

Housing & Urban Development Corporation Ltd.
Regional Office
HUDCO Bhawan, Block DJ-11, Sector-II, Karunamoyee,
Salt Lake, Kolkata-700 091
Tel: 2358-6141/2358-7734
Email: kro@hudco.org

No. HUDCO/KRO/ADMN/23/2024

Dated: 23.08.2024

**Sub: Appointment of Part Time Allopathic Medical Consultant at HUDCO
Regional Office Kolkata.**
Due date of Applications: 13/09/2024 at 1500 Hrs.

Madam/Sir,

Housing & Urban Development Corporation Limited (HUDCO), a Govt. of India Enterprise under the Ministry of Housing & Urban Affairs, Govt. of India., is in the process of appointment of a Part Time Allopathic Medical Consultant for the treatment of its Employees and their Dependents posted at HUDCO Regional Office, Kolkata.

Interested qualified Allopathic Doctors are requested to drop their resume/profile with attested copies of their degree/experience certificates with **Aadhar, PAN & Registration Number**, within 21 days from the date of notice (on HUDCO Website), **i.e. by 13/09/2024 at 1500 Hrs.**, by hand/through post at our Kolkata Office located at HUDCO Bhawan, DJ-11, Sector-II, Karunamoyee, Salt Lake, Kolkata-700 091 or through email at kro@hudco.org.

Terms & Conditions:

1.	Nature of Service	:	Part Time Allopathic Medical Consultant
2.	Minimum Qualification	:	MBBS with at least 10 years of experience in Government Service/reputed hospital(s) or retired from Central/State Government Medical Service as per requirement of HUDCO.
3.	Minimum age at the time of appointment	:	40 years
4.	Visiting Hours	:	Twice a week for one hour each.
5.	Period of engagement	:	Initially for six months from the date of joining and extendable subject to review of performance.
6.	Maximum length of contract on renewal basis	:	5 years.
7.	Remuneration offered	:	The remuneration for one hour would be Rs.2000/-. (No other reimbursement of any kind including travel is permitted).

Contd.....2/-

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8.	Increment in remuneration		Yearly 10% increase in remuneration after completion of one year based on review of the performance.
9.	Maximum age limit for contractual service	:	70 years
10.	Nature of service expected	:	In addition to providing medical advice/ assistance to the employees, the nature of service would also include the following works:- a) To give medical advice to employees including working as well as retired employees of HUDCO Regional Office and their dependents. b) To medically examine the fresh appointees. c) To check and countersign the Medical bills of the employees. d) To verify Medical prescriptions for chronic diseases, as well as for any change in prescriptions. e) To attend to employees/visitors who suddenly fall ill in office and require immediate medical attention. f) To examine/advise on treatment/ surgery etc. referred by hospital(s)/ doctor(s) etc. g) To advice for investigations(s)/ diagnosis to employees/their dependents and/or annual check-up. h) To visit short listed hospitals/nursing homes/ pathology labs/dental care centres/eye care centres alongwith other Committee Members of HUDCO for empanelment as and when required i) A suitable honorarium @10% of the remuneration to be given to the Consultant for visiting the hospitals for empanelment per visit/per day.
11	Resignation/Termination of Service	:	One month's notice from either side.

The above is also available on HUDCO Website, www.hudco.org.in.

Thanking you,

Yours faithfully,

(Authorized Signatory)