



## ***Requires***

### **Medical Officer**

Indian Institute of Management Ahmedabad (IIMA) is looking for Medical Officer to provide medical services to the IIMA Community.

#### **Job description:**

- Conduct Medical examination for pre-employment.
- Prescribe medicines to treat the patient by considering his/her symptoms and medical history.
- Investigate, diagnose and treat the health conditions of patients.
- Document all patient evaluations, treatments, medications and transactions according to the Institute policies and procedures.
- Plan and implement health related sessions for IIMA community.
- Help the Institute in identifying the hospital for annual health check-up of the employees.
- Give inputs to improve the Institute's Group Mediclaim Insurance Scheme.
- Manage the third party administrator (TPA) of the GMIS policy of the Institute.
- Oversee the pharmacy shop in campus and suggest improvements.
- Evaluate the medical bills submitted by the employees and approve the bill as per Institute's policy.
- Take necessary steps in collaboration with Institute's management to make the campus illness free.
- Handle any emergency medical situation.
- Involve in purchase of bulk drugs in association with the Stores and Purchase Department.

#### **Essential Qualifications, Experience & Skill Requirements:**

- The candidate must have MBBS degree from recognized Medical institution, approved by Indian Medical Council.
- Minimum 5 years of experience in providing medical services post completion of MBBS degree.

**Reporting to:** Chief Administrative Officer

**Age:** Maximum 45 years on last date of application.

**Salary & Allowances:**

Selected candidate will be offered an appointment on a Tenure Based Scaled Contract for a fixed term of three years, which may be extended for a further period as required. Based on the experience and qualification, the selected candidate will be placed in Pay Level 10/11 under the pay matrix of 7th Central Pay Commission. Besides the salary as per the 7th CPC, the Institute offers other benefits which are at par with the permanent employees.

Interested candidates are advised to **APPLY ONLINE ONLY** latest by **February 12, 2025**.

[\*\*Click here to Apply\*\*](#)