



Quality, Technology, Innovation

BHARAT ELECTRONICS LIMITED, CHENNAI – 600 089

HUMAN RESOURCES & ADMINISTRATION

(Tel : 044-22313091 ; 22338111)

TERMS AND CONDITIONS OF OFFER OF ENGAGEMENT AS  
VISITING MEDICAL OFFICER

- 1.0 **Location** : Factory Medical Centre, BEL, Nandambakkam, Chennai – 600 089
- 2.0 **Contract Period** : Your engagement is purely on temporary basis for a period of TWO YEARS from 01.02.2019 (tentatively) which can be extended at the discretion of the Company for a mutually agreed period.
- 3.0 **Qualifications** : M.B.B.S. from a recognized University.
- 4.0 **Experience** : Minimum 05 years post-qualification experience.
- 5.0 **Age limit** : Maximum 65 years (as on 01.12.2018), upper age limit is relaxable at the discretion of Management.
- 6.0 **Remuneration** : You will be paid a consolidated honorarium of Rs 50,000/- (Rupees Fifty Thousand Only) per month (all inclusive). Payment will be made after deduction of applicable Tax. Candidate should be possessing Income Tax PAN card at the time of joining.
- 7.0 **Work Timings** :Your working hours will be from 09.00 AM to 05.00 PM (08 Hours) every day. Our factory works for six days week. Our Company will be closed on National & declared Festival Holidays.
- 8.0 **Job Description** :
  - 8.1 Providing medical services & consultation to the employees and others working in our Factory.
  - 8.2 Administrative Work : **scrutiny and certification of**
    - (i) Employees' medical bills (both out-patient & in-patient bills)
    - (ii) Pharmacy Bills (Both regular & retired employees)
    - (iii) Issue of Prescriptions for medicines & Referral Memos to regular employees for specialist treatment, lab tests/x-ray, scan etc
    - (iv) Issue of Prescriptions for lab tests/x-ray/scan etc to retired employees
    - (v) Medical Claims of Retired Employees
    - (vi) Indenting for procurement of medicines for Medical Centre
    - (vii) Pre-Employment Medical Examination Report Verification & Certification for Fitness for permanent employment
    - (viii) Medical Examination for Apprentices before engagement
    - (ix) Medical Certificates enclosed along with the leave applications
    - (x) Cases of Emergency admissions in non-panel hospitals
    - (xi) Certification in First Aid requests received from all departments

Contd...Pg 2

- 8.3 You are required to make surprise visits to Panel Hospitals and assess the medical treatment and advise Management suitably.
- 8.4 You are also required to visit Panel Hospitals where the stay of the Employee/dependant is likely to exceed 15 days and advise further course of action including recommendation of further stay of the patient in the hospital.
- 8.5 You will also attend to any other jobs allotted by the Management from time to time. You shall report to the Head of Human Resources Division.
- 9.0 **Leave Facilities** : During your engagement as Visiting Medical Officer (VMO), you are allowed 12 days casual leave per annum. Advance intimation about taking leave has to be given to us. You are not entitled to any other type of leaves, benefits or perquisites.
- 10.0 **Notice Period** : Your services are liable for termination on TWO MONTH's notice on either side or Two month's honorarium in lieu of notice.
- 11.0 **Rights reserved** : BEL reserves the right to accept or reject the candidature at its discretion.

**Miscellaneous :**

- 12.0 You will have to make your own transport arrangements for commuting between your residence and factory.
- 13.0 Swiping card will be issued to record attendance.
- 14.0 Honorarium will be paid to your SB Account on 1<sup>st</sup> working day of every month, after deductions towards Income Tax, leave adjustments etc.
- 15.0 Application Form (enclosed herewith) has to be duly filled and signed by the Candidate with Photograph affixed and submitted along with necessary documentary proof in support of Educational Qualification, Registration Certificate with Medical Council of India, Tamil Nadu Medical Council, Service Certificate, SSLC/+2 Marks Sheet in support of Age Proof, Community Certificate (if belonging to SC/ST/OBC).
- 16.0 Last date of submission of Application Form with documentary proof as mentioned above, to reach DY.GENERAL MANAGER (HR&A), BHARAT ELECTRONICS LIMITED, BEL-ARMY ROAD, NANDAMBAKKAM, CHENNAI – 600 089 by Courier or Speed Post or in person is **02.01.2019 (5.00 PM)**.