

No. NRWM/ADM/659/2024-25

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दोलाबारी, कालियाभोमोरा  
 Dolabari, P.O. Kaliabhomora  
 तेजपुर-784027, असम (भारत)  
 Tezpur-784027, Assam (India)

पूर्वोत्तरक्षेत्रीयजलऔरभूमिप्रबंधनसंस्थान



**ORTH EASTERN REGIONAL INSTITUTE OF WATER AND LANDMANAGEMENT**

(जलसंसाधन, नदीविकासऔरगंगाकायाकल्पविभाग, जलशक्तिमंत्रालय, भारतसरकारकेअधीनएकसंस्थान)

(An Institute under the Department of Water Resources, River Development and Ganga

Rejuvenation,

Ministry of Jal Shakti, Govt. of India)

### Vacancy Circular

**Subject: Engagement of Consultant Medical Officer (CMO) in North Eastern Regional Institute of Water and Land Management (NERIWALM), Tezpur, Assam.**

North Eastern Regional Institute of Water and Land Management (NERIWALM), Dolabari, P.O. Kaliabhomora, Tezpur, District – Sonitpur, Assam – 784 027, a premier organization under the Department of Water Resources, River Development and Ganga Rejuvenation, Ministry of Jal Shakti, Government of India, proposes to engage **01 (one) Consultant Medical Officer (CMO)** in order to provide medical services, emergency care, health advice and wellness initiatives to the employees, staff, students, trainees and other individuals associated with the institute.

2. Applications are, therefore, invited from Interested and eligible candidates, who are citizens of India and fulfil the eligibility criteria (educational qualification, experience etc., as given below), for engagement as CMO in NERIWALM, purely on contract basis, initially for a period of one year which will be extendable, based on satisfactory performance review, mutual agreement and approval of the Competent Authority of NERIWALM:-

3. Educational Qualification and Experience:-

a) **Medical Qualifications:**

(i) MBBS (Bachelor of Medicine, Bachelor of Surgery) or equivalent recognized by the Medical Council of India (**Essential**).

(ii) Postgraduate Medical Degree (**Desirable**).

b) **Experience:** At least two years of professional experience in a clinical setting (**Essential**). Preference will be given to candidates with experience in educational institutions or large organizations.

c) **Certifications:** Valid registration with the Medical Council of India or State Medical Council (**Essential**).

4. The 'Terms of Reference (TOR)' for the engagement is enclosed as **Annexure-I**. The TOR may be reviewed by NERIWALM as and when the circumstances so warrant.

5. The applications, in the format enclosed herewith as **Annexure-II**, along with other relevant documents, should reach "**The Director, NERIWALM, Dolabari, P.O. Kaliabhomora, Tezpur, Assam – 784 027**" **within 30 days** from the date of issue of this Vacancy Circular. Applications received after the stipulated period shall not be accepted.

6. NERIWALM reserves the right to cancel the advertisement and not go for engagement of CMO at any stage. It may accept or reject any or all applications without giving any reason thereof.

Encl: Annexure-I & Annexure-II.

Signed by Sandeep Doley  
 Date: 10-02-2025 15:53:39  
 (Sandeep Doley)  
 Deputy Director (Admin)

**TERMS OF REFERENCE**  
**FOR ENGAGEMENT OF CONSULTANT MEDICAL OFFICER (CMO) IN NERIWALM**

**1. Term of Engagement**

- i. The engagement of the Consultant Medical Officer (CMO) in NERIWALM will be purely on contract basis and will not confer any right to him/her for regularization of his/her engagement or extension of his/her contract. A Contract Agreement will be executed between NERIWALM and the CMO accordingly.
- ii. The initial term of engagement of the CMO will be for a period of one year commencing from the date of signing of the Contract Agreement. Any extension of the contract will be based on satisfactory performance review, mutual agreement and approval of the Competent Authority of NERIWALM.

**2. Terms and Conditions**

- i. **Working Hours:** The CMO will be available for consultation in NERIWALM for 06 (six) hours per week [02 hour per day on 03 working days in a week (preferably on alternative weekdays)], with flexibility to extend hours in case of emergencies or special health-related events. He/she should also be reachable outside these working hours during emergencies.
- ii. **Location:** The dispensary will be located in the campus of NERIWALM. Necessary infrastructure will be provided by NERIWALM.
- iii. **Remuneration:** The CMO shall be paid an honorarium @ Rs. 2,000/- per hour (Rs. 4,000/- per day). In case of additional services provided outside the working hours during emergencies or special health-related events, additional remuneration @ Rs. 2,000/- per hour shall be paid to him/her on case to case basis.
- iv. **Tax Deduction:** Income Tax or any other tax liable to be deducted, as per the extant rules, will be deducted at source before effecting the payment for which NERIWALM will issue TDS Certificate/s.
- v. **Allowances and Other Benefits:** The CMO shall not be entitled to any allowance/facility such as Dearness Allowance, Conveyance Allowance/ Transport Facility, House Rent Allowance/ Residential Accommodation, Telephone Facility, Medical Reimbursement etc, other than those specifically mentioned herein. He/she shall also not be entitled to any other benefits available to the regular employees of NERIWALM.
- vi. **Accommodation/Facility:** The CMO shall not be provided any accommodation facility by NERIWALM.
- vii. **Leave:** The CMO shall not be entitled for any kind of leave. Absence from duty for a continuous period of five working days, without any information or any valid reason, shall lead to automatic termination of the contractual engagement.
- viii. **Termination of Contract:** The CMO shall be expected to follow all the rules and regulations of the Government of India which are in force. He/she will be expected to display utmost honesty, sincerity and secrecy of office while discharging his/her duties. In case his/her services are not found satisfactory or found in conflict with the interests of the institute, or in case of any breach in the contract, his/her services will be liable for discontinuation with immediate effect without assigning any reason. In case the CMO wishes to discontinue the engagement, he/she shall furnish at least one month's notice period or pay one month's remuneration in lieu thereof, to the institute. The Director, NERIWALM may waive off the condition for notice period/remuneration in lieu thereof, in deserving cases.

### **3. Role and Responsibilities of the Consultant Medical Officer**

- i. To provide medical consultation to the employees/staff (including dependent family members) and students of the institute.
- ii. To offer advice on general health, lifestyle, and wellness.
- iii. To provide immediate medical attention and first aid in case of accidents, illnesses, or emergencies.
- iv. To refer cases which require advanced medical treatment to specialized doctors of Government Hospitals/CGHS Empanelled Hospitals/Other Empanelled Hospitals (as decided by the Competent Authority of NERIWALM).
- v. To conduct preliminary medical tests, e.g. Blood Pressure Check-up, Sugar Test etc., as deemed necessary.
- vi. To design and implement health programs, including vaccination drives, health check-ups, and mental health awareness campaigns etc.
- vii. To regularly monitoring the health status of the employees and students, especially for infectious diseases or seasonal outbreaks.
- viii. To work closely with the Institute's administration to promote health and safety, and coordinating with local health authorities in case of public health concerns.
- ix. To ensure that all medical records and information are maintained in strict confidence and in accordance with privacy regulations.
- x. The CMO will be the Authorized Medical Attendant for the employees/ pensioners/ students of NERIWALM.

Sd/-  
(Sandeep Doley)  
Deputy Director (Admin)