



RECRUITMENT NOTICE

BITS Pilani, K K Birla Goa Campus invites applications for the position of **Chief Medical Officer / Deputy Chief Medical Officer**. The position details are as follows:

About BITS, Pilani	Birla Institute of Technology & Science, (BITS Pilani) is an Institution declared as Deemed to be University under Sec. 3 of the UGC Act in 1964 and is a renowned science and technology institute. It is located in Pilani, Rajasthan, India. In addition to Pilani, BITS Pilani has campuses in Dubai, Goa, and Hyderabad.
Industry / Service	Higher Education
Post / Job Title	Chief Medical Officer / Deputy Chief Medical Officer
Job Type	Regular, Full time
Reporting to	Campus Director / Dean - Administration
Will also work very closely with	<u>Internal:</u> Employees, Families, Students, Student Welfare Division <u>External:</u> Hospitals, Specialty Doctors, Government Bodies
No. of Positions & Job Location	One Position in K.K. Birla Goa Campus
Principal Accountabilities & Responsibilities	<p>The incumbent will be responsible for extending efficient and effective Medical and Health Services to employees, families, students and Institute guests, as & when need arises, through analysis, diagnosis and prevention of health problems. The key responsibilities will be as under:</p> <ul style="list-style-type: none">• Planning & providing appropriate timely out-patient, in-patient & emergency medical care.<ul style="list-style-type: none">○ Ensuring smooth delivery of patient care to all stakeholders and developing highest evidence-based clinical and professional standards.○ Handling emergency Medical situations along with the Medical Centre team and ensuring safety and security of patients on a 24X7 basis.• Efficient management of the Administration of the Medical Centre:<ul style="list-style-type: none">○ Leading & building the Medical Centre team with commitment & high morale, ensuring & maintaining teamwork and co-operation within the team.



	<ul style="list-style-type: none"> ○ Keeping abreast of new developments, skills, technology and current literature in order to initiate and respond to changes in technology and the work environment. ○ Conducting periodical progress and participating in the review meetings of the Medical Centre. ○ Maintaining health records. ○ Ensuring compliance to Bio-medical Waste Disposal standards. ○ Ensuring compliance to the Institute Medical Policy. ● Ensuring continued wellness <ul style="list-style-type: none"> ○ Ensuring pre-employment health check-ups for new joiners & students, in line with Institute Norms. ○ Identifying Occupational Health risks and ensuring mitigation through periodic preventive checks & tracking Health Index. ○ Promoting wellness through Preventive Health Care initiatives. ○ Providing timely information on Health and Hygiene and conducting awareness programmes. ● Responsible for preparing the Budget Estimates and ensuring effective utilization of the allocated budget of the Medical Centre every year.
<p>Qualification and Personal Profile</p>	<p><u>For Level 13A</u> - MBBS / MD / MS with minimum 10 years of administrative experience, of which at least 5 years of relevant experience in Level 12 or 13 or equivalent.</p> <p>OR</p> <p><u>For Level 13</u></p> <ul style="list-style-type: none"> ● MBBS with 10 years OR MD / MS with 6 years of experience, of which at least 3-5 years of relevant administrative experience in level 12 or equivalent. ● Preference will be given to candidates who have adequate exposure in similar environment. ● Should not be above 45 years of age as on the date of advertisement. <p><i><u>Note:</u> Age / Experience criteria may be relaxed for an exceptional candidate.</i></p>
<p>Other Skill and Ability Requirements</p>	<ul style="list-style-type: none"> ● Should have sound functional knowledge. ● Should be conversant with all the relevant acts, rules and regulations of the Institute and government orders that may be in force from time to time and their implementation. ● Should have the ability to network with various specialty doctors, hospitals, agencies & bodies.



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	<ul style="list-style-type: none">• Should possess excellent communication and listening skills, patience, critical thinking ability, pleasing and empathetic attitude.• Should be able to instill trust and confidence in patients.
Key Result Areas	<ul style="list-style-type: none">• Providing satisfactory Out-patient, In-patient and Emergency services.• Ensuring compliance to all applicable statutes.• Ensuring maintenance of Health Records (incl. pre-employment) as per norms.• Undertaking Wellness / Preventive Health Care initiatives.
Compensation	Suitable candidate will be placed in Level 13A with a minimum pay of Rs. 1,31,100/- per month OR in Level 13 with a minimum pay of Rs. 1,23,100/- per month, plus DA, NPA (Non-practicing Allowance) and other benefits as per Institute Norms.

Applications in the prescribed format (refer [Employment Application Form](#)) may be submitted along with copies of the testimonials to the office of Dean, Administration within **20-Dec-2022** or it may be emailed to hroffice@goa.bits-pilani.ac.in within the due date.

Dean, Administration