



**QUALITY, TECHNOLOGY, INNOVATION**

(A Govt. of India Enterprise under the Ministry of Defence)

**ADVT NO.BEL/HYD/2025-26/03**

**Engagement of Part-time Visiting Doctor**  
**(Allopathy – 01)**

Bharat Electronics Limited, a Navratna Company and India's Premier Professional Electronics Company under Ministry of Defence, requires Visiting Medical Officer (Allopathy – 01) for providing consultation services to its Hyderabad Unit.

- 1.0 **Location:** Medical Centre, Bharat Electronics Limited, I.E.Nacharam, Hyderabad – 500 062.
- 2.0 **Contract Period:** The nature of engagement is purely on temporary basis for a period of TWO YEARS from the date of engagement 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 02 years post-qualification experience as on 01.06.2025.
- 5.0 **Age limit:** Maximum 65 years (as on 01.06.2025), upper age limit is relaxable at the discretion of Management.
- 6.0 **Remuneration:** The selected candidate will be paid a consolidated honorarium of Rs 40,000/- (Rupees Forty 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:** Working hours will be 4 hours in a day (from 09.00 AM to 13.00 PM) every day, on working days. 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**
    - a) Employees' medical bills (both out-patient & in-patient bills)
    - b) Pharmacy bills (Both regular & retired employees)
    - c) Issue of Prescriptions for medicines & Referral Memos to regular employees for specialist treatment, lab tests/x-ray, scan etc
    - d) Issue of Prescriptions for lab tests/x-ray/scan etc to retired employees

- e) **Scrutiny and** certification of Medical Claims of Retired Employees
  - f) Indenting for procurement of medicines for Medical Centre
  - g) Pre-Employment Medical Examination Report Verification & Certification of Fitness for permanent employment
  - h) Scrutiny and certification of Medical Certificates enclosed along with the leave applications
  - i) Endorsing Cases of Emergency admissions in non-panel hospitals
- 8.3 The visiting Doctor will be required to make surprise visits to Panel Hospitals and assess the medical treatment and advise Management suitably.
- 8.4 The visiting Doctor will also be 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 The visiting Doctor will also attend to any other jobs allotted by the Management from time to time. The visiting Doctor shall report to the Head of Human Resources Division.
- 9.0 **Leave Facilities:** During engagement as Visiting Medical Officer (VMO), the visiting Doctor is allowed 12 days casual leave per annum. Advance intimation about taking leave has to be given to Human Resources Division. The visiting Doctor is not entitled to any other type of leaves, benefits or perquisites.
- 10.0 **Notice Period:** The services are liable for termination on ONE MONTH notice on either side or 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 The visiting Doctor will have to make own transport arrangements for commuting between residence and factory.
- 13.0 Attendance will have to be recorded on all working days as per the Company procedure in vogue.
- 14.0 Honorarium will be paid to SB Account on 1<sup>st</sup> working day of every month, after deductions towards Income Tax, leave adjustments etc.
- 15.0 The advertisement is made available in bilingual (English and Hindi). In case of any misinterpretation of the advertisement the English version is to be referred and that is final.
- 16.0 Applications received after the closing date / without the relevant enclosures will be summarily rejected.
- 17.0 Canvassing in any form will result in disqualification.

- 18.0 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, Telangana Medical Council, Service Certificate, SSLC/+2 Marks Sheet in support of Age Proof, Community Certificate (if belonging to EWS/SC/ST/OBC).
- 19.0 Interested and eligible candidates are requested to send their filled in Application Form (format enclosed herewith) on or before **30-06-2025** addressing to AGM (HR), M/s.Bharat Electronics Limited, Industrial Estate, Nacharam, Hyderabad – 500 076. For Queries related to the advertisement and applying contact us at E-mail: [hydhrge@bel.co.in](mailto:hydhrge@bel.co.in) and on Phone 040-27194999.

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