



Engagement of Occupational Therapist (OT)/ Physiotherapist (PT) on Contractual Basis with Fixed Hourly Remuneration at Reserve Bank of India, Mumbai

[Applications](#) are invited from eligible candidates for preparing a panel to fill up Two (02) vacancies of Occupational Therapist (OT)/ Physiotherapist (PT) on contractual basis, with fixed hourly remuneration for location at Central Office of Reserve Bank of India, Fort, Mumbai so as to reach the CGM-i-C, Reserve Bank of India, Human Resource Management Department (Training and Development Division), Shahid Bhagat Singh road, Fort Mumbai - 400001 **on or before 05:00 p.m. of April 06, 2023**. The application should be sent in a sealed cover super-scribed as 'Application for the post of Occupational Therapist (OT)/ Physiotherapist (PT) on contract basis with fixed hourly remuneration'.

2. Candidates are advised to thoroughly read this advertisement and satisfy themselves about their eligibility before submitting the application.

3. **Corrigendum:** Please note that Corrigendum, if any, issued on the above advertisement, shall be published only on the Bank's website www.rbi.org.in.

4. Applications not in the prescribed format or not accompanying with copies of requisite documents / certificates will be summarily rejected.

Eligibility, Terms & Conditions:

- I. The applicant should possess Bachelor or Master's degree in Occupational Therapy/ Physiotherapy of any recognized University with specialization in Musculoskeletal sciences and knowledge of ergonomics and biomechanics.
- II. Applicants having post graduate degree in Occupational Therapy/ Physiotherapy will be given preference.
- III. The applicant should have a minimum of 02 (two) years of experience in any hospital or clinic as Occupational Therapist/ Physiotherapist.
- IV. The contract for engagement will be for a period of three years.
- V. The rate of remuneration and the **indicative duty hours** are as under:

Location	Working hours	Remuneration
Reserve Bank of India, Central Office Building, Shahid Bhagat Singh road, Fort Mumbai - 400001	<u>On call</u> Or 05 Hours per day between 10:00 AM to 05:00 PM. (Monday to Friday) or at least 3 days in a week Total duty hours per week: 25 hours	₹1000/- per hour for the entire period of contract, i.e. 03 (three) years Out of total monthly remuneration so payable, a sum of ₹1,000/- per month may be treated as conveyance expense.

- VI. The Reserve Bank of India reserves the right to review the rate of remuneration from time to time and **alter the duty hours and location of Central Office, Fort at its discretion** in case it becomes expedient to suit administrative and operative requirements.
- VII. Interested and eligible candidates may make an application in the attached format as at [Annex-III](#). The application should be sent in a cover superscripted "**Application for the post of Occupational Therapist/ Physiotherapist (with fixed hourly remuneration) for Reserve Bank of India, Fort**".

Selection Procedure:

- VIII. The Reserve Bank of India, Mumbai, Central Office will be conducting an interview for filling up the posts of Occupational Therapist (OT)/ Physiotherapist (PT) on contract basis, with fixed hourly remuneration.
 - IX. The Bank reserves the right to raise the minimum eligibility standards etc. in order to limit the number of candidates to be called for interview. The decision of the Bank in this regard shall be final. The Bank will not entertain any correspondence with the applicants who have not been called for the interview.
 - X. The shortlisted applicant/s after interview will be subjected to medical tests as per prescribed norms before engagement. The cost of these medical tests will have to be borne by the applicant/s themselves.
 - XI. Candidates selected for the post will be engaged subject to their being found medically fit, completion of verification of documents and acceptance of Terms and Conditions of Contract as per [Annex – I](#) and Code of Conduct as per [Annex – II](#).
 - XII. The selected applicant would have to sign an agreement for Contract with the Bank before engagement of their services as Occupational Therapist/ Physiotherapist (on contract basis) with fixed hourly remuneration.
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Engagement of the services of Bank's Occupational Therapist/ Physiotherapist (on contractual basis) with fixed hourly remuneration - Terms and Conditions of Contract

1. To attend to Bank's premises located at Fort with prescribed duty hours as mentioned in para (V) of the Advertisement (or for period as may be necessary) excluding Bank holidays.

2. The duties of the Occupational Therapist/ Physiotherapist at the RBI, Fort office will include:

- Assessing the patient's physical, communication and cognitive skills to develop a treatment plan
- Giving advice and providing support for family members and Carers
- Helping adult patients to take part in everyday activities based on their unique circumstances
- Assisting patients' exercise for pain relief
- Reviewing the patient's progress and adapting the treatment accordingly
- Performing administrative tasks such as keeping records, writing reports and making telephone calls
- Implements physical and psychological assessments of the patient and indicates treatment plan using a variety of methods
- Assesses the patient's home and work environments and makes necessary adjustments if needed
- Advises on what equipment would suit the patient for their everyday activities and helps them utilize them
- Develops physical rehabilitation programs to help patients regain lost fine motor skills
- Establishes physical rehabilitation programs to help patients regain lost skills and prepare them to return to normal life
- Evaluates patient's condition regarding physical and basic mental health as well as establishes goals that Occupational therapy / Physiotherapy will treat and adjusts programs based on patient's needs and skills
- Administers patient care in compliance with agency policy, law and regulation, and according to the guidelines provided by the Occupational Therapy Practice Act, Occupational Therapy policies and procedures and scope of care
- Ensures continued competence and updated field knowledge

3. The remuneration is fixed at **₹1,000/- per hour for the entire 3 years of contract.** The fixed remuneration is payable on a monthly basis. Further, no superannuation benefits, viz. Pension, Provident Fund or Gratuity will be payable. No leave would be admissible. No perquisites/facilities also would be made available. If required to attend the office on any public holiday, compensation @ ₹1,000/- per hour would be paid. Taxes on the income would be deducted at source as per extant rates and Government notifications.

4. In the event of your absencing from duty, you shall be required to make substitute arrangements acceptable to the Bank, in terms of qualification and experience at your own risk and cost.
 5. To adhere to the Code of Conduct for Occupational Therapists/ Physiotherapist of the Bank as given in the [Annex - II](#) to this terms and conditions.
 6. You will be under the administrative control of the Chief General Manager-in-Charge, Human Resource Management Department, Central Office, Reserve Bank of India, Mumbai.
 7. Your contract will be valid for a period of three years from the date of engagement, subject to your accepting the above terms and conditions in [Annex-I](#) and observing the code of conduct of the Bank as given in [Annex - II](#).
 8. The engagement under the contract is temporary. No claim shall be made for regular employment on that basis at any stage or for pay and perks payable to regular employees.
 9. The Bank reserves the right to review the rate of remuneration from time to time and alter the duty hours and location at its discretion in case it becomes expedient to suit administrative and operative requirements.
 10. The contract will be terminable during the period of the contract on three months' notice on either side or three months remuneration calculated on the basis of hours per month in lieu thereof.
 11. Any dispute arising on account of the contract shall be subject to the jurisdiction of the Courts of Mumbai.
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Code of Conduct for Occupational Therapists/ Physiotherapist whose services are engaged on contract on hourly basis with fixed remuneration

1. Every Occupational Therapist/ Physiotherapist shall observe, comply with and obey all orders and directions which may from time to time be given to him/her by any person or persons under whose jurisdiction, superintendence or control he may for the time being be placed.
2. Every Occupational Therapist/ Physiotherapist shall maintain the strictest secrecy regarding the Bank's affairs and the affairs of its constituents and shall not divulge, directly or indirectly, any information of a confidential nature either to a member of the public or of the Bank's Staff, unless compelled to do so by judicial or other authority, or unless instructed to do so by a superior officer in the discharge of his duties.
3. Every Occupational Therapist/ Physiotherapist shall serve the Bank honestly and faithfully and shall use his/ her utmost endeavour to promote the interests of the Bank and shall show courtesy and attention in all transactions.
4. No Occupational Therapist/ Physiotherapist shall take an active part in politics or in any political demonstration or stand for election as member for a Municipal Council, District Board or any Legislative Body.
5. No Occupational Therapist/ Physiotherapist shall become or continue to be a member or office-bearer of, or be otherwise directly or indirectly associated with, any trade union or a federation of such trade union or resort to, or in any way albeit, any form of strike or participate in any violent, unseemly or indecent demonstration in connection with any matter pertaining to his/her terms and conditions of contract.
6. No Occupational Therapist/ Physiotherapist may contribute to the press anything relating to the affairs of the Reserve Bank of India without the prior sanction in writing from the Bank or publish any document, paper, or information which may come into his possession in his capacity as Occupational Therapists/ Physiotherapist of the Bank.
7. An Occupational Therapist/ Physiotherapist shall not solicit or accept any gift from any employee.
8. An Occupational Therapist/ Physiotherapist shall not absent from his duties without the permission from the Bank and making alternate arrangement acceptable to the Bank during his absence. Such alternate arrangement shall not exceed five days at a time.
9. An Occupational Therapist/ Physiotherapist shall not outsource his service to the Bank.
10. An Occupational Therapist/ Physiotherapist will -
 - a. strictly abide by any law relating to intoxicating drinks or drugs in force in any area in which he may, for the time being, happen to be.
 - b. not be under the influence of any intoxicating drink or drug while on duty and shall also take care that performance of his duties at any time is not affected in any way by the influence of such drink or drug.

- c. refrain from consuming, in a public place, any intoxicating drink or drug.
- d. not appear in a public place in a state of intoxication.
- e. not use any intoxicating drink or drug to excess.

Explanation: The term "public place" would include clubs even exclusively meant for members where it is permissible for the members to invite non-members as guests, bars and restaurants, public conveyances and all other places to which the public have or are permitted to have access, whether on payment or otherwise".

11. No Occupational Therapist/ Physiotherapist shall indulge in any act of sexual harassment of any employee at workplace.

Explanation: For this purpose, "Sexual Harassment" shall include such unwelcome sexually determined behaviour, whether directly or by implication such as:-

- a. Physical contact and advances,
- b. Demand or request for sexual favours,
- c. Sexually colored remarks,
- d. Showing pornography,
- e. Any other unwelcome physical, verbal or non-verbal conduct of a sexual nature.

12. The contract is liable to be terminated if an Occupational Therapist/ Physiotherapist is arrested for debt or on a criminal charge or is detained in pursuance of any process of law.

13. Occupational Therapist/ Physiotherapist shall not give, solicit or receive nor shall offer to give solicit or receive, any gift, gratuity, commission or bonus in consideration of or return for the referring, recommending or procuring of any patient for medical, surgical or other treatment. Occupational Therapist/ Physiotherapist shall not directly or indirectly, participate in or be a party to act of division, transference, assignment, subordination, rebating, splitting or refunding of any fee for medical, surgical or other treatment.

14. The provision at 13 above shall apply with equal force to the referring, recommending or procuring by him or any person, specimen or material for diagnostic purposes or other study/ work.

15. The contract is liable to be terminated in case an Occupational Therapist/ Physiotherapist commits a breach of the code of conduct of the Bank mentioned above or the terms and conditions of the contract accepted by him/her, displays negligence, inefficiency or indolence, or knowingly does anything detrimental to the interests of the Bank or its employees or in conflict with its instructions or is guilty of any other act of misconduct.



APPLICATION FORM

**Application for Engagement of the services of Occupational Therapists (OT)/
Physiotherapist (PT) on contract basis with fixed hourly remuneration at Central
Office, Reserve Bank of India, Mumbai**

Fix recent passport
Size photograph
Self-attested

1. Name in full: Shri/Smt./Kum. _____

(To be given in block letter, Surname to be stated first)

2. Father/Husband's Name: _____

3. (a) Address:

Residence	Institute / Firm where presently working

(b) Phone No.: _____

Mobile No. _____

E-mail ID: _____

4. Date of Birth: _____
(DD/MM/YYYY)

5. Place of birth and domicile: _____

6. Nationality: _____

7. Educational Qualifications:

(Indicate Degree obtained, in the order of highest to least)

Degree	University / Board	Year of Passing	Class / Rank

8. Particulars of any other Courses in OT/PT field by the applicant:

Course Name	Institute	Year of Completion

9. Details of Experience

(Experience after graduation should only be stated)

Experience	From	To	Period	
			Year/s	Month/s
As an Occupational Therapist (OT)/ Physiotherapist (PT)				

10. Any other factors which the Applicant would like to bring into account for considering his/her Application

I hereby declare that all the information and particulars given by me in this application form are true, complete & and correct to the best of my knowledge and belief. I understand that if at any stage, it is found that any information given in the application is incorrect or false or if any material information or particulars have been suppressed or omitted therefrom or that I do not satisfy the eligibility criteria according to the Bank, my candidature / engagement / appointment is liable to be cancelled / terminated without notice or compensation in lieu thereof. I have read and understood the stipulations given in the advertisement and hereby undertake to abide by them.

Place: _____

Date: _____

(Signature of the applicant)

INSTRUCTIONS

1. All the details in this form must be filled by the applicant.
2. Applications which do not contain the full particulars called for are liable to be rejected.
3. Attested copies of certificates regarding age, educational qualifications, caste, experience etc. should accompany the application.
4. If the candidate is working as an Occupational Therapist (OT)/ Physiotherapist (PT) for any institution, the details thereof and working hours therein should also be indicated.