

No.HUDCO/TRO/ACC-20A(Vol III)/Medical/2024

03.09.2024

Housing and Urban Development Corporation Ltd.

(A Navratna CPSE)

Regional Office :

3rd Floor, Saphalyam, Palayam, Thiruvananthapuram - 695 034

Tel : 2339742-44, 2339746-47

E-mail : tro@hudco.org, hudcotro@gmail.com

CIN : L74899DL1970GO1005276, GST No : 32AAACH0632A1ZM

Sub: Appointment of part time Allopathic Medical Consultant at HUDCO Regional Office, Thiruvananthapuram

Sir/Madam,

Housing & Urban Development Corporation Limited (HUDCO) is a Navratna Central Public Sector Enterprise under the administrative control of Ministry of Housing and Urban Affairs, Govt. of India. HUDCO, Thiruvananthapuram Regional Office would like to obtain **applications for appointment of part time Allopathic Medical Consultant on contractual basis** for facilitating HUDCO's health care commitment to its employees/retired employees. In this regard, the following general terms and conditions for the appointment of part time Medical Consultant may be noted.

General Terms & Conditions:

SI No	Particulars	Requirement
1	Nature of Service to be rendered	Part time Allopathic Medical Consultant is expected for providing following services: - To give medical advice to the employees**/their dependents. - To medically examine the fresh appointees. - To check and countersign the Medical bills submitted by the employees. - To attend to employees/visitors who suddenly fall ill in office and require immediate medical attention. - To examine/advise on treatment/surgery etc. referred by hospital(s)/ doctor(s) etc. - To advise for investigation(s)/ diagnosis to employees/their dependents and/or annual check-up. - To visit shortlisted hospitals/nursing homes/pathology labs/dental care centres/eye care centres along with other officials of HUDCO for empanelment, as and when required. ** Employees include working as well as retired employees of HUDCO.
2	Minimum Qualification	MBBS (Preferably in Post graduate in General Medicine) with at least 10 years of experience in Govt. Service/reputed hospitals or retired from Central/State Govt. medical service.
3	Minimum age at the time of appointment	40 years



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A Navratna CPSE

पंजीकृत कार्यालय : कोर 7 ए हडको भवन, भारत पर्यावास केन्द्र लोधी रोड, नई दिल्ली - 110003

दूरभाष : 011-24649610-23 फैक्स : (011) 24625308, आई एस ओ 9001:2015 प्रमाणित कम्पनी

वेबसाइट : www.hudco.org सी आई एन : L74899DL1970GO1005276, जी एस टी : 07AAACH0632A1ZF

Regd. Office : Core - 7 'A', HUDCO Bhavan, India Habitat Centre, Lodhi Road, New Delhi - 110 003

Tel : 011-24649610-23, Fax : 011-24625308, AN ISO 9001:2015 CERTIFIED COMPANY

website : www.hudco.org CIN : L74899DL1970GO1005276 GST : 07AAACH0632A1ZF

4	Visiting hours	Once a week for one hour each or as per HUDCO's requirement
5	Period of engagement	Initially for six months from the date of joining and extendable subject to review of performance on yearly basis by the Committee constituted by Competent Authority.
6	Maximum length of contract on renewal basis	5 years
7	Remuneration offered	Rs.2000/- per hour (No other reimbursement of any kind including travel is permitted). A suitable honorarium @10% of the monthly remuneration shall be given for visiting the hospitals for empanelment per visit/per day, as and when required.
8	Maximum age limit for contractual service	70 years
9	Increment in remuneration	Yearly 10% increase in remuneration after completion of one year based on review of the performance by the Committee constituted by Competent Authority.
10	Resignation/ Termination of service	One month notice from either side.

The application may be submitted alongwith self-attested copy of following documents on or before **13.09.2024 at 15.00 hrs:**

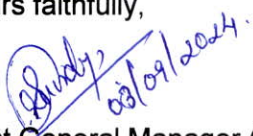
1. Bio-Data
2. Age & Identity proof
3. Degree/Post Graduation Certificate
4. Registration Certificate
5. Employment Certificate.

The duly signed application along with supporting documents may be sent by post or deposited in tender box available at Reception in HUDCO Regional Office, Thiruvananthapuram super scribing on top of cover "**Application for engaging part time Medical consultant at HUDCO Regional Office**" at the following address:

The Regional Chief
HOUSING AND URBAN DEVELOPMENT CORPORATION LIMITED
Thiruvananthapuram Regional Office
3rd floor, Saphalyam Complex, Palayam
Thiruvananthapuram – 695 034.
Tel : 0471-2339742, 43,44,& 46, 47

Thanking you,

Yours faithfully,


Joint General Manager (Law/Admn.)