

EX-SERVICEMEN CONTRIBUTORY HEALTH SCHEME (ECHS)

PROCEDURE FOR CONTRACTUAL EMPLOYMENT OF STAFF
FOR ECHS POLYCLINICS

AUTHORISATION

1. The manpower to be authorised at the ECHS Polyclinics will be as per the details of contracted staff sanctioned for Types 'A', 'B', 'C' and 'D' Military and Non Military Stations as specified in Appendix 'E' and 'F' to MOD's letter No 22(1)/01/US(WE)/D((Res) dated 30 Dec 2002.

SANCTION FOR EMPLOYMENT OF STAFF

2. The sanction for contractual employment of the medical, paramedical and non medical staff for the ECHS Polyclinics will be accorded by a General Officer Commanding of an Area or equivalent.

RESERVATION

3. Preference will be given to Ex-Servicemen for all employment in the ECHS. Reservation criterion is as follows: -

S No	Category	Percentage of vacancies	
		Reserved for Ex- Servicemen	Open vacancies
(a)	Medical Officers/Specialists/Dental Officers	60	40
(b)	Officers-in-charge Polyclinics	100	0
(c)	Paramedical staff to include Nurses, Nursing Assistants (General, Radiographer, Physiotherapist), Dental Hygienist/Assistant & Lab Assistant	70	30
(d)	Non Medical Staff to include Receptionist (Records maintenance & Data entry service) Drivers (Motor Vehicles operation & maintenance services) Peons & Female Attendant (Housekeeping services) Safaiwala (Conservancy services)	70	30

Note: - The total authorization of the Staff will be as laid down in Appendix 'E' and 'F' MOD letter No 22(1)/01/US (WE)/D ((Res) dated 30 Dec 2002.

4. When requisite percentage of ex-servicemen under the reservation quota are not available, specific certificate signed by GOC need to that effect to be placed on record and thereafter the vacancies utilized by employing a suitable civilian. The GOC's sanction for employment of the civilian staff on contract will be valid for a period of eleven months only. During this period efforts will be made to appoint a suitable Ex-man.

ADVERTISEMENTS

5. Advertisements inviting applications for employment under the ECHS for medical, dental & specialist officers and officers in charge Polyclinic will be placed in the National newspapers. Local/regional newspapers will be used for placing advertisements for employment of paramedical staff. Application forms will be made available at concerned Station Headquarters (Stn HQ). The employment of categories listed in Para 3 (a) to (c) above will be carried out by the Station Commander through a Station board of Officers. The Conservancy, Housekeeping, Records Maintenance & Data Entry and Motor Vehicles Operation & Maintenance Services will be outsourced through the licensed service provider/agency/contractor, for which advertisements for registration with the Station Headquarters will also be placed in local/regional newspapers.

APPLICATIONS

6. The applications will be submitted by the candidates to the Stn HQ under whose jurisdiction Polyclinics are located. The applications will be processed by a Board of Officers to be set up by the Station Commander.

SELECTION PROCEDURE :

7. The procedure for the selection of candidates on contractual basis will be as under:-

(a) Constitution of the Board of Officers. A Board of Officers for employment of medical/ para medical/ non medical staff for the ECHS Polyclinics will be constituted by the Station Commander. The Board of Officers will comprise the following: -

- (i) Chairman - Station Commander
- (ii) Member - Senior Executive Medical Officer (SEMO) / Principal Medical Officer (PMO) / Senior Medical Officer (SMO) of the Station.
- (iii) Member - Any officer from the Station (Non Medical)
- (iv) Specialist Member (s) - Where specialist / super specialist doctors are to be employed, Commanding Officer, Service Hospital / Deputy Director Medical Services (DDMS) Area/Command will nominate a specialist of that category on the board.
- (v) In attendance - Rep of Regional Centre (ECHS) (optional)

(b) Assessment. The candidates and the Service providers/agencies will be assessed by the Board of Officers as under: -

- (i) Total assessment will include an interview and

(ii) Interview. Includes general/professional knowledge/bearing, attitude etc.

(iii) Weightage. Based on additional qualifications e.g. professional courses, diploma, postgraduate degree, experience in renowned hospitals/ health services.

(Criteria listed in Appx 'A' & 'B')

(c) Approval of Board Proceedings. The Board proceedings will be forwarded to the respective Headquarters Area through the normal chain of Command. Approvals will be given by HQ Area. Necessary technical inputs prior to approval will be given by DDsMS Area. An approved copy of the Board proceedings will be sent to the respective HQ Command for information/record.

TERMS AND CONDITIONS FOR CONTRACTUAL EMPLOYMENT

8. The detailed criteria are listed in Appendix 'A' & 'B'. The general terms and conditions for employment of the Medical/para medical/Non medical staff under the ECHS are listed below. :-

(a) Nationality. The candidate should be an Indian Citizen.

(b) Criterion. The age, educational qualifications and work experience of the candidate should be as per the criteria listed in Appendix 'A' & 'B'.

(c) Desirable Attributes. Additional qualifications e.g. professional courses, diploma, postgraduate degree and experience in renowned hospitals/ health services will be preferred.

(d) Duration of employment. The employment of the staff will be entirely contractual in nature and will be normally for a period of two years at the maximum, subject to review of their conduct and performance after eleven months.

(e) Working hours. The working hours for the staff would be 48 hours per week from Monday to Saturday, Sunday being a holiday. The time excludes journey time from residence to clinic and back. The working schedule for the clinic will be decided by the Regional Centres in consultation with the local Stn HQ and SEMO/PMO/SMO of the Station.

(f) Holidays. Sundays and Central Govt Gazetted holidays will be observed as closed holidays.

(g) Emergency Duties. Medical Officers will be detailed by rotation for Emergency duties on call during non-working hours of Polyclinic, including Holidays. Detailment will be done by Officer In-Charge (O I/C) Polyclinic. They should be available on his telephone/ mobile during this period.

(h) Leave. The staff will be entitled to 10 days leave (8 days Casual leave and 2 days restricted holiday) in a calendar year (non-accumulative), besides Sundays and gazetted holidays. Leave will be sanctioned by the Station Commander.

(j) Medical fitness. The employees of the ECHS Polyclinics should be medically fit to fulfill the duties as assigned

CONTRACTUAL REMUNERATION

9. The details of Contractual remuneration payable per month to the medical/para medical and non medical staff employees under the ECHS are specified in Appendix 'A' and 'B' respectively. Except the lump sum remuneration, the contractual employees will not in any way, be entitled to any pensionary benefits, allowances or financial benefits/concessions as admissible to regular Govt employees.

EMPLOYMENT THROUGH SERVICE PROVIDER/AGENCY

10. The Services listed in Para 3(d) above will be out sourced to a service provider/agency. A Board of Officers constituted by the Station Commander will approve the agencies for registration. The Board will ensure that the selected service provider/agency is licensed as per the provisions of Contract Labour (Regulation and Abolition) Act of 1970.

11. Thereafter the registered Service providers/agencies will be requisitioned whenever the requirement occurs. Contracted agencies will provide a list of personnel for required services along with their qualifications to Station HQs for verification/approval. While detailing personnel for services at polyclinics, each service provider/agency/ contractor should ensure that at least 70% staff detailed are ex-servicemen as per provisions of Para 3(d). When requisite percentage of ex-servicemen are not available with the service provider/agency, specific certificate signed by GOC Area would be placed on record and thereafter the vacancies utilized by employing suitable civilians. The GOC Area's sanction will be valid for a period of eleven months. The service provider will ensure that he provides replacement with an Ex-Serviceman at the earliest.

EMPLOYMENT

12. After the approval of the Board proceedings, the Area Headquarters will direct the Station Headquarters to offer employment to the selected candidates. Contract as per approved format will be signed by the selected candidates and submitted to the Station Headquarters.

13. In case of the provision of services through the contracted service provider/agency, the contract will be signed between the agency and the Station Headquarters.

CONTRACT

14. Contractual agreements in the prescribed format will be signed by the Station Headquarters with the individual candidates and the contracting agency as the case may be: -

(a) Contract with individual employees. The contractual agreement between the contractual employees and the Station Headquarters will include the following: -

- (i) Designation of Appointment
- (ii) Place of Appointment
- (iii) Contractual nature of appointment for period of two years.
- (iv) Review of appointment after 11 months.
- (v) Contractual remuneration payable and that he/she will not, in any way, be entitled to pension including disability and family pension, free Ration, Non Practicing Allowance, Transport Allowance, Accommodation or HRA, medical allowances, Kit maintenance allowance or any other allowances/financial benefits or concessions as admissible to regular Govt employees.
- (vi) Non entitlement for CSD canteen facilities.
- (vii) The working hours and timings.
- (viii) Leave. Entitlement to leave.
- (ix) Conduct. Professional conduct and warning on disciplinary action in cases of malpractices, unethical practice, financial misappropriation or administrative irresponsibility etc. and termination of contract in such cases.
- (x) Termination of contract by the employee after giving one month prior notice.
- (xi) Non-entitlement to medical benefits under the ECHS.

(b) Contract with Service Provider/Agency. The contractual agreement to be entered into between the service providing agency and the Station Headquarters will ensure that provisions of Contract Labour (Regulation and Abolition) Act, 1970 and related laws are complied with. The contract will be effected on Non- judicial stamp paper and will include the following:

- (i) Contractor License number
- (ii) Contractor Code No allotted under EPF, ESI Corporation etc.
- (iii) Area of work to be given on labour contract - The following services in the Polyclinic will be offered on contract - conservancy, housekeeping, records maintenance & data entry and motor vehicles operations and maintenance.

- (iv) A written undertaking from the Contractor to abide by all relevant laws viz: -Contract Labour (Regulation and Abolition) Act 1970, Employees Provident Fund and Miscellaneous Provisions Act 1952, Employees State Insurance Act 1947, Minimum Wages Act and Payment of Wages Act as applicable.
- (v) Number of employees detailed in the contract and number of employees under his control.
- (vi) Name and address of the parties to the contract stating the rights and obligation of the parties.
- (vii) Work site, working hours, rate of payment, scope of work, period of validity of contract, payment terms, consequences of breach of contract on either side and conduct of employees as mentioned in Para 16 (a) (ii) to (xi) above will clearly be outlined in the contract.
- (viii) Procedure for termination of contract on either side.
- (ix) An amount equivalent to one month contractual remuneration per employee will be kept as a security deposit with the ECHS till successful completion of the contract, to the satisfaction of the ECHS. In case there is any breach of contract the ECHS is at a liberty to utilize this amount to pay for employing suitable candidates on daily wages till a fresh outsourcing service provider/agency is selected as per laid down procedures.

PROCEDURE FOR DISCIPLINARY ACTION

15. In case an ECHS contractual employee is involved in any act of professional misconduct, unethical practices, medical negligence or administrative negligence, disciplinary action will be initiated against the employee and his contract may be terminated after giving a show cause notice, without prejudice to any further action that may be deemed fit and initiated considering the nature of the offence committed.

16. The Station Commander will initiate the action for termination of contract on recommendations of the concerned O I/C Polyclinic. A show cause notice will be given to the employee detailing the nature of offences. An inquiry ordered by the Stn Cdr will go into details of the case including the replies to the show cause notice of the employee. The Station Commander may also take legal action under the existing laws of the land for any act listed in Para 15 above.

17. The Appointing authority will be the authority for termination of contract.

18. When the employee involved (in any act as listed in Para 15 above) has been provided by the Contracting agency, his/her duties will cease immediately and the service provider/agency will provide a replacement within 24 hours.

**QRS FOR EMPLOYMENT OF MEDICAL/PARA-MEDICAL STAFF FOR
EX-SERVICEMEN CONTRIBUTORY HEALTH SCHEME**

Sr. No.	Category	Age Limit		Basic qualifications	Work Experience	Desirable Attributes	Reservation for Ex-servicemen	Contractual fees (per month)
		For Employment	For Contractual Service					
	Medical Officer	63	65	MBBS	Min 05 years after internship. Preferable additional qualifications in Medicine/Surgery.	Merit in MBBS. PG qualification. Exp of more than 10 years.	60%	Rs 15000/-
	Specialist Medical Specialist & Gynaecologist)	63	65	MD/MS in Specialty concerned/DNB	Minimum 05 years in the subject, concerned after Post Graduation.	Merit in MBBS. Merit in PG.	60%	Rs 20000/-
	Dental Officer	63	65	BDS	Minimum 5 years work experience.	Merit in BDS. PG qualification.	60%	Rs 15000/-
	Officer in Charge of Clinic	63	65	Graduate	Minimum 5 years work experience in Health care institutions or Managerial positions.	Additional managerial qualifications. Experience of more than 10 years. Computer qualifications.	100%	Rs 15000/-
	Nursing Assistant (Nurses)	53	55	BSc Nursing	Minimum 5 years experience.	Degree in Nursing/any diploma/Specialty nursing. Experience of more than 10 years.	70%	Rs 7500/-

Sl. No.	Category	Age Limit		Basic qualifications	Work Experience	Desirable Attributes	Reservation for Ex-servicemen	Contractual fees (per month)
		For Employment	For Contractual service					
1.	Nursing Assistant (General)	53	55	GNM Diploma/ Class I Nursing Assistants Course (Armed Forces)	Minimum 5 years experience.	Any diploma/course in Speciality nursing. Experience of more than 10 years.	70%	Rs 7000/-
2.	Nursing Assistant (X Ray Assistant/ Radiographer)	53	55	Diploma/ Class 1 Radiographer Course (Armed Forces)	Minimum 5 years experience.	Any course in Ultrasound/Med technology. Experience of more than 10 years.	70%	Rs 7500/-
3.	Nursing Assistant (Physiotherapist)	53	55	Diploma/ Class 1 Physiotherapy Course (Armed Forces)	Minimum 5 years experience.	Experience of more than 10 years.	70%	Rs 7500/-
4.	Laboratory Assistant	53	55	DMLT/ Class I Laboratory Tech Course (Armed Forces)	Minimum 5 years work experience in Laboratory.	Experience of more than 10 years.	70%	Rs 7500/-
5.	Dental Hygienist Dental Assistant	53	55	Diploma Holder in Dental Hyg/ Class-1 DH/DORA Course (Armed Forces)	Minimum 5 years experience in Dental Laboratory.	Experience of more than 10 years.	70%	Rs 7500/-

**QRS FOR EMPLOYMENT OF NON-MEDICAL STAFF FOR
EX-SERVICEMEN CONTRIBUTORY HEALTH SCHEME**

Ser No	Category	Age Limit		Basic qualifications	Work Experience	Desirable	Reservation for Ex-servicemen	Contractual fees (per month)
		For Employment	For Contractual service					
1.	Receptionist/ Clerk/ Data Entry Operator	53	55	Graduate/Class I Clerical trade (Armed Forces)	Minimum 5 years experience.	Computer qualifications. Experience of more than 10 years.	70%	Rs. 7500/-
2.	Female Attendant	53	55	Literate	Minimum 5 years experience in Civil/Army Health institutions.	Experience of more than 10 years. First Aid Course.	70%	Rs 3500/-
3.	Driver	53	55	Education - 8 class Class I MT driver(Armed Forces) Posses a civil driving license	Minimum 5 years experience as Driver.	Heavy vehicle driving license. Experience of more than 10 years. First Aid Course.	70%	Rs 4500/-
4.	Peon	53	55	Education - Class 8 GD trade (Armed Forces)	Minimum 5 years service.	Experience of more than 10 years.	70%	Rs 3500/-
5.	Safai wala	53	55	Literate	Minimum 5 years service.	Experience of more than 10 years.	70%	Rs 3500/-