

## **Walk-in-Interview**

### **Resident Medical Officer, Gynecologist and Psychological Counsellor**

Walk-in-interview for following positions is scheduled on **04 November 2022 (Friday)** from **11:00 am onwards**:

- 1. Resident Medical Officer**
- 2. Gynecologist**
- 3. Psychological Counsellor**

#### **1. Resident Medical Officer: One Post (On Contract)**

**Educational Qualification:** MBBS degree with one-year internship from a recognized Institute. A valid registration certificate of Medical Council of India / any of the state Medical Council.

**Experience:** Minimum 2 years of post-internship clinical experience in recognized Hospitals / Health Centre.

**Upper Age Limit: 55 Years.**

**Emoluments:**

- Consolidate Emoluments - **Rs.75,000 – 80,000/- per month** (as per experience)
- Furnished 1BHK accommodation in campus.

**Note : Residential accommodation on campus is mandatory.**

**Period of Contract:** Two years, can be extended depending on requirement and satisfactory performance.

**Job Description:**

- To provide medical consultancy & treatment to students, faculty, staff and personnel of outsourced agencies.
- To ensure highest standards of patient care for all patients attending to the Institute's Medical Centre 6 days in week.
- Working Days: 6 days in a week (Monday to Saturday)
- On call night duty and to provide emergency medical services to the IIM Raipur community members.
- To be available on call within the campus in such a manner as to reach the Medical Centre or designated place within the campus within 10 minutes of the call.
- Assessment of patient's condition, maintaining clinical notes and taking the necessary actions and to prescribe medicines as needed.

- (g) Perform urgent medical services like stabilization, assessment and diagnosis and/or immediate resuscitation when necessary and perform treatment and referral to a specialist if necessary.
- (h) Establish and maintain teamwork and cooperation with other healthcare providers to ensure patients will receive maximum benefit from coordinated care.
- (i) Keep the Hostel Supervisor and CAO informed about any health-related issues of students on campus and also inform CAO then if a community member is referred to a hospital.
- (j) To certify medical bills related to the treatment taken by the staff of the institute and their dependents from you as well as other physicians.

## **2. Gynecologist: One Post (On Contract)**

**Educational Qualification:** MBBS, MD /MS - Obstetrics & Gynaecology, DNB (Obstetrics and Gynecology) from a recognized Institute. A valid registration certificate of Medical Council of India / any of the state Medical Council.

**Experience:** Minimum 2 years of post-internship clinical experience in recognized Hospitals / Health Centre.

**Upper Age Limit:** 55 Years.

### **Emoluments:**

- (i) Emoluments - **Rs 4000/-** per visit of **One hour** and TDS as applicable
- (ii) Visiting Days & Time - Two Days preferably **Monday** and **Thursday** between **5pm to 6pm**

**Period of Contract:** One year, which is extendable by another two years (1 ext. + 1 ext.) on mutual consent based on satisfactory services at the end of each year.

### **Job Description:**

- (a) To provide medical consultancy & treatment to students, faculty, staff and personnel of outsourced agencies.
- (b) To ensure highest standards of patient care for all patients attending to the Institute's Medical Centre
- (c) On call night duty and to provide emergency medical services to the IIM Raipur community members.
- (d) Assessment of patient's condition, maintaining clinical notes and taking the necessary actions and to prescribe medicines as needed.
- (e) Establish and maintain teamwork and cooperation with other healthcare providers to ensure patients will receive maximum benefit from coordinated care.
- (f) Keep the Hostel Supervisor and CAO informed about any health-related issues of students on campus and also inform CAO then if a community member is referred to a hospital.
- (g) To certify medical bills related to the treatment taken by the staff of the institute and their dependents from you as well as other physicians.

### **3. Psychological Counsellor : One Post (On Contract)**

**Educational Qualification:** MA/MSc degree in Psychology with specialization in clinical/Counseling Psychology with 55% from a recognized University or Institute.

**Experience:**

**Essential:**

5 Years of relevant experience. Relevant experience is defined as counseling experience for group counseling as well as individual counseling in an Educational Institution or Mental Health Care Clinic of repute.

And

Excellent oral and written communication skills in English.

**Desirable:**

- a) Additional training in counseling technique, and or any therapeutic module.
- b) Experience in counseling students of highly competitive residential institute of higher learning,
- c) Administrative experience in relevant counseling service set- ups,
- d) Multi Linguistic skills,
- e) Proficiency in variety of computer applications, MS Excel, Power-Point or equivalent

**Upper Age Limit: 55 years**

**Emoluments:**

- (i) Emoluments - **Rs 2000 to 4000** per visit of **four hours** (as per experience) and TDS as applicable.
- (ii) Visiting Days & Time - **Friday and Saturday** from **2pm to 6pm**

**Period of Contract:** One year, which is extendable by another two years (1 ext. + 1 ext.) on mutual consent based on satisfactory services at the end of each year.

**Job Description:**

- a) Active counseling of students largely in the 20-28 age group.
- b) Help students to overcome a wide scope of concerns viz., peer pressure, academic pressure, career related stress, relationships, addiction, substance abuse etc.
- c) You will conduct workshops, talks and group discussions from time to time to help students with their academic, interpersonal and emotional needs.
- d) To keep confidential counselling record of the students and maintain confidentiality and but report to Director or Chairperson Students' Affairs of any extreme cases that demand Institution/family intervention.
- e) To maintain the record of individuals counselled and furnish the same as and when required.
- f) Training and guiding the team of student volunteers associated with counseling service.
- g) Interface with other professionals inside and outside of the Institute to help conduct lectures and other events to build awareness about the need for counseling.
- h) Performing duties including attending exigencies at all hours.

## **General Terms and Conditions:-**

1. Interested and eligible candidates are encouraged to appear for the **walk-in interview on 04 November 2022 (Friday), at 11.00 am. onwards.** The venue of the interview is as follows:

**Indian Institute of Management Raipur**  
**Near Village: Cheriya – Pota**  
**P.O. – Kurru (Abhanpur)**  
**Atal Nagar, Raipur – 493 661 Chhattisgarh**

2. Contact person: **Ms. Lata Goyal (Land Line- 0771- 2474702), email: [caoffice@iimraipur.ac.in](mailto:caoffice@iimraipur.ac.in)**
3. The candidates willing to appear in the interview are requested to go through the advertisement thoroughly and ensure that they fulfill the eligibility criteria.
4. No TA/DA will be paid to the candidate for attending the walk-in interview.
5. **The candidates are requested to bring their latest resume with all educational and experience certificates (in original and one set of photocopies) on the aforesaid date along with the original photo identity issued (preferably AADHAAR) by the Government of India. In addition, the same may also be sent at email id [caoffice@iimraipur.ac.in](mailto:caoffice@iimraipur.ac.in) in advance.**
6. This is purely a contractual appointment.
7. Mere fulfilling of the qualifications and experience will not confer any right to the candidates for being selected.
8. Candidates not found suitable for the position may be considered for a lower position or on an appropriate consolidated salary.
9. The Institute reserves the right not to select anyone without assigning any reason.
10. Canvassing in any form will be a disqualification.

**Chief Administrative Officer**