



OFFICE OF THE DEAN & PRINCIPAL  
DHARANIDHAR MEDICAL COLLEGE & HOSPITAL, KEONJHAR  
(Previously Government Medical College, Keonjhar)

At- Kabitra Village, Near DD College, Pin-758001, Email-[keonjharmc@gmail.com](mailto:keonjharmc@gmail.com)

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Letter No. 1122

Dt 07.03.2024

Advertisement No- 01/2024

Date:07/03/2024

RECRUITMENT OF TUTOR/SENIOR RESIDENT/ASSISTANT PROFESSOR AT DDMCH, KEONJHAR, ON  
CONTRACTUAL/DEPUTATION BASIS UNDER HEALTH & FAMILY WELFARE DEPARTMENT,

GOVERNMENT OF ODISHA

Consequent to Notification No. HFW-MEI-SR-0002-2018-1532/H Dt. 19.01.2024 and 3447/MET-II-345/2023 Dated- 06.03.2024 , in view of the NMC urgency, eligible candidates will be engaged in the posts of **Tutor/Senior Resident/Assistant Professor** in **Dharanidhar Medical College & Hospital, Keonjhar** on **contractual/deputation basis** through **Walk in Interview** on **12.03.2024** in the office of **Dean & Principal, DDMCH, Keonjhar**. The **Direct** candidates will be appointed on **Contractual basis** and **In-service** candidates will be appointed on **Deputation basis**. The candidates who are continuing as Tutor/Senior Resident/Assistant Professor in any of the Govt Medical College of the State, VIMSAR Burla, AHPGIC, Cuttack are not eligible to apply. The Tutor/Senior Resident/Assistant Professor whose tenure is **terminated** for any adverse reason by the appointing authority will be **debarred** from being selected for the next three years. If any data provided by the candidate found to be false at any point of time during tenure period will be dealt strictly and the candidature shall be terminated immediately.

**The candidates are requested to find the details of the guidelines and application form in the Annexure 1,2 and 3.**

**DOCUMENTS REQUIRED TO BE SUBMITTED DURING WALK-IN INTERVIEW -**

1. **Application form (Annexure 1) duly filled in.**
2. Photo ID issued by Govt authorities i.e, Passport/AADHAAR/Pan Card/Voter ID
3. HSC /Equivalent Certificate in support of age.
4. HSC /Equivalent Examination mark sheet
5. +2 Equivalent Certificate
6. +2 Equivalent Examination mark sheet
7. MBBS/BDS/MSc Pass certificate
8. Internship Completion certificate
9. MD/MS/DNB/MDS Pass Certificate
10. MBBS/MD/MS/DNB/BDS/MDS/MSc Mark Sheet
11. Senior Residency Completion Certificate
12. Chance certificate of MBBS/MD/MS/DNB/BDS/MDS/MSc is mandatory
13. Certificate of registration of Medical Qualification from Odisha Council of Medical Registration (valid up to date for UG & PG)
14. Registration for additional qualification
15. No objection certificate from Non-Odisha Govt Employer/Authority
16. If a candidate claims to possess qualification equivalent to the prescribed qualification, the rule /authority (with number and date) under which it is so treated must be furnished with the application form.

*Gsham*  
07-03-24

**Dean & Principal**  
**DDMCH, Keonjhar**  
Dean & Principal  
Dharanidhar Medical College & Hospital  
Keonjhar



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**Advt No. 01/2024 Date:07/03/2024**

**TENTATIVE SCHEDULE FOR RECRUITMENT OF TUTOR / SENIOR RESIDENT / ASSISTANT PROFESSOR**

**FOR DDMCH, KEONJHAR**

**VENUE - College Council Hall , Academic Block, DD MCH Keonjhar**

SL. NO.	ITEMS	TIMELINE
1	Walk in interview	12.03.2024
2	Reporting Time	10.00 AM – 11.00 AM
3	Document Verification	11.00 AM Onwards
4	Publication of Provisional Merit List	03.30 PM
5	Invitation of Grievances	04.00 PM
6	Publication of Final Merit List	04.30 PM

NB: The timings and venue may change as per the number of candidates.

The candidates are requested to fill up the application form in the advertisement and tag all the self attested photocopies of documents in a chronological order as mentioned in the Advt No: 01/ 2024

*Ghapan*  
07.03.24

Dean & Principal,


DDMCH, Keonjhar

Dean & Principal  
Dharanidhar Medical College & Hospital  
Keonjhar



PROVISIONAL VACANCY POSITION FOR SENIOR RESIDENT/ TUTOR MARCH 2024 AT DDMCH, KEONJHAR Adv. No. 01/2024, Dated 07.03.2024			
SL NO.	NAME OF DEPARTMENT	SENIOR RESIDENT	TUTOR
1	ANATOMY	-	2
2	PHYSIOLOGY	-	3
3	BIOCHEMISTRY	-	-
4	PHARMACOLOGY	-	-
5	PATHOLOGY	-	1
6	MICROBIOLOGY	-	3
7	FMT	-	-
8	COMMUNITY MEDICINE	-	2
9	MEDICINE	-	-
10	PULMONARY MEDICINE	-	-
11	DERMATOLOGY	-	-
12	PSYCHIATRY	1	-
13	PEDIATRICS	-	-
14	SURGERY	-	-
15	ORTHOPEDECS	-	-
16	ENT	-	-
17	OPHTHALMOLOGY	-	-
18	O&G	-	-
19	ANAESTHESIA	3	-
20	RADIO DIAGNOSIS	2	-
21	DENTISTRY	-	-
22	<b>Emergency Medicine</b>	<b>9</b>	
	<b>Total</b>	<b>15</b>	<b>11</b>

PROVISIONAL VACANCY POSITION FOR ASSISTANT PROFESSOR MARCH 2024 AT DDMCH, KEONJHAR Adv. No. 01/2024, Dated 07.02.2024		
SL NO.	NAME OF DEPARTMENT	ASSISTANT PROFESSOR
1	ANATOMY	2
2	COMMUNITY MEDICINE	3
3	PEDIATRICS	1
4	ORTHOPEDECS	1
5	<b>EMERGENCY MEDICINE</b>	<b>1</b>
	<b>Total</b>	<b>8</b>

  
 OF. 03.24  
 Dean & Principal  
 Dharanidhar Medical College & Hospital  
 Keonjhar

**Annexure-I**

**Application Form for recruitment of Senior Resident, Tutor, Assistant Professor on Contractual/Deputation basis for DDMCH Keonjhar.**

<b>APPLICATION FORM</b>		
Appointment of Doctors ( Tutor, Senior Resident, Assistant Professor) contractual/Deputation basis under Health & Family Welfare Dept, Govt. Of Odisha		
AdvertisementNo.		Photograph
Name of the post		Identity Proof No.
Applicant Name-		
Father's Name-		
Date Of Birth	District of Domicile	Sex

Age as on Date of Walk -in -interview / counselling-

Present Contact Address

Permanent Contact Address

Email id

Language spoken/ written

Contact No.

Professional Qualification Details

Sl No.	Exam Passed	Name of Board/University	Year of Passing	Marks (excluding 4th Optional)			Duration of course
				Full Mark	Marks Secured	% of marks	


Employment Records-

Total years of post qualification experience-

**Experience details (starting from present till last employment )**

Name of the employer	Post held	From date	To Date	Total	
				Year	Month

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**Declaration** :- I do hereby declare that the information furnished above are true to the best of my knowledge and belief and that , if at any stage it is found that, any of the material information is false incorrect and is suppressed by me my candidature/ appointment under the Health & Family Welfare Department , Odisha is liable to be rejected/terminated. I also declare that I have never been disengaged under Health & Family Welfare Department , Govt. of Odisha under administrative grounds such as disobedience/ poor performance/ misbehavior / criminal activity etc

**Date**

**Full Signature of the applicant**

**Place**

**List of enclosures -**



**GOVERNMENT OF ODISHA  
HEALTH & FAMILY WELFARE DEPARTMENT**

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**RESOLUTION**

No. HFW-MEI-MISC-0007-2019 - 8967 /H Dated. 25.04.2022

**SUBJECT- Guidelines for engagement of Assistant Professor / Associate Professor/ Professor in Government Medical/ Dental Colleges in the State of Odisha on contractual basis.**

Whereas, the Government in order to generate more doctors in the state and to address to the dearth of doctors, has established five new Medical Colleges during last five years, and still more Medical Colleges are in pipeline at Keonjhar, Sundargarh, Bhawanipatna, Kandhamal, Jajpur and PG Institute at Bhubaneswar. As the recruitment by the Odisha Public Service Commission takes time to select faculties, engagement by contractual / deputation from OMHS cadre has become inevitable. To accomplish the requirement of adequate number of faculties so as to get the MCI/NMC/DCI approval, active recruitment process is needed to engage the faculties at all levels i.e. Assistant Professor, Associate Professor and Professor. The existing guidelines was notified vide H. & F.W. Department Notification No.5202 dt. 26.2.2019 with addendum vide Letter No.9785 dt. 14.4.2020 and Letter No.11093 dt. 12.4.2021. But, in the meantime, the National Medical Commission (NMC) has come into force, the OMES Rules, 2021 has been notified and the post PG bond service has been given effect to. Hence, there is a need for revision of guidelines to recruit faculties adhering to above Rules/Regulations and to get adequate number of faculties.

Therefore, the Government, after careful consideration, has been pleased to formulate the following guidelines for selection of faculties for Government Medical Colleges, at level of Assistant Professor, Associate Professor and Professor on contractual basis in conformity with the "Teachers Eligibility Qualifications in Medical Institutions Regulations, 2022" of National Medical Commission(NMC) and any modifications notified from time to time.

1. **Title & Commencement:** The guidelines shall be called the "Guidelines for selection of Assistant Professor, Associate Professor and Professor on contractual basis in the Government Medical / Dental Colleges in State of Odisha".
2. **Objectives and Applicability of the Guidelines :**
  1. Present guidelines are meant to strengthen and streamline the selection and engagement of the Assistant Professor, Associate Professor and Professor on contractual basis in the Government Medical Colleges in the State of Odisha superseding earlier notifications/ resolutions/ instructions etc made by Government in respect to contractual recruitment. These guidelines shall be effective from the date of its notification. It is explicitly made clear that such contractual engagements are purely stop gap measures and confer no right on the selected persons to claim regular appointment to the posts or extension of contractual period of engagement beyond the agreed period.
  2. The Government may issue revised circulars/notifications from time to time, if so required.



### 3. Selection Authority:

The Director of Medical Education & Training, Odisha shall be the selecting authority and competent to enter into contract with faculties to be recruited on contract. While engaging Associate Professors and Professors on contract the tentative vacancies against which the eligible candidates in feeder cadre are not available immediately, may be considered. Such list of vacancies shall be obtained from the Government for consideration. However, if required in exigency, the Director of Medical Education & Training may direct the Dean & Principal of a Govt. Medical College to conduct the selection and send the select list along with the proceedings to DMET Odisha. For all such selections by DMET, Odisha or Dean & Principals, the DMET, Odisha shall issue the engagement order and intimate the same for obtaining post facto approval of the Government.

4. **Age Limit:** The upper age limit up to which the selected Assistant Professor, Associate Professor and Professor can work on contractual basis is 70 years. Hence to make it feasible for any selected candidate to work for at least one year, the age of the applicant at the time of application must be less than 69 years. There shall be no further age relaxation in any category of candidates.

### 5. Eligibility and Qualifications for Assistant Professor:

1. The candidate must be a citizen of India.

2. Qualification:

1. The candidates must possess MD/MS/MDS/DNB Degree in the concerned discipline from any NMC/ MCI/ DCI permitted/approved/recognized Medical/Dental College and/or any other academic qualification with such additional teaching experience in the subject as per Teachers Eligibility Qualifications in Medical Institutions Regulations, 2022 of NMC as amended from time to time. Candidates having M.Sc. (medical subjects) in pre and para clinical subjects (approved by NMC/MCI) may be considered if sufficient candidates with PG degree/ DNB are not available and subject to the limitations as may be prescribed by NMC/ MCI from time to time. The candidates having DM/ M.Ch. / DNB or equivalent degree are not required any additional teaching experience.

3. The Medical Graduates must have registered their Medical Qualification at Central/ State Medical /Dental Council. (Permanent Registration)

4. The above qualifications must have been obtained on or before the last date of submission of application/ counselling/ interview.

### 6. Eligibility and Qualifications for Associate Professor:

1. The candidate must be a citizen of India.

2. Qualification:

1. Must have academic qualification as prescribed by MCI/DCI from time to time in force. Teaching experience for such number of years as Assistant Professor in the subject in the recognized Medical College, with minimum of such numbers of research publications, during the tenure of Assistant Professor or any such other eligibility criteria, as may be prescribed by NMC/ MCI/DCI as the case may be from time to time.

2. The requisite experience & other requirements for equating a Consultant or Specialist as "Associate Professor" (after possessing postgraduate medical degree in the subject) shall be as prescribed by NMC/ MCI/DCI from time to time in force.
3. In case of non-medical teacher, the candidate must possess the Ph.D. degree or any other qualification in the concerned subject as may be prescribed by NMC /MCI/DCI as the case may be from time to time.
4. All Qualifications as on the date of counseling shall be considered.

**7. Eligibility and Qualifications for Professor:**

1. The candidate must be a citizen of India.
2. Qualification:

1. Must have academic qualification as prescribed by NMC/ MCI/DCI from time to time in force. Teaching experience for such number of years as Associate Professor in the subject from a recognized / permitted / approved Medical College, with minimum of such numbers of research publications during the tenure of Assistant Professor and Associate Professor or any such other eligibility criteria, as may be prescribed by NMC/ MCI/DCI as the case may be from time to time.
2. The requisite experience & other requirements for equating a Consultant or Specialist as "Professor" (after possessing postgraduate medical degree in the subject) shall be as prescribed by NMC/MCI/DCI from time to time in force.
3. In case of non-medical teacher, the candidate must possess the Ph.D. Degree or any other qualification in the concerned subject as may be prescribed by NMC/MCI/DCI as the case may be from time to time.
4. All Qualifications as on the date of counselling shall be considered.

**8. Selection Process:**

1. Selection shall be done as and when required in view of urgency of NMC/MCI Inspection or work load. DMET shall float advertisement keeping in view of stipulations made in these guidelines.
2. The selection shall be conducted through a committee constituted for the purpose by the DMET Odisha or by the Dean & Principal of the Medical College if permitted by DMET, Odisha.
3. Reservation Policy: As the posts are to be filled up on contractual basis, there shall be no reservation.
4. The selection of Asst. Professor will be strictly on the basis of merit list prepared on basis of career marks as these are purely temporary and tenure based engagements and done only to meet the exigency, on regular recruitment of faculty by the OPSC or on completion of the contractual tenure, whichever is earlier, they shall be disengaged. Weightage for different examinations shall be as under:

HSC/Matriculation-	20% of total percentage of marks secured
Intermediate/+2 Science-	20% of total percentage of marks secured
MBBS/BDS/M.Sc. examination-	60% of total percentage of marks secured

In case of candidates who have passed PG in 2016-17 and afterwards, MBBS/BDS/M.Sc. Examination - 30%, PG-30%

One mark will be deducted from the total Career Mark for each extra attempt taken to pass the examination.

In case of tie it will be resolved as follows:

- i. The candidate securing more mark in MBBS/BDS/ M.Sc. as the case may be shall be placed in higher rank.
- ii. In case of further tie, the elderly candidates shall be placed higher in rank to the younger.

5. The selection of Associate Professor and Professor shall be made on the basis of teaching experience, research publications and age of the candidate. The recommendation of the committee under DMET or concerned Dean & Principal as the case may be shall be final. The selection procedure shall be as per merit list prepared by the score obtained as per following principle.

Teaching experience: 5 marks per year of experience as Asst. Professor/ Assoc. Professor from MCI/NMC/DCI permitted or recognized institutions.

Research Publication: 5 marks per publication; (publication as per norm of NMC shall be considered)

If tie occurs, it will be resolved by seniority in age. The elder will be placed above the younger.

6. A merit list will be prepared and approved by the constituted committee and engagement will be made on the basis of the choice of institution /subject exercised during counselling in online or on personal appearance as may be notified.
7. The Selection Authority at their discretion may short-list the merit list to a reasonable number as per available vacancy.
8. In case the candidate is offered engagement and fails to join within seven days of receipt of intimation, then the offer shall stand forfeited and next candidate in the merit list of the subject may be given the offer.
9. A waiting list will be prepared by the committee on basis of merit which will remain valid for a period of one year from the date of its publication. In case any vacancy exists or arises in the vacancy list notified in the advertisement, may be filled up from the waiting list. If additional vacancies are created which were not notified in the advertisement, a separate selection process shall be conducted for such new vacancies.
10. In case of non-availability of suitable candidates from the waiting list, fresh advertisement shall be published.

#### **9. Terms and Conditions:**

1. The engagement shall be purely temporary and on year to year tenure basis and may be for a maximum period of four years subject to satisfactory performance. However the Government reserves the right to terminate the services of the faculty with one month prior notice without assigning any reason.
2. No candidate shall be allowed to continue after the completion of the tenure in order to give scope to other eligible candidates and the relieved candidates may apply for any higher post if eligible. However in exigency of MCI / NMC and if appropriate candidates are not available, such candidates may be allowed to continue even after completion of tenure in exceptional circumstances for the reasons to be recorded in writing.



3. The recruited faculties shall sign an agreement as annexed in Appendix 1.
4. They must follow the job responsibility notified by Government from time to time. They may be terminated for not fulfilling the job responsibilities.
5. In case a regular faculty is appointed in the same post through regular recruitment or through promotion, the contractual employee shall be relieved. However the same employee may be adjusted against another vacant post of similar status or higher in any Govt. Medical College of the State for drawal of salary / remuneration under a principle of global posting i.e. to fill up all the created posts in appropriate category lying vacant in any Govt. Medical College of the State. Such adjusted candidates shall be allowed to work in the station where posted. When such global vacancy is not available, the contractual employee shall be relieved without any further adjustment.
6. The contractual faculties remaining unauthorisedly absent for more than 15 days will be terminated by the appointing authority by serving a notice of 30 days.
7. The faculties whose tenure is terminated for any reason by the appointing authority, will be debarred from being selected for a period of next three years.
8. Performance appraisal certificate is to be prepared by the HOD of the concerned Department and to be submitted to the Dean & Principal of the institution for renewal of their tenure in the post. During the tenure period and upon receipt of any unsatisfactory performance report at any point of time from the concerned authority, the services of the faculties concerned may be terminated by the appointing authority after giving opportunity to be heard. Such decision shall be final and binding.
9. House rent allowance / accommodation: The contractual employee shall be provided with accommodation.

#### **10. Attendance and Leave:**

1. Casual leave: Each faculty is eligible for entitlement of casual leave not exceeding 15 days in a financial year and absence of not more than 10 days leave can be availed at a time including Sundays and Holidays. The Head of the Department/ Head of the Institution shall be the sanctioning authority for same.
2. Special leave:
  1. The Dean / Principal are the sanctioning authority. They are eligible for 15 days of Special Leave in one year for attending the Conference / Workshop/ CME / Fellowship etc. for updating knowledge and skill.
  2. They shall submit a request letter through proper channel with a copy of the brochure/ invitation/ registration, at least 15 days prior to the date of the conference. Arrangement shall be made so that the routine work of the department concerned is not hampered.
  3. They may be permitted for attending such event which is at the discretion of the Head of the Institution after assessing the genuineness of the programme and utility of the particular course/ conference for the training purpose.
  4. A faculty is permitted to attend for not more than two such events in an academic year.
  5. No TA/DA will be paid. The leave is granted for the actual days of conference and for journey depending upon the location. They must produce conference attendance certificate within one week from the

date of return, failing which the special casual leave shall be treated as casual leave and in case the casual leave is already exhausted the period of such absence shall be treated as leave without pay.

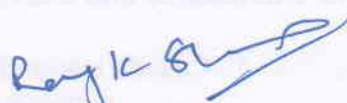
**3. Maternity leave / Medical leave:**

1. The faculty will be eligible for "leave under exceptional circumstances", supported by medical certificate from the competent authority and recommended by the Head of the Department and sanctioned by the Dean & Principal /Head of the Institution.
2. In case the leave period exceeds 15 days, the same shall be sanctioned by DMET, Odisha.

**11. Miscellaneous:**

1. No contractual faculty shall leave the country without prior sanction by the Dean & Principal of the institute. Any violation will be taken seriously and may even warrant termination of appointment.
2. Private practice: No contractual faculty shall refer patients under their care to outside institution without the approval of the institutional referral committee. Private practice beyond the duty hours are permissible.
3. Transfer from one institution to another may be allowed in exigency of public service, placing both spouse at one station, or on hard compassionate grounds.
4. The Government reserves the right to utilise the services of the contractual faculties as per need in exigency of public service like natural calamities, epidemic, pandemic etc and deploy suitably.

By order of the Governor



(Sri R. K. Sharma)

Additional Chief Secretary to Government



**On Rs. 20/-paper**

**AGREEMENT FOR CONTRACTUAL SERVICE**

This Agreement is made on ....., at .....

**BETWEEN**

The Department of Health & Family Welfare, Govt. of Odisha represented through Dean & Principal ..... hereinafter called the "**FIRST PARTY**" on one part and ..... hereinafter called the "**SECOND PARTY**" on the other part.

**WHEREAS** The Department of Health & Family Welfare, Govt. of Odisha (hereinafter referred as HFWD) desires to engage the services of the Second Party (.....) as per the terms and conditions hereinafter set forth;

**AND**

Now, therefore, the parties hereto agree as follows

**1. TERMS OF REFERENCE**

- a. The Second Party will be assigned the position as ..... at (.....).

The objectives and job responsibilities for each of the positions are **annexed**.

These terms of reference may be modified from time to time, as may be required in the interest of the State. The working hours and holidays shall be those applying to the State Government to which the Second Party is assigned.

- b. The Second Party will work as (.....) under the direction and administrative control of the Director of Medical Education and Training, Odisha, Bhubaneswar.
- c. She/he has agreed to perform duties as per the present job description prescribed for the said post under the HFWD and further agrees to be governed by the rules of the HFWD from time to time.
- d. The posting of the Second Party is non-transferable. However in exigency, she/he can also be sent elsewhere on deployment.

**2. DURATION OF AGREEMENT**

- a. The contract shall be for a period of 365 calendar days from ..... and may ordinarily, subject to satisfactory performance of duties and midterm evaluation of the work concomitant to the provisions of this agreement be renewed yearly for a maximum period of four years. The Second Party shall neither have any right or lien on the contractual job and the services shall stand automatically terminated at the expiry of the contract period.
- b. There will be performance appraisal in every year and if two consecutive appraisals are average the contract will stand automatically cancelled.
- c. As full consideration for the work performed by the Second Party under the terms of Agreement, the First Party shall pay the Second Party a monthly

remuneration of Rs...../- ( Rupees ..... ) and in addition, such other financial benefits as may be admissible to him/her.

### **3. TRAVEL & DAILY ALLOWANCE**

The norms of State Government will be applicable to the relevant category of contractual employee.

### **4. LEAVE**

The Second Party shall be entitled to the following leave provisions. The leave remaining unutilized at the end of the contract shall not be en-cashed. The special kind of leaves i.e. maternity and paternity may be allowed without remuneration.

- Casual leave : 15 days per annum
- Paternity Leave : 15 days as per norms of the HFWD.
- Maternity Leave : 180 days as per norms of the HFWD.

### **5. STATUS OF THE SECOND PARTY (SIGNATORY)**

The Second Party shall have the status of contractual employee and shall not be considered in any respect as a regular employee of Health & Family Welfare Department nor will they be considered for regularization in future.

### **6. RIGHT AND OBLIGATION OF THE SECOND PARTY (SIGNATORY)**

- a. The rights and obligations of the Second Party are strictly limited to the terms and conditions of this Agreement. Accordingly, the Second Party shall not be entitled to any benefit, payment, subsidy, compensation or pension from Govt. of Odisha.
- b. The Second Party shall not be exempted from taxation as per income tax laws of Government of India.

### **7. RECISSION**

- a. Either party may rescind the Agreement at any point of time by giving the other party, at least one month notice in writing of its intention to do so, and is mandatory for both parties of this Agreement. However, the period of notice can be reduced to 15 (fifteen) days or fifteen days salary in lieu thereof by the first party in the following circumstances:
  - i. If the post of the second party ceases to exist or not approved by Govt. or abolished at any point of time for some reasons or others.
  - ii. If the funding under any head for the post held by any contractual employee ceases at any point of time.
- b. Whenever the Second Party does not attend the duties from the date of submission of his/her resignation to the Competent Authority, without waiting for completion of one month mandatory notice period from the date of such submission of resignation or acceptance of his resignation, whichever is earlier, the Second Party shall forfeit his/her claims on the pending financial dues if any from the HFWD and the First Party shall have the liberty, not to issue any NOC or Experience Certificate for such omission on the part of Second Party.

## **8. TERMINATION**

- a. In case of improper conduct by the Second Party, the HFWD may terminate this Agreement and no compensation shall be payable in such a case.
- b. In case a regular faculty joins and there is no global vacancy (i.e. vacancy in the similar post or higher in any Government Medical Colleges of the state) the contract will be terminated or the deputation shall be cancelled and reverted to original cadre.
- c. This contract is issued on the understanding that all the information given by the Second Party in his application form and during the interview are correct, true and complete. If it is found at any point of time that the information given when seeking appointment is not complete and false and/or any significant information has been knowingly suppressed, the HFWD will have the right either to withdraw this letter of contractual engagement before he/she joins or terminate appointment at any point of time after he/she has taken up service with the HFWD without any notice or compensation.
- d. Notwithstanding anything contained here-in-above, the services of the Second Party may be terminated at any point of time by the competent authority of the HFWD if the Second Party is found to be involved in criminal offence or guilty of any insubordination, intemperance or other misconduct or of breach or non-performance or at the completion of the contract period as mentioned.

## **9. JOB ABANDONMENT**

The Second Party is deemed to have abandoned her/his job when for a period of 15 consecutive days, she/he has been absent without the permission of the higher authority.

## **10. BREACH OF TRUST**

Whenever the Second Party commits any breach of trust with gross violation of established procedures, guidelines and instructions of the HFWD communicated from time to time by mis-utilising his official position and not in consonance with the objectives of the work assigned & also whenever, the Second Party commits any breach of trust with misappropriation of funds and resources of HFWD which he is responsible for management and utilization or otherwise by virtue of his position, the Second Party is liable for such criminal proceedings as deemed fit by the First Party even after rescission, resignation, termination or otherwise abandonment of the contract, not withstanding anything otherwise contained in the Contract.

## **11. TITLE RIGHTS**

The title rights, copyrights and all other rights of whatsoever nature in any material produced in the framework of this Agreement shall be vested exclusively with HFWD.

## **12. CONFIDENTIALITY**

The Second Party shall exercise utmost discretion with regard to all official matters. He shall not communicate to any person any information known to him by reason of his official position which has not been made public, except in the course of his duties or by authorization of the HFWD. These obligations do not cease with expiry of this Agreement.

## **13. DISCLOSURE**

The Second Party shall disclose to HFWD any business or professional employment or activity in which she/he may be engaged prior to or at any time in the course of the present agreement. These activities shall not be incompatible with the performance of the services outlined under Annexure -1.



**14. PERFORMANCE OF DUTIES AND STANDARDS OF CONDUCT**

- a. In the performance of his duties as per the agreement, the Second Party shall be exclusively responsible to HFWD and shall neither seek nor accept instruction from any external agency, unless otherwise as directed except those specified in Annexure -1.
- b. The Second Party shall not engage in any activity that is incompatible with those purpose and principles or the proper discharge of his duties with the HFWD. She/he shall avoid any action and in particular any kind of public pronouncement which may adversely reflect on the relationship or on the integrity, independence and impartiality which are required by her/his relationship with the HFWD.
- c. That it is mutually agreed that the Second Party shall not indulge in or take part in any association/organization activities that will be detrimental to the interest of the HFWD in any way.
- d. Any favour, gift or remuneration from any source shall not be accepted unless approval from HFWD has been obtained and communicated.

**15. AMENDMENT**

This Agreement may be amended as and when required by the HFWD.

**16. SETTLEMENT OF DISPUTES**

Any claim or dispute relating to the interpretation of the execution of the present agreement relating to the conditions of service shall be settled by Commissioner-cum-Secretary, Health & Family Welfare Department, whose decision shall be final and binding.

**17. MISCELLANEOUS**

Any administrative order(s) relating to or redefining the role & responsibilities of the contractual employees either in addition to or in modification to her/his present responsibilities, not being the part of Contractual Service Agreement, will hereafter, be construed as a part of the agreement defining her/his job responsibilities.

**Signed by the Second Party**

Signature:

Name:

Address:

Date-

Ph. No.-

**Witness- 1.**

Signature

Name:

Address:

Date-

**Signed by First Party**

**(Dean & Principal)**

Signature:

Name:

Dean / Director .....

Date-

**Witness- 2**

Signature

Name:

Address:

Date-

## UNDERTAKING

I, do hereby, undertake that I have purchased the Stamp Paper worth Rs. 20/- (Rupees Twenty) only from a Registered Vendor and the contents printed in the Contractual Service Agreement so submitted along with this undertaking as per the draft contractual service agreement supplied to me officially and that, I shall be held responsible, if any addition(s)/ alternation(s) are noticed subsequently in the said agreement & appropriate actions deemed fit, can be taken against the undersigned for the same.

Signature in Full :

Date :

Position held :

Place of Posting :



## JOB RESPONSIBILITIES OF PROFESSORS AND ASSOCIATE PROFESSORS

The Professor/Associate Professor are required to perform the following duties as may be assigned to them by the Head of Departments / Units/ Head of Institution

### **A. Administration:**

1. Professors in a discipline will be Head of the Department on rotation basis of two years duration. Contractual Professors cannot be a Head of Department.
2. In Departments where only one Professor is present, both the Professor and Associate Professors of the discipline will be the head the Department on rotation basis of two years duration each.
4. Will remain in overall charge of the Department / Unit and will be responsible for overall administrative cause of action of the Department / Unit both in respect of teaching / non-teaching staff.
5. Will remain in-charge of Library / Sports / Cultural / Academic/ Stores / Purchases etc. as and when will be assigned to her / him by the authorities from time to time.
6. Will help the local authorities and the Government in disbursement of health care or any other matter as deemed fit from time to time.
7. Will keep and provide vital Statistics information of her/his Department / Unit to the authorities at the time of need.
8. Shall write the performance appraisal reports of juniors attached to her/ his Department / Units in open mind and without prejudice. (in case of HOD)
9. She / he will be directly responsible to the Principal (for teaching) & Superintendent. (for treatment)

### **B. Clinical:**

1. Will remain overall responsible for the patients in indoor and outdoor for their smooth management.
2. Will undertake the timely round of the wards / unit daily and maintain the procedure records in O.T.
3. Will authorize the juniors from time to time for discharging patients care in his / her Department / Units.
4. Will remain responsible for patient admission / treatment / procedures performed in her/ his Department /Units.
5. Will attend emergency calls when needed.

### **C. Teaching:**

1. Will remain responsible for all the teaching activities of UG & PG in respect of theory / practical / clinical etc.
2. Will maintain the attendance of the students in all such classes and delegate such classes to junior faculties / residents wherever needed.
3. Will maintain the academic calendar, teaching schedule of PG/UG students.
4. Will conduct Special Seminar, Conference etc. for up gradation of knowledge & skill of Junior faculties / Residents / Tutor of the Department / Unit.
5. Will be the guide of PG Students and other Research Scholars for their thesis work.
6. Will conduct the examination of the PG / UG students of the Department as well as arrange the examination to be conducted.

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**JOB RESPONSIBILITIES OF ASSISTANT PROFESSORS**

The Assistant Professor are required to perform the following duties and as may be assigned to them by the Head of Departments/ Dean & Principals.

1. Bed side Teaching / Tutorial Teaching / didactic teaching including teaching in Practical / Demonstration / Theory Teaching and Field Teaching where necessary.
2. Maintain attendance registers of the students and their progress records.
3. Duties connected with the conducting the examination of the students.
4. Manage Laboratory and Demonstration Work.
5. Examination of Samples / Imaging etc.
6. Involvement in Research activities and taking part in the Seminar.
7. Take care of the patients in the Wards / Operation Theatre / Labour Room etc.
8. Accompany Head of the Unit / Department in his ward round.
9. Carry out of the instructions of the senior teachers / Head of the Unit / Department with regard to investigation and treatment of patients / administration of anaesthesia etc.
10. Maintain records of the patients in the wards and of their discharge or death. In case of birth and death, he will report to Record-Room for onward transmission to the Municipality.
11. Follow up necessary compilation of the records in the Record-Room. In Medico-legal cases they are to process the records for the Court / Police.
12. On the allotted days, carry out treatment of the out patients and take up admission of patients to the indoor as per guidance of the Senior Teacher / Head of the Unit.
13. Perform emergency duties in the Wards / Causality / Operation theatre as the case may be and remain in the place of duty physically. While on duty, they may look to the general condition of the ward, supervise the work of the staff on duty and report to the Head of Department / Unit in case he considers necessary.
14. During the emergency duty, they are to attend the patients and take care of their treatment and if necessary requisition the necessary services of Senior Teacher / Head of the Unit.
15. Remain in-charge of the Museum and be responsible for preservation of specimens etc.
16. Remain in-charge of the stock and store of the Unit / Department if required by Head of the Department / Unit.
17. Perform Medico-legal work.
18. Attend Courts on receipts of summons as and when necessary.
19. Attend to extracurricular responsibilities (Hostel, Library, Athletics, Academic Societies, and N.S.S. etc.) as will be assigned by the Head of the Institution.
20. Perform any other work in the interest of the Institution / Public duty as will be assigned by the Head of the Institution/Department / Unit from time to time.



GOVERNMENT OF ODISHA  
HEALTH & FAMILY WELFARE DEPARTMENT

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Memo. No. 9036 /H., Dated: 25-04-2022

Copy of the Resolution No.8967 dated.25.04.2022 on "Guidelines for engagement of Assistant Professor / Associate Professor/ Professor in Government Medical/ Dental Colleges in the State of Odisha on contractual basis" forwarded to the Additional Secretary to the Hon'ble Chief Minister, Odisha / P.S. to the Hon'ble Minister, Health & Family Welfare, Odisha for kind information of the Hon'ble Chief Minister, and the Hon'ble Minister, respectively.

*D. Mohapatra*  
25/4/2022  
Additional Secretary to Government

Memo. No. 9037 /H., Dated: 25-04-2022

Copy of the Resolution No.8967 dated.25.04.2022 on "Guidelines for engagement of Assistant Professor / Associate Professor/ Professor in Government Medical/ Dental Colleges in the State of Odisha on contractual basis" forwarded to the OSD to Chief Secretary, Odisha / OSD to Additional Chief Secretary to Government, Health & FW Department for kind information of Chief Secretary, and Additional Chief Secretary, respectively.

*D. Mohapatra*  
25/4/2022  
Additional Secretary to Government

Memo. No. 9038 /H., Dated: 25-04-2022

Copy of the Resolution No.8967 dated.25.04.2022 on "Guidelines for engagement of Assistant Professor / Associate Professor/ Professor in Government Medical/ Dental Colleges in the State of Odisha on contractual basis" forwarded to the DMET, Odisha/ Director, VIMSAR, Burla/ Director, AHPGIC, Cuttack/ Director, RSIC, Cuttack/ All Dean & Principal of Government Medical Colleges/ All Superintendent, Government Medical College and Hospitals/ Principal, SCB Dental College, Cuttack/ Superintendent, SVPPGIP, Cuttack/ MS-I Section, H & FW Department/ MS-II Section, H & FW Department for kind information and necessary action.

*D. Mohapatra*  
25/4/2022  
Additional Secretary to Government

Memo. No. 9039 /H., Dated: 25-04-2022

1. Copy of the Resolution No.8967 dated.25.04.2022 on "Guidelines for engagement of Assistant Professor / Associate Professor/ Professor in Government Medical/ Dental Colleges in the State of Odisha on contractual basis" forwarded to Head, State Portal Group, IT Centre, Secretariat / IT Cell with a request to post this order in the official website of Health & FW Department <https://health.odisha.gov.in/Announcement.asp?GL=10>.

2. Copy of the Resolution No.8967 dated.25.04.2022 on "Guidelines for engagement of Assistant Professor / Associate Professor/ Professor in Government Medical/ Dental Colleges in the State of Odisha on contractual basis" forwarded to the Director, Printing, Stationary & Publication, Odisha, Cuttack for information and publication of the order in the next issue of the Odisha Gazette and supply of 10 copies thereof to this Department.

*D. Mohapatra*  
25/4/2022  
Additional Secretary to Government





GOVERNMENT OF ODISHA

HEALTH & FAMILY WELFARE DEPARTMENT

**RESOLUTION**

No HFW-MEI-SR-0002-2018 **18582**/H&FW, Dated **13-08-2020**

**SUBJECT- Guidelines for engagement of Junior Residents (JR) / Senior Residents (SR) / Tutors in Government Medical/ Dental Colleges in the State of Odisha.**

In supersession of this Department resolution No. HFW-MEI-SR-0002-18/H / 31001-Dt. 13.12.2018, in order to make the guidelines for engagement of Junior Residents / Senior Residents and Tutors in Government Medical /Dental Colleges of the State of Odisha, in conformity with the "Minimum Qualifications for Teachers in Medical Institutions Regulations, 1998" of Medical Council of India notified from time to time, the following guidelines are formulated. This will be effective from the date of publication in the Odisha Gazette. All previous guidelines, executive instructions issued earlier in this context are hereby superseded

1. **Title & Commencement:** The guidelines shall be called the "Guidelines for engagement of Junior Residents / Senior Residents / Tutors in the Government Medical / Dental Colleges of State of Odisha".
2. **Introduction to the Guidelines:**
  - 2.1 Services of Junior Resident (JR), Senior Resident (SR) and Tutor in the field of patient care and for medical education are required as per the Medical Council of India (MCI) guidelines
  - 2.2 Keeping in view of the requirement of the services of JR / SR /Tutor, Government of Odisha created many posts of JR/ SR /Tutor in different Medical Colleges and contemplating enhancement of the sanctioned post.
  - 2.3 With this it was strongly felt that there has to be standard guidelines for engagement of JR/ SR/Tutor in all Government Medical Colleges of the State.
3. **Objective and Applicability of the Guidelines :**
  - 3.1 Present guidelines are meant to strengthen and streamline the selection and engagement of the JR / SR and Tutor in the Government Medical Colleges of the State of Odisha and would be applicable for all selection process and engagement

of JR/SR/Tutor as per the sanctioned strength of Government Medical Colleges of the State superseding earlier notifications made by Government in this regard.

3.2 Government may issue revised circulars/notifications from time to time, if so required, after careful examination of the outcome of these guidelines.

#### **4. Empowered Authority for such engagement:**

The Director Medical Education & Training, Odisha will be the engaging authority for the JR/SR/Tutor. However if required in exigency the Director Medical Education & Training may direct the Dean & Principal of a Govt. Medical Colleges to conduct the selection and send the select list, engagement order along with the proceedings to DMET Odisha for post facto approval. The regular in-service candidates shall be deemed to have been relieved from their place of posting to join in their new assignment as per the engagement order issued.

#### **5. Eligibility and Qualifications for Junior Residents (non academic):**

5.1 The age must be as prescribed by MCI in "Minimum Qualifications for Teachers in Medical Institutions Regulations, 1998" and its amendments from time to time in force. Such age condition must be fulfilled on the date of joining of the candidates in the institution, as directed in the engagement order. There shall be no further age relaxation in any category of candidates.

##### **5.2. Qualification:**

5.2.1. A candidate must possess a MBBS/BDS degree or equivalent degree recognized by MCI/DCI from a MCI/DCI permitted/ approved/ recognized institution" or as may be notified by MCI/DCI from time to time in force.

5.2.2. The candidate must have completed the compulsory one year rotating internship.

5.2.3. The above qualifications must have been obtained on or before the date of counseling.

##### **5.3. Other eligibility conditions:**

5.3.1. The candidate must be a citizen of India.

5.3.2 The Medical Graduates must have registered their Medical Qualification at Central/ State Medical /Dental Council. (Permanent Registration)

5.3.3. Candidates having post graduation in any discipline or are continuing / have completed the tenure as Junior Resident / Senior Resident /Tutor in any Govt. Medical Colleges of the State are not eligible to apply.

#### **6. Eligibility and Qualifications for Senior Residents/Tutor:**

6.1 The age must be as prescribed by MCI in "Minimum Qualifications for Teachers in Medical Institutions Regulations, 1998" and its amendments from time to time in force. Such age condition must be fulfilled on the date of joining of the candidates in the institution, as directed in the engagement order. There shall be no further age relaxation in any category of candidates.

6.2 For the post of Senior Residents (non academic) in Clinical Departments (specialty) the candidate must possess MD/ MS /MDS/ DNB or any Equivalent Degree in



concerned discipline applied for, or as may be prescribed by OMES Rule / Medical Council of India in "Minimum Qualifications for Teachers in Medical Institutions Regulations, 1998" notified or amended from time to time in force.

- 6.3 In case of Senior Resident (non academic) in superspecialty disciplines a candidate must have qualification of DM/M.Ch degree in concerned discipline. In-case of non-availability of DM / M.Ch. candidates, the MD in Medicine and MS in General Surgery can be considered but their Senior Resident ship will be counted *in the concerned super specialty subject only and not in broad specialty.*
- 6.4 For the post of Tutors in Pre-clinical/Para-clinical departments (Anatomy, Physiology, Biochemistry, Pharmacology, FMT, Pathology, Microbiology & Community Medicine) MBBS is the basic qualification. However first preference will be given to the candidates having post graduate degree in concerned discipline and candidates with MBBS degree can only be considered if no MD/MS/MDS/DNB candidates are available in any category of the said discipline.
- 6.4.1 If sufficient numbers of MBBS qualified candidates are not available, the candidates having M. Sc. Degree in Medical Anatomy, Medical Physiology, Medical Bio-chemistry, Medical Pharmacology and Medical Microbiology along with any other additional qualification as may be prescribed by Medical Council of India shall also be considered in the concerned discipline only. However MBBS candidates shall be preferred to M.Sc. candidates.
- 6.4.2 MBBS candidates can apply for Tutor in more than one discipline in pre and para-clinical subjects using separate application form and separate application fees for each discipline.
- 6.5 All Qualifications as on the date of counseling shall be considered.
- 6.6 Other eligibility conditions:
- 6.6.1 The candidate must be a citizen of India.
- 6.6.2 The candidate must not be continuing or have completed the tenure as Senior Resident/Tutor in any Govt. Medical College of the state.
- 6.6.3 The candidate whose service as Senior Resident /Tutor has been terminated by any govt. Medical College in the state for whatsoever reason will not be considered for re- engagement.

## **7. Selection Process :**

- 7.1 Selection shall be done in July/August of every year. In case vacancy still exist it may be done as and when required in view of MCI Inspection. DMET shall float advertisement keeping in view of stipulations made in these guidelines.
- 7.2 The selection will be conducted through a committee constituted for the purpose by the DMET Odisha or by the Dean & Principal of the Medical College if permitted by the engaging authority i.e. DMET, Odisha.
- 7.3 A panel list of SR/Tutor will be prepared by the committee on the basis of merit which will remain valid for a period of one year from the date of its publication. In case any vacancy exists or arises in the vacancy list notified in the advertisement it shall be filled up from the panel list. If additional vacancies are created which were not notified in the advertisement a separate selection process shall be done.

- 7.4 In case of non-availability of suitable candidates from the said panel, to fill up the vacancies a fresh advertisement shall be published in the interest of the Institution.
- 7.5 **Reservation Policy:** As the Senior Resident / Tutor posts are tenure posts there shall be no reservation. However to get sufficient candidates in both reserved and unreserved category during recruitment of Assistant Professors, a vacancy based reservation for Scheduled Tribe, Scheduled Caste, Socially and Economically Backward Caste, Women and Physically Challenged candidates may be maintained. In case of non availability of candidates in any reserved category the eligible candidates from unreserved category shall be considered.

- 7.6 Selection will be strictly on the basis of merit list prepared on basis of career marks. Weightage for different examinations shall be as under:

HSC/Matriculation-	20% of total percentage of marks secured.
Intermediate Science-	20% of total percentage of marks secured.
MBBS/BDS/M.Sc. examination-	60% of total percentage of marks secured.

One mark will be deducted from the total Career Mark for each extra attempt taken to pass the examination.

- 7.7 The Selection Committee at their discretion may short list the merit list to reasonable number as per the vacancy.
- 7.8 In case of tie it will be resolved as follows: The candidate securing more mark in MBBS/BDS/ M.Sc. shall be placed in higher rank. In case of further tie the elderly candidates shall be placed higher in rank to the younger.
- 7.9 Engagement will be made on the basis of the choice of institution /subject exercised by counseling on personal appearance.\

#### **8. Terms and Conditions :**

- 8.1 The post of SR/Tutor being resident in nature is purely non-practicing and if any JR/SR/ Tutor is found to be indulged in any kind of private practice, their services will immediately be terminated by the engaging authority. They must follow the job responsibility attached to this guideline in Schedule A. The candidate may be terminated for not fulfilling the responsibilities mentioned in the Schedule A.
- 8.2 The JR/SR/Tutor remaining absent unauthorised for more than 10 days may be terminated by the appointing authority by serving a notice of 30 days.
- 8.3 The JR/SR/Tutor whose tenure is terminated for any reason by the authority will be debarred from being selected as JR/SR/Tutor for a period of next three years.
- 8.4 The engagement shall be purely temporary and on year to year tenure basis and may be for a maximum period of three years subject to requirement and satisfactory performance.
- 8.5 Performance appraisal certificate is to be prepared by the Professor/HOD-of the concerned Departments and to be submitted to the Dean & Principal of the institution for renewal/extension of their tenure in the post for further continuance. During the tenure period and upon receipt of any unsatisfactory performance report at any point of time from the concerned Professor/HOD, the services of the concerned

JR/SR/Tutor will be terminated by the engaging authority. Such decision shall be final and binding. Further the JR/SR/Tutor experience certificate in favour of the candidates shall only be issued by the Dean & Principal of the institution. Under no circumstances the Professor/HOD of the department shall issue the performance appraisal certificate directly to the candidates or issue teaching experience certificate.

#### 8.6 Attendance and Leave

8.6.1 All the 365 days of the year are working days for Residents / Tutors. In case of candidates in regular Government service, all leaves shall be guided by appropriate rules of Govt. of Odisha."

8.6.2 Casual leave: Each Resident/ Tutor is eligible for entitlement of casual leave not exceeding 15 days in an academic year (i.e. May to April for broad specialties and August to July for super specialties) and not more than 10 days leave can be availed at a time including Sundays and holidays. The head of the department shall be the sanctioning authority for same.

8.6.3 Special leave: The Dean / Principal are the sanctioning authority. The Resident / Tutors are eligible for 15 days of Special Leave in one year for attending the Conference / Workshop/ CME / Fellowship etc. for updating knowledge and skill.

8.6.3.1 They shall submit a request letter through proper channel with a copy of the brochure/invitation/registration, at least 15 days prior to the date of the conference.

8.6.3.2 They are permitted to attend such programme without affecting the routine work of the department concerned.

8.6.3.3 They may be permitted for attending such event which is at the discretion of the Head of the Departments after assessing the genuineness of the programme and utility of the particular course/ conference for the training purpose.

8.6.3.4 A resident is permitted to attend for not more than two such events in an academic year.

8.6.3.5 At any point of time, not more than 50% of the Residents from each department shall be permitted.

8.6.3.6 The preference will be given for the residents of 2nd and 3rd years and who are presenting a paper/poster.

8.6.3.7 No TA/DA will be paid. The leave is granted for the actual days of conference and for journey depending upon the location. They must produce conference attendance certificate within one week from the date of return, failing which the special casual leave shall be treated as casual leave and in case the casual leave is already exhausted the period of such absence shall be repeated to obtain the teaching experience certificate.

#### 8.6.4 Maternity leave / Medical leave:

8.6.4.1 The candidate will be eligible for "leave under exceptional circumstances", like maternity leave supported by medical certificate from the competent authority and recommended by the Head of the Department and sanctioned by the Dean & Principal /Head of the Institution.

8.6.4.2 They have to repeat the period of such extra leave availed under exceptional circumstances, if they require to obtain teaching experience for the same period of extra leave they have availed. In case the candidate do not want to repeat the extra

leave period, the teaching experience certificate shall be issued only for the duration of duty done i.e. excluding the period of such extra leave.

8.6.4.3 Payment of remuneration shall be limited to 36 months (subject to attendance) and no extra remuneration is payable for the extended period of training given for any reasons.

8.7 General:

8.7.1 No Resident / Tutor shall leave the country without prior sanction by the institute. Any violation will be taken seriously, may even warrant termination of training.

8.7.2 No JR / SR /Tutor shall resign from the engagement without serving one month prior notice to the engaging authority.

8.7.3 Private practice: Residents shall not engage themselves in private practice of any sort during the tenure. They shall not refer patients under their care to outside institutions without approval of the Head of Department.

8.7.4 Salary / Remuneration admissible from time to time will be sanctioned as prescribed by Government from time to time.

8.7.5 Teaching experience of the JR/SR/Tutor shall be reckoned from the date of joining in such post. In every calendar year JR/SR/Tutor can avail maximum of 15 days Casual Leave. Any leave beyond this 15 days period will be compensated by repetition.

8.7.6 In no case, transfer from one institution to another will be allowed. JR/SR/Tutor terminated by any Government Medical College for whatsoever reason will not be considered for re engagement to any post of JR/ SR/Tutor by other Government Medical College of the State for a period of three years.

8.7.7 Before engagement the JR/SR/Tutor will give declaration that they will not indulge in any kind of private practice / litigation / resort to strike / cease of work/ bargain with Government for their continuance beyond the permissible period. The candidates in regular Government service will also undertake to join at the place of posting as soon as their Senior Resident/Tutor is completed after they receive the posting order from Government for the same.

8.7.8 **Accommodation:** The Junior Residents, Senior Residents / Tutors who are provided with the hostel accommodation shall pay the hostel fees as prescribed for undergraduate or postgraduate students respectively. The candidates in regular Government Service are entitled for House Rent Allowance at the rate applicable for the area in which the accommodation is taken.

8.8 The JR/SR/Tutors shall perform such duties as specified in the schedule appended to these rules and any other duties as may be specified by the Government from time to time by general or special orders.

By order of the Governor

  
Sri P. K. MOHAPATRA

Additional Chief Secretary, to Government



Memo No. 18583 /H dtd. 13-08-2020

Copy forwarded to Additional Secretary to Hon'ble Chief Minister, Odisha/ P.S. to Minister, Health & Family Welfare/ OSD to Chief Secretary, Odisha/ / PS to Additional Chief Secretary to Government, H&FW Department for information and necessary action.

Memo No. 18584 /H dtd. 13-08-2020  
Special Secretary to Government

Copy forwarded to DMET (O), Bhubaneswar / DHS, Odisha/ All Dean & Principals/ Superintendents of Government Medical College & Hospitals for information and necessary action.

Memo No. 18585 /H dtd. 13-08-2020  
Special Secretary to Government

Copy forwarded to all Departments/ all heads of Departments /all CDM&PHOs /all sections of Health & FW Department for information and necessary action.

Memo No. 18586 /H dtd. 13-08-2020  
Special Secretary to Government

Copy forwarded to the Head of Portal Group, IT Centre, Secretariat for information with request to post this order in the website [www. Orissa.gov.in/](http://www.Orissa.gov.in/) health portal, for general information.

Memo No. 18587 /H dtd. 13-08-2020  
Special Secretary to Government

Copy forwarded to the Director, printing, stationery & publication Odisha, Madhupatna, Cuttack for publication of the above notification in the next issue of Odisha Gazette and supply 10 copies of the same to this Department at an early date.

Special Secretary to Government



**JOB RESPONSIBILITY OF  
JUNIOR RESIDENTS (JR) & SENIOR RESIDENTS (SR) / TUTORS**

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**A. INTRODUCTION**

Duties and responsibilities of Senior Residents shall be fixed from time to time by Government, if necessary and is subject to modification/addition.

**B. WHO IS A RESIDENT / TUTOR**

A resident means a Junior Resident or Senior Resident. All Post graduate students are Academic Junior Residents and candidates without Post Graduation are Non Academic Junior Residents. All superspecialty students are Academic Senior Residents and residents working after post graduation are Non-Academic Senior Residents. Non academic Residents in pre and para clinical departments are designated as Tutors.

Residency period provides a unique opportunity to the medical students to gain expertise in clinical workmanship and develop intimacy with the patient. It is a phase of transition from a mature student to a fully competent and confident faculty. This is the phase of accumulating clinical knowledge, acquiring skills, leadership, communication and counselling skills, developing positive attitude in clinical work, with confidence, competence and empathy to patients with best interpersonal relations in the complex hospital environment. It helps the Residents to understand the intricacies of health care system and national health programme. The Residency programme consists of Senior Residents and Junior residents.

**C. THE BASIC RESPONSIBILITIES OF A RESIDENT**

Patients entrust doctors with their lives and health. To justify that trust, a doctor must show respect for human life. The basic principles that must be followed are:

1. To take care of the patient as the first concern.
2. Protection and promotion of the health of patients and the public
3. Provision of a good standard of practice and care
4. To keep the professional knowledge and skills up to date
5. To recognise and work within the limits of the competence of self
6. To work with colleagues in the ways that is best for patients' interests
7. To treat patients as individuals and respect their dignity, and to treat patients politely and considerately.
8. To respect patients' right to confidentiality
9. To work in partnership with patients
10. To listen to patients and respond to their concerns and preferences
11. To give patients the information they want or need in a way they can understand
12. To respect patients' right to reach decisions about their treatment and care
13. To support patients in caring for themselves to improve and maintain their health
14. To be honest and open and act with integrity
15. To act without delay if you have good reason to believe that you or a colleague may be putting patients at risk
16. Never discriminate unfairly against patients or colleagues
17. Never abuse patients' trust i or the public's trust in the Profession.

18. To remain prepared to justify the decisions and actions as you are personally accountable for your professional practice.
19. To take care so that patients do not suffer from any physical, financial, psychological harassment by any of your act.
20. Must remember that avoidable mistakes are indefensible.

#### **D. GENERAL DUTIES OF THE RESIDENT**

The primary function of patient care lies with the doctors ranging from the Senior Faculty to the Senior and Junior Residents. After the patients are advised admission by the treating doctors, the patient reaches the ward and is admitted to the allotted bed in the ward. The Junior Residents in the ward work up the case and discuss their findings with the Senior Residents. After the final consultation with the faculty, the patient is advised investigations and treatment is commenced. The Resident in charge of a patient is directly responsible for the clinical care of the patient, but he/she would be under the supervision of his/her faculty or Head of the Department. He/ she shall follow-up patients under his/her care until the patient is discharged. The General Duties in brief are:

1. Residents will manage emergency duty on rotation. The duty roster will be issued by the concerned Heads of Departments."
2. All the Residents have to stay in the campus if accommodation within the campus is available.
3. For Pre-Clinical and Para-Clinical departments, suitable ward/ patient care duty can be assigned along with laboratory and other similar duties as decided by the Dean & Principal.
4. The Residency program is a Training program. The basis of training is "Learning by doing"
5. The course period of Residents shall be counted as teaching experience and a certificate to that effect shall be issued by the Dean at the end of the training:

##### **(i) Junior Residents (Academic & Non-Academic)**

The duties of Junior Residents shall be patient care, teaching, learning and skill development under the guidance of faculties. The norms of patient care by Junior Residents shall include, but not limited to the following:-

1. Each Junior Resident shall be given the charge of a specific number of patients in a unit or ward by the Head of the Department / Unit Head and he/she has to plan and execute the requisite patient care in consultation with Unit Head /Senior Resident / Faculty Members on duty.
2. Examination of the patient and formulation of a diagnosis.
3. Planning and implementing the treatment protocol. It will be in concurrence with Unit Head/Senior Resident / Faculty on duty.
4. Ensure that the Medical Record of the patients are kept in proper order.
5. Nursing and Paramedical Staff are to be under the supervision of the Junior Residents for patient care. They are bound to execute orders /instructions of the Resident in this regard.
6. Declaration of deaths and issuing Death certificate in wards:
7. In case of death in medico legal / complicated cases, declaration and certification of death should be done by the non academic Resident or Faculty on-duty only.
8. Junior Residents (Academic) are not permitted to issue wound certificates, or any other medico legal certificates.

9. Tutors of pre-clinical and para-clinical departments shall adequately support the clinical services of the institution. Duty hours and working pattern shall be similar to clinical departments. They have to provide the necessary laboratory and other ancillary services in time. They shall involve in research activities and inter-departmental clinical discussions, journal clubs, seminars and other academic programs.
10. Junior Residents (Academic) may be directed to take classes for undergraduate Medical Students, Paramedical, Nursing, Physiotherapy, Physician Assistant, M. Sc. students etc. The course period of Academic Residents shall be counted as teaching experience.
11. Duty of a Junior Resident during 24-hour duty

Beds in wards will be divided among Junior Residents. He will be responsible for the patients to whom he/she is assigned. He/she can be called upon by the resident on duty for matters pertaining to the patients to whom she/he is assigned, at any time of the day/night. All patients, operative or non-operative, seen by him/her may be referred to the appropriate faculty. In extreme emergency, the patient should be referred to whoever is physically present and in close proximity. At the end of duty the responsibility will be transferred to the incoming team without interruption in the patient care.

**(ii) Senior Residents (Non-Academic)/ Tutor**

1. The duty of Senior Residents (Non-Academic) will include patient care, teaching, research and handling of medico legal responsibilities.
2. Senior Residents (Non-Academic) will be actively involved in patient care and teaching with concurrence of senior staff members or unit Head or HOD.
3. All Junior Residents, House surgeons, nursing staff and paramedical staff will be under the supervision of Senior Residents in patient care. They are bound to execute orders of the Senior Residents.
4. The duty period of Senior Residents shall be counted as teaching experience.
5. The Senior Residents (Non-Academic) shall involve in research activities.
6. The norms of patient care by Senior Residents(Non-Academic) shall include, but not limited to the following:
  - a. Each Senior Resident (Non-Academic) shall be given the charge of a specific number of patients in a unit or ward by the HOD or Unit Head.
  - b. Examination of the patient and formulation of a diagnosis and treatment in OPD/OT/ICU/Labour Room etc.
  - c. Planning and implementing the treatment protocol. It will be done in consultation with the Unit Head /Senior staff members, if required.
  - d. Ensuring that the Medical Records of the patients care are kept in proper order.
  - e. In case of death in medico legal / complicated cases, declaration and certification of death should be done by the Senior Residents (Non-academic) or faculty member on-duty only.
  - f. Writing or issuing wound certificates, medical certificates, treatment certificates or any other medico legal document is the responsibility of the faculty member or the Senior Resident (Non-academic).
7. Tutors have to provide the necessary laboratory and other ancillary services in time. They shall involve in research activities and inter-departmental clinical discussions, journal clubs, seminars and other academic programs. They shall take classes of

undergraduate students as and when advised by the Head of the Department /Senior Faculties.

**(iii) Senior Residents (Academic)**

The duties of Senior Residents (Academic) are patient care, research and teaching the Junior Residents and undergraduates. The norms of patient care by Senior Residents (Academic) shall include but not limited to the following:-

1. Each Senior Resident (Academic) shall be given the charge of a specific number of patients in a unit or ward by the Unit Chief and he has to plan and execute the requisite patient care. It will be in concurrence with the Unit Head/HOD.
2. Examination of the patient and formulation of a diagnosis.
3. Planning and implementing the treatment protocol in OPD/OT/ICU/Labour Room etc. It will be in concurrence with Unit Head.
4. Junior Residents, House-surgeons, Nursing and Paramedical Staff are to be under the supervision of the Senior Residents (academic) also in patient care. They are bound to execute orders of the Senior Resident.
5. Declaration of deaths and issuing death certificate in wards.
6. In case of death in medico legal / complicated cases, in superspecialty departments, declaration and certification of death should be done by the non academic Senior Resident or Faculty member on-duty only.
7. Senior Residents (Academic) are not permitted to issue wound certificates, medical certificates, treatment certificates or any other medico legal documents.
8. The Senior Residents (Academic) may be directed to take classes for Undergraduates and Junior Residents.
9. The period of duty as Residents shall be counted as teaching experience.
10. Senior Resident during 24-hour duty:

It is the duty of the Senior Residents to inform their whereabouts and their contact phone numbers. They should immediately attend the call and should not wait to finish off the OPD or ward round. Senior Residents should be available in their duty rooms during the night. Wherever, Junior Residents are not available, the Senior Resident shall be first on call and provide the required patient care. The Senior Residents will also seek the consultations from other departments when required.

**(iv) Rotation**

The duty assignment for each resident will be in the following areas under guidance of a senior faculty;

1. Casualty/Emergency Room /Trauma Care
2. Out- Patient Department
3. Ward
4. Medical/Surgical ICU
5. Sub-specialty units

**(v) Evaluation of experience of Resident:**

This will be done by intra unit presentations, seminars or assignment and evaluated by the Head of the Department

**(vi) Dress Guidelines**

Professional appearance and demeanour are a demonstration of respect for the patient and the profession, and of self-respect and should be maintained at all times by residents. In general, clothing should be clean and in good repair. Shorts, T-Shirts and Exercise clothing are not permissible. A clean white coat, or other

professionally appropriate attire, must be worn at all times while on duty. It improves the patient-doctor relationship and creates respect for the profession.

**(vii) Conduct**

1. Smoking and consumption of alcohol in hospital premises and duty hour is prohibited
2. He/she should maintain good relations with colleagues, faculty, paramedical / medical and administrative staff.
3. He/she should treat patients courteously and with respect. Any display of anger/ displeasure is to be avoided.
4. Physical misbehaviour with anybody in the hospital either with the staff, colleagues or patient is viewed seriously and warrants disciplinary action.
5. Computers/laptops are to be used in the hospital only for academic purposes.
6. Viewing/displaying material on computer/laptop which is offensive to a person, caste, race or religion is forbidden amounts violation and warrants disciplinary action.

**(viii) Identity Cards**

The Residents/Tutors should wear photo-identity card (ID card) issued by authority during the duty hours.

**E. RESIDENTS' COMMITMENT:**

It is expected that the Residents/ Tutors must adhere to the highest standards of ethics and professionalism in discharge of their duties in their relationships with their patients, faculty, colleagues and the staff of programmes and institutions associated with their training. The Residents' Statement of commitment is as under:

1. We acknowledge our fundamental obligation as physicians to place our patients' welfare uppermost; quality health care and patient safety will always be our prime objectives.
2. We pledge our utmost effort to acquire the knowledge, clinical skills, attitudes and behaviour required to fulfil all objectives of the educational programme and to achieve the competencies deemed appropriate for our chosen discipline.
3. We embrace the professional values of honesty, compassion, integrity, and dependability.
4. We will adhere to the highest standards of the medical profession and pledge to conduct ourselves accordingly in all our interactions. We will respect all patients and members of the health care team without regard to gender, race, national origin, religion, economic status, disability, or sexual orientation.
5. As physicians/surgeons in training, we learn most from being involved in the direct care of patients and from the guidance of faculty and other members of the healthcare team. We understand the need for faculty to supervise all of our interactions with patients.
6. We accept our obligation to secure direct assistance from faculty or appropriately experienced residents whenever we are confronted with high-risk situations or with clinical decisions that exceed our confidence or skill to handle alone.
7. We recognize the need to be open and truthful to our patients, faculty, and colleagues about matters related to patient care including medical errors that may affect the safety and well-being of patients, the care team, or associated institutions.
8. We welcome candid and constructive feedback from faculty and all others who observe our performance, recognizing that objective assessments are indispensable guides for improving our skills as physicians/surgeons.
9. We also will provide candid and constructive feedback on the performance of our fellow residents, of students, and of faculty, recognizing our life-long obligation as physicians/surgeons to participate in peer evaluation and quality improvement.



10. We recognize the rapid pace of change in medical knowledge and the consequent need to prepare ourselves to maintain our expertise and competency throughout our professional lifetimes.
11. In fulfilling our own obligations as professionals, we pledge to assist Medical, Paramedical, Nursing, Physician Assistant, M. Sc courses etc., Students and Fellow residents in meeting their professional obligations by serving as their teachers and role models.
12. We shall keep a scientific approach while discharging clinical duties, by applying the Principles of evidence based practice and use every opportunity to share our knowledge with colleagues and faculty.
13. We will try to involve in, assist and support all ongoing research activities in the institution or initiate new research under the supervision and guidance of senior faculties, with the permission of the Head of Departments.
14. We will not disclose any information regarding the patients, workplace or colleagues to anybody other than the persons legitimately concerned with this information as a part of the team in the department and by all means only for providing genuine benefit to the patient. Any disclosure of information to media or private investigating agencies will be with the prior permission of Head of the Dept.

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