

## MEDICAL OFFICER

**Nava Bharat Ventures Limited (NBVL)**, a Rs 12 billion business organization with interests in Power, Ferro Alloys, Mining and Agri-businesses, spread across India and abroad, requires experienced medical professional for the position of **Medical Officer** for its Works located at **Paloncha, Bhadradri Kothagudem District, Telangana**.

### Position Description

The Medical Officer will be in charge of the dispensary of the Company at its Works and shall report to the Unit Head.

### Roles & Responsibilities

The incumbent must make himself/herself conversant with all the relevant acts, rules and regulations and government orders that may be in force from time to time and must see that they are fully complied with so far as they relate to the working of the dispensary

The Medical Officer will be responsible for :

- a) overall administration and discipline of the dispensary.
- b) ensuring smooth delivery of health care to the employees of the Company and their families.
- c) attending to the outpatients, prescribing and maintaining adequate stocks of necessary medicines
- d) carrying out the required medical investigations.
- e) examining and certifying cases falling under Employee's Compensation Act.
- f) issuing Medical Certificates for sickness or fitness to join duty as per prescribed procedure.
- g) preparing annual plan and non-plan proposal with budget estimate of the dispensary
- h) taking action for procurement of medical and surgical stores
- i) conducting periodical progress and review meetings of the dispensary and providing feedback to the Unit Head.
- j) attending to the patients in the medical camps conducted by the company periodically in the surrounding villages as part of CSR activities.

### Requirements

**Qualification:** M.B.B.S. Degree as stipulated under the provisions of Factories Act, 1948 with more than 15 years of experience in a Hospital with 10 or more beds.

Age limit : 60 years

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