



विद्या परं दैवतम्

IIM

भारतीय प्रबंध संस्थान विशाखपट्टणम
Indian Institute of Management Visakhapatnam

**Recruitment of Medical Officer (On Retainership basis)
Advertisement Ref. No. 2018/05 of June 20, 2018**

Position: Medical Officer (On Retainership basis)

Job Code: 16

A. No. of Positions: 1 (One)

B. Role:

The Medical Officer is vested with the responsibility of addressing all the healthcare management issues of the faculty and staff (including dependants) and students of the Institute. By developing appropriate policies, systems and procedures, the Medical Officer is expected to play an important role with respect to ensuring that a cost-effective, welfare-maximizing healthcare program is administered in the Institute. It is also expected that the Medical Officer will play the required leadership role in assuming responsibility for the tasks assigned as well as taking accountability for the deliverables.

C. Responsibilities:

- The Medical officer shall attend general shift duty in the Campus Health Centre and render medical services/consultation to Students and, Faculty & Staff members (including their dependants) of the Institute as per the schedule provided by the Institute (6 hours/day from Monday to Saturday). The timings normally shall be from 10 AM to 4:00 PM with 30 min. lunch break.
- Administer the Institute's Group Medclaim Policy and Group Personal Accident Insurance policy.
- Provide round the clock support in the event of any emergency.
- Provide routine medical treatment to students, faculty & staff and their dependants.
- Introduce hygiene and sanitation policies and carry out inspection of office and hostel premises on a periodic basis to ensure compliance with general health and hygiene standards.
- Ensure availability of emergency medicines.
- Help the management in cost-effective health administration by way of drafting suitable medical and healthcare policies from time to time and facilitating their implementation.
- Attend to domiciliary calls when necessary.
- Liaise with hospitals and other healthcare service providers to deliver extended healthcare support.
- Refer the faculty and staff (including dependants) and students, as per the need, to appropriate hospitals – based on such factors as: reputation, facilities/expertise available; potential admissibility by the hospital of Institute's insurance claims; proximity to the Institute; cost of out-patient and in-patient treatment; willingness to readily admit and treat the Institute's faculty and staff (including dependants) and students in a cash-less manner without any delay or hesitation etc. and also help the Institute in the empanelment of a set of such hospitals in due course, on agreed terms and conditions.
- Facilitate treatment and monitoring the healthcare of the patients as above, during and post-hospitalization.
- Ensure compliance of with statutory requirements including medical check-ups of new employees joining the institute.

- Certify and monitor healthcare expenditure and claims received from employees.
- Impart preventive care and health education.
- Preparation of annual budget for the Health Centre.
- Overall management of Health Centre in the campus.

D. Essential Qualifications:

- MBBS degree from an Indian Medical Council recognised University. Person with MD/MS in general medicine will be preferred.

**E. Experience:
Essential**

- At least five years of post-qualification clinical experience (excluding the normal one-year internship after completion of MBBS) as Medical Officer in reputed hospitals, universities or Institutes. In case of MD/MS, the minimum experience requirement would be three years.
- Knowledge of Telugu and Hindi is preferable.

F. Age:

- Not exceeding 45 years as on the closing date of applications.

G. Remuneration:

- Rs 55,000/- to Rs 65,000/- per month consolidated, based on qualifications, experience etc. TDS would be deducted as applicable.

H. Mode and Duration of Appointment:

The position is on contract (retainership basis) for a period of two years and the appointment may be extended as per the needs of the Institute, on mutually agreeable terms.

The retainership would come to an end automatically on the expiry of the contract duration, unless extended in writing in advance. The contract may be terminated by either party during its course by a notice of 30 days. No reasons for termination need be given by either party.

I. Other Terms & Conditions:

- (a) The applicant must be a citizen of India.
- (b) The Institute reserves the right to consider the candidature of persons who may not have applied.
- (c) Mere fulfilment of qualifications and experience does not entitle a candidate to be short-listed. The Institute reserves the right to restrict the candidates to be called for the selection process to a reasonable number, on the basis of relevant criteria, higher than the minimum prescribed.
- (d) Qualifications acquired must be duly recognized in law.
- (e) Experience would be reckoned as on the closing date of applications.
- (f) Age and experience could be relaxed or higher compensation considered, in deserving cases.
- (g) Candidates are advised to visit the website of IIM Visakhapatnam (www.iimv.ac.in/careers) regularly for updates. Amendments, corrigenda (if any), will be placed on the Institute website only.
- (h) The Institute reserves the right not to fill up the position.
- (i) The Institute will communicate only with short-listed candidates.
- (j) Candidates employed in Departments, Organizations/Institutions (including Autonomous Institutions) under the Government (Central or State); or, Public-Sector Undertakings

- (Central or State) should either apply through proper channel or produce a No Objection Certificate (NOC) at the time of interview.
- (k) No TA/DA will be paid for attending the interview.
 - (l) No correspondence from applicants shall be entertained during the recruitment process.
 - (m) Canvassing in any form will be a disqualification.
 - (n) The Institute requires the selected candidates to join immediately.
 - (o) Interested candidates are invited to apply using the prescribed format only, available on the (www.iimv.ac.in/careers) page. Applications should be complete in all respects. Additional sheets as needed may be used and referenced suitably. All information furnished MUST be based on supporting documentation. Incomplete/incorrect applications are liable to be rejected.
 - (p) At the time of submitting the application, copies of certificates/supporting documentation NEED NOT be attached. Such proof would be sought ONLY from the short-listed candidates.
 - (q) The closing date for receipt of applications by the Institute is **30 June 2018, 1700 Hrs.**
 - (r) Whenever the Medical Officer wishes to avail leave (subject to the rules of the Institute), it is his/her sole responsibility to arrange for a suitable substitute Medical Officer of similar competence and experience, acceptable to the Institute. The Institute would pay a fixed/consolidated (all inclusive) sum of Rs.1,000/- per day for the substitute Medical Officer, for the actual number of days he/she renders services.
 - (s) Selected candidate will not have any right whatsoever to claim for regular appointment in the Institute.
 - (t) In all matters of recruitment and selection, the interpretation and decision of the Screening and Recruitment Committees of the Institute shall be final and binding.
 - (u) Disputes (if any) shall be subject to the jurisdiction of civil courts of the city of Visakhapatnam, Andhra Pradesh.
 - (v) Filled in applications in the prescribed format should be received (preferably by mail on ID: staffrecruit@iimv.ac.in) on or before **1700 Hrs on 30 June 2018**. It is reiterated that no copies of certificates/supporting documentation need be attached at this stage.
 - (w) The address to which applications (if not sent by mail) should be addressed is:
**THE HEAD – ACADEMIC PROGRAMS & ADMINISTRATION
INDIAN INSTITUTE OF MANAGEMENT VISAKHAPATNAM
ANDHRA BANK SCHOOL OF BUSINESS BUILDING
ANDHRA UNIVERSITY CAMPUS
VISAKHAPATNAM - 530 003, ANDHRA PRADESH**
 - (x) The Institute will not be responsible for any postal or other delays.

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