

ONGC Tripura Power Company Limited (OTPC)

Revised Job Description

Position	Medical Officer - One Position (On Contractual Basis – on the payroll of third party, initially for one year)
Place of Posting	Palatana, Tripura
Qualification	MBBS
Experience	Minimum 1 Year of post-qualification experience in the relevant area. (Recently superannuated candidates may also apply)
Maximum Age Limit	NA
Industry Type	Power Sector
Compensation	Rs.70,000/- to Rs.1,00,000/- Per Month
Job Description	• Shall be responsible for running of Medical Centre. • Managing occupational Health of employees on rolls of the Company and Contractors. • Meeting Statutory compliance and keeping records pertaining to Medical Centre • Maintaining statutory compliance for the Medical Centre as per applicable rules (CTO of medical Centre, Bio-medical waste rules etc.) • Act as auditee for all such audits of Medical Centre to be conducted by OTPC as well as by third party. • Ensuring periodic health check-ups of all workers inside the plant. • Planning, development & budget monitoring including manpower planning of the Medical Centre • The repository of the information pertaining to the Occupational Health Centre. • Help and support in CSR activities as and when required. • Liaisoning with government hospitals and health authorities. • Maintaining strict office decorum. • Ensure to keep up to date inventory and stock register with its proper accounting and responsible to initiate the fresh requisition of the inventory. • Health talk and training of entire staff working for the organization. • To ensure proper maintenance of the Ambulance. • Should be responsible for screening all such cases needing specialized
Desired Profile	• Excellent communication and personality is a must • Candidates with 01 year of experience in managing hospital and AFIH (Associate Fellowship in Industrial Health) shall be preferred • Local candidate from Tripura shall be preferred • The Position is on contract basis, initially for one year and may be extended further subject to performance and mutual consent
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