whatsoever.
- ff) EoI Inviting authority will not be responsible if, the person engaged is found indulged in any unlawful activity. An undertaking should be submitted by the applicant stating that he has not been indulged in any unlawful activity in the past.
- gg) EoI Inviting Authority may ask for additional information/documents(s), if any. The applicant has to submit the required information/document as asked for by the EoI Inviting Authority.
- hh) If the services of the Medical Officer are found to be satisfactory after completion of one year, he/she may be given 5-10 % salary hike, subject to the approval of competent authority.

19. Eligibility Criteria:

Sr. No	Designation	Qualification	Experience	Minimum Surgeries/procedures to be done in a month
1	Radiologist	Post Graduate Degree or Diploma in Radiology such as M.D. (Radiology)/ DMRD or DNB in Radiology from recognized University/ Institution or equivalent included in any one of the schedules to the Indian Medical Council Act, 1956 (102 of 1956). Registered in State Medical Register of Indian Medical	Required 3 to 5 years of work experience. Must have done minimum 500 Ultrasounds, reported 1000 X-rays and have an experience of reporting CT	1. At least 30 USG and reporting of 50 x-rays to be done daily. 2. Minimum of patients per day at least 50.

[Handwritten signatures and initials in blue ink]

		Registrar.	also.	
2	ENT Specialist	Post Graduate Diploma in ENT DLO or Post Graduate Degree such as M.S. (ENT)/DNB from recognized University/ Institution or equivalent included in any one of the schedules to the Indian Medical Council Act, 1956 (102 of 1956) Registered in State Medical Register of Indian Medical Register.	Required 5 to 7 years' experience as practicing post qualification. Must have done at 200 major surgeries.	1. Minimum 30 surgeries to be done in a month like tympanoplasty, tonsillectomy, Mastoidectomy Adenoidectomy etc. 2. Minimum of patients per day at least 50.
3	General Surgeon	Post Graduate Degree in Surgery such as M.S. (Surgery/ General Surgery)/ DNB in Surgery from recognized University/ Institution or equivalent included in any one of the schedules to the Indian Medical Council Act, 1956 (102 of 1956) Registered in State Medical Register of Indian Medical Register.	Required 5 to 7 years' experience as practicing post qualification. Must have done at least 300 major surgeries.	1. At least 40 surgeries to be done in a month like cholecystectomy, hernioplasty, cyst removal, appendicectomy, hydrocelectomy etc. 2. Minimum of patients per day at least 50.
4	Orthopedician /Orthopedic Surgeon	Post Graduate Degree or Diploma in Orthopedic such as D. Orth./M.S./ DNB from recognized University/ Institution or equivalent included in any one of the schedules to the Indian Medical Council Act, 1956 (102 of 1956) Registered in State Medical Register of Indian Medical Register. Post graduate Diploma in	Required 5 to 7 years' experience as practicing post qualification. Must have performed 100 major surgeries.	1. At least 40 surgeries to be done in a month like ORIF, CRIF, Hemiarthroplasty, amputations etc. 2. Minimum of

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		Orthopedics with 2 years of experience will be considered equivalent to Post Graduate degree in orthopedics.		patients per day at least 50.
5	Obstetrician and Gynaecologist	Post Graduate Degree or Diploma in Obstetrics and Gynaecology such as DGO/ MD/ MS/ DNB from recognized University/ Institution or equivalent included in any one of the schedules to the Indian Medical Council Act, 1956 (102 of 1956) Registered in State Medical Register of India or Medical Register	5 to 7 years' experience as practicing post qualification should be preferable. Must have performed 300 major surgeries.	1. At least 60 surgeries to be done in a month like Cesarian Section, Hysterectomy etc. 2. Minimum of patients per day at least 50.

A. INSTRUCTIONS FOR SUBMISSION OF BIDS/APPLICATIONS (may submit EoIs/applications in sealed envelope)

1. The applicant may go to website <https://www.dhsr.hp.gov.in> and download the EoI document/application form. In case of any problem he may contact office of (EoI Inviting Authority), on Phone No.(0177 2621383).
2. Entire EoI process will be carried out offline mode. All subsequent notifications / amendments / notices shall be published only on the aforesaid website only.
3. The applications shall be opened/scrutinized on the date and time mentioned in the EoI schedule. If the date fixed for the opening of the EoI is declared a holiday, the applications shall be opened/scrutinized on the next working day at the same time as fixed for the original date for this purpose.

B. PENALTIES:

1. Any misconduct / misbehavior on the part of the Medical Officer so empanelled will not be tolerated in any manner and may lead to cancellation of contract and empanelment.
2. In case the Medical Officer fails wholly or partly to carry out the assigned job within assigned time or job is not performed to the satisfaction, and the Medical Officer remains absent from duty beyond admissibility and authorization, the remuneration of that period shall be deducted proportionately from the Medical Officer concerned.
3. No payment shall be made for the work which is not performed. Also, proportionate deduction shall be made for the same.
4. If at any time Medical Officer is found Intoxicated or smoking or under the Influence of alcohol or involved in any Immoral activity, a penalty of Rs. 2000/- will be imposed on the Medical Officer concerned per instance.

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C. PAYMENT TERMS

- a. The Medical Superintendent ESI Hospital Parwanoo must ensure that entitled remuneration of the Medical Officer is credited to his/her bank account on or before the 7th of the following month.
- b. The attendance report and other related documents are submitted by Medical Superintendent ESI Hospital Parwanoo to EoI Inviting authority by 3rd day of the following month.
- c. Payment authority reserves the right to ask for a certificate issued from Medical Officer /in-charge/Medical Superintendent that the Medical Officer has provided satisfactory services in that particular specialty for which the applicant has submitted invoice (s) for payment.
- d. TDS will be deducted as applicable.
- e. The Authorities will make all out efforts to make payments before 7th after receiving all the documents as mentioned above and will not hold the payment without any justified reason subject to availability of the budget.

D. AWARD OF CONTRACT:

Award of contract will be issued to the L1 Bidder. If due to any reason L1 bidder fails to enter into the contract, his/her EoI shall stand rejected and L2 bidder may be called for the negotiation and if L2 bidder agrees to work on the rates quoted by rejected L1 bidder then contract may be awarded to L2 Bidder at the L1 rates.

E. SUBMISSION OF EOI PROPOSAL & DOCUMENTS:-

- EOI must be submitted on or before the scheduled date & time.
- Instructions for submission must be followed.
- The applicant is advised to visit the departmental website for any notice/ corrigendum amendments/ instructions etc.
- There is no cost of EOI.
- The result of qualifying proposal shall also be uploaded on the departmental website.
- The applicant should submit the proof of experience as required in the terms and conditions.
- The applicant should submit the copy of Aadhar, PAN, Matriculation certificate, proof of educational qualification.
- The applicant should submit the valid MCI/State Medical Council Registration Certificate.
- All copies of above documents are to be self-attested before submission.

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**APPLICATION FOR THE POST OF MEDICAL OFFICER (SPECIALIST) UNDER
DIRECTORATE OF HEALTH, SAFETY & REGULATION, HIMACHAL PRADESH TO BE
POSTED AT ESI HOSPITAL, PARWANOO DISTRICT SOLAN, HP**

Phone No. _____

E mail _____

1. Name in full (in block letters):.....
2. Fathers/Husband's Name:.....
3. Date of Birth (DD/MM/YYYY):.....
4. Religion:.....
5. Caste:.....
6. Category:.....
7. Mailing address:.....
8. (a)E-Mail:.....
(b) Mobile No..... Mobile No. (Alternative).....
9. Residential Address:
.....
.....
10. Permanent Address:
.....
.....
11. Sex: Male/Female.....
12. Post Applied for:.....
13. Bank detail alongwith IFSC Code.....
14. Date of Registration in State Medical Council:
15. Essential Educational and Professional Qualification (graduate level onwards):

Name & Address of College	University	Duration		Degree/Examination Passing year	Percentage of Marks obtained
		From	To		

Raw *Shri* *Suraj* *S* *B*

16. Requisite Experience (As Specialist/Medical Officer) details:

Name & Address of Institution	Govt./Private	Duration		Procedures/Major Surgeries (Nos.)	Remarks (attach documents in support of experience if, any duly issued by MS, Incharge concerned)
		From	To		

17. Monthly lump-sum remuneration Rs.....(In words).....
 (Bid amount to be quoted).

DOCUMENTS TO BE REQUIRED:

1. Valid MCI/State Medical Council Registration Certificate of any State.
2. Matriculation Certificate.
3. Proof of Educational Qualification.
4. Experience Certificate.
5. Copy of Pan Card, Aadhar Card.
6. All copies of above self-attested documents with the application form.
7. A self-attested photograph on application form.

I hereby declare that all the statements made in this application are true, complete and correct to the best of my knowledge and belief.

I have carefully and understood all the terms and conditions of the bid document and ensure to abide by the same.

I understand that in the event of any information being found false or incorrect at any stage, my candidature / appointment shall be liable to be cancelled / terminated summarily without notice or any compensation in lieu thereof.

Place:

Name of Candidate.....

Dated:

Signature.....

Ran *[Signature]* *[Signature]* *[Signature]* *[Signature]*