

## NCRA-TIFR Advt. No: 01/2021

### 1. Introduction:

National Centre of Radio Astrophysics (NCRA) is a premier Centre of Tata Institute of Fundamental Research (TIFR), an autonomous institute under administrative control of Department of Atomic Energy (DAE), Govt. of India. The NCRA office is located in SP Pune University Campus adjacent to Aundh-Khadki road. NCRA operates Giant Meterwave Radio Telescope (GMRT), which is the world's largest radio telescope at meter wavelengths and also operates Ooty Radio Telescope (ORT) in Tamilnadu.

NCRA provides medical facilities to its employees (serving & retirees) and their dependent family members through its medical scheme namely NCRA-TIFR contributory Medical Scheme (NMS), under which a no. of hospitals and laboratories are empaneled. NCRA also operates a clinic in its Pune campus from 1100 hrs to 1600 hrs, manned by Part Time Medical Officers and supporting staff, from Monday to Saturday (except closed holidays).

2. **NCRA is looking for MBBS doctors (Male & Female) with minimum 03-05 years of experience in a reputed organization as Medical Officer, willing to work in NCRA clinic from 1100 hrs. to 1400 hrs (03 hrs) as Part-Time Medical Officers, on purely temporary basis (daily from Mon to Sat (except closed holiday).**

**Remuneration** A consolidated monthly remuneration of Rs. 36000/- will be paid to the part time medical officers for their daily 03 hours service rendered at NCRA ie. from 1100 hrs-1400 hrs (except Sunday & holiday).

However, the Selection Committee may recommend higher remuneration subject to having higher qualification, experience and also based on their performance during interaction/interview with the Committee.

**Tenure:** Initially for 01 year, which may be extended (on yearly basis) for maximum of another 02 year, subject to the satisfactory performance reviewed on yearly basis.

**Leave:** A total of 10 days paid leave is admissible which may be availed on half-yearly basis ie. 05 days/06 months. Leave taken 'over and above the permissible limit' will be without pay.

3. **Functioning of NCRA Clinic:** The NCRA clinic is manned by a qualified Nurse, to provide medical/clerical support to Part Time Medical Officers. Generally, the medicines prescribed by MO are delivered to the beneficiaries at the clinic, by a local pharmacy shop. The Centre provides the required basic amenities to the medical officers viz. instruments, medicines, consumables etc. in the clinic.

At present, the approximate strength of medical beneficiaries under NMS is 1500 out of which approx. 20-30 person visit NCAR clinic for various medical related advise/consultation.

### 4. Activities expected from part time Medical Officers:

1. Medical examination, consultation, diagnostics, prescription/treatment to the beneficiaries of NMS and extending follow up treatment/advices;
2. Recommend to issue the referral letters to authorized hospitals/clinics labs for necessary treatment of the beneficiaries;
3. Maintenance of medical records of the NMS beneficiaries.
4. Dispensing medicines, administering medicines (injection) and maintenance of records of the same;

5. Indenting fresh stock of medicines through Administrative Officer, NCRA.
6. Medical check-up of fresh appointees / students as authorized by NCRA Administration;
7. Checking the medical reimbursement claims and bills received from various hospitals/diagnostic centers with respect to admissibility of the medicine and other medical procedures, as per NMS rules & regulation.
8. Issuance of medical certificates to the staff members in required cases, considering the merit of such cases.
9. Emergency services beyond the normal working hours of the clinic on call.
10. Any other medical related administrative work, if assigned by NCRA administration.

**5. How to apply:**

Duly filled applications form in prescribed format (Doc/PDF) given below may be sent in a sealed envelope addressed to:

The Administrative Officer  
NCRA-TIFR  
Post Bag no. 03, GaneshKhind post Office  
Pune University Campus, Pune-411014

**OR**

You may send an email application with all details (as mandated in application form) addressed to [vinod.verma@ncra.tifr.res.in](mailto:vinod.verma@ncra.tifr.res.in)

6. The application received against our earlier advt. for part time medical officer (female) [NCRA-TIFR Advt. no. 04/2020] will be processed along-with applications received for Part Time Medical Officer (Female) against this advertisement, NCRA-TIFR Advt. no. 01/2021.
  7. On receipts and screening of applications, the short-listed eligible candidate will be called for interaction with the 'Selection Committee' on an appropriate date.
  8. **Last date for receipt for duly completed application form is 31 Oct 2021.**
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