

**WALK-IN INTERVIEW FOR THE POST OF NURSE & MEDICAL ATTENDANT
ASSOCIATES (ON CONTRACT)**

Indian Institute of Management Mumbai invites applications from interested & eligible candidates for the position of **Nurse & Medical Attendant** purely on contract basis initially for a period of Six months extendable further up to six months, subject to satisfactory performance of the incumbent & need of the Institute. The details are as under: -

1) Name of Post & Emoluments	Eligibility Criteria & Job Requirement
<p>Nurse (Male) –(No of Posts will be as per Institute Requirement)</p> <p>Stipend – A Consolidated Salary of Rs.30,000/- to 35,000/- per month</p> <p>Age Limit – preferably below 35</p>	<p><u>MINIMUM QUALIFICATIONS:</u></p> <ul style="list-style-type: none"> Diploma in Nursing. <p><u>EXPERIENCE:</u></p> <ul style="list-style-type: none"> 2 Years' experience in dispensary/Hospital. Past experience in a hospital. Working knowledge of computer applications. Knowledge of Konkani / Marathi is preferable in addition to Hindi and English. <p><u>JOB PROFILE:</u></p> <ul style="list-style-type: none"> Walk-in OPD patients not requiring intensive care, assisting the MO/ duty medical officer and overseeing the operation of dispensary if MO/ duty medical officer leaves the hospital for patient transfer. <p><u>DUTIES AND WORKING HOURS:</u></p> <ul style="list-style-type: none"> The candidate will help run the dispensary on the campus and assist visiting doctors in their tasks. The candidate will be responsible for all hospital related administrative activity including Liaising with visiting doctors and ensuring students and staff get adequate medical attention, maintenance of medical records and upkeep of the dispensary. Duties will be assigned as per roster. Liaising with nearby/ empaneled hospitals for patient transfers. Liaising with medical insurance agency in case of students, faculty and staff.
2) Name of Post & Emoluments	Eligibility Criteria & Job Requirement
<p>Medical Attendant –(No of Posts will be as per Institute Requirement)</p> <p>Stipend – A Consolidated Salary of Rs.15,000/-</p> <p>Age Limit – preferably below 30</p>	<p><u>MINIMUM QUALIFICATIONS:</u></p> <ul style="list-style-type: none"> Qualification: At least Higher Secondary (10+2) with Diploma in Pharmacy. Knowledge of Computer application is desirable. <p><u>EXPERIENCE:</u></p> <ul style="list-style-type: none"> Minimum 2 years' experience in a Govt. recognized Hospital / Dispensary. Should be Registered Pharmacist in accordance with the provisions under the Pharmacy Act, 1948. Knowledge of local language is preferred. Knowledge of Computer application is desirable. <p><u>JOB PROFILE:</u></p> <ul style="list-style-type: none"> Walk-in OPD patient's not requiring intensive care, assisting the MO and the duty medical officer. <p><u>DUTIES AND WORKING HOURS:</u></p> <ul style="list-style-type: none"> The Medical Attendant will remain in the duty room provided at the dispensary during nights (11.00 p.m. to 0 8.00 a.m.) and will attend call if required (present frequency is about once a week). If the duty hours per week exceeds 35 hrs, extra payment on pro-rata basis will be made. Roster will be made for the duties.

Selection Process:

1. Document verification.
2. Interview

GENERAL CONDITIONS:

1. The selected candidate (s) will be engaged on contract basis initially for a period of 6 months, extendable up to further 6 months, subject to satisfactory performance of the incumbent & need of the Institute.
2. Good knowledge of Computer applications (MSWord, Excel, Power Point Presentations, Internet, etc.) and ability to work in an automated environment is desirable.
3. The Institute reserves the right to change/apply appropriate short-listing criteria in case of large number of applications.
4. For exceptionally deserving candidates the Institute may consider relaxing the Criteria subject to the committee and Institute requirement.
5. Candidates not found suitable for the position applied for, may be considered for a lower position.
6. The Institute will communicate only with short-listed candidates.
7. Selected candidate will be required to join the duties with in **one month**.
8. Selected candidates may be hired through outsourcing agency empaneled with this Institute.
9. Mere fulfilling the eligibility criteria does not guarantee that the applicant will be shortlisted. The Institute reserves the right to restrict the number of shortlisted candidates for further recruitment process to a reasonable number on the basis of higher qualifications and/or experience.
10. The crucial date for determining the age limit shall be the closing date for the receipt of applications.
11. In case of any inadvertent mistake in the process of selection, which may be detected at any stage even after issue of the appointment letter, the Institute reserves the right to modify, withdraw or cancel any communication made to the candidates (Applicants).
12. Candidates are advised to visit the website of IIM Mumbai (www.iimmumbai.ac.in) regularly for any updates, amendments and corrigendum. It will be placed on the Institute website only.
13. The panel of selected / waitlisted candidates will be valid for one year from the date of approval of Competent Authority and the Institute can make appointments in future also by operating the panel within the validity period.
14. The above position is of purely contractual nature and thus candidate (s) will have no right to claim any regularization / absorption etc. in the Institute.
15. No TA/DA or any other incidental expenses will be reimbursed to participate in the Interview process.
16. The Institute also reserves the right not to fill the post, if it so desires.
17. No interim correspondence will be entertained.
18. **CANVASSING IN ANY FORM WILL BE A DISQUALIFICATION.**
19. Legal disputes if any will be restricted within the jurisdiction of Mumbai only.
20. Candidates who had applied for similar post may apply again after the cooldown period (6 Months).

IIM Mumbai strongly encourages applications from qualified women and reserved category candidates. The Institute follows the Reservation Policy of the Government of India for candidates belonging to OBC (Other Backward Classes), SC/ST (Scheduled Caste, Scheduled Tribe), EWS (Economically Weaker Sections), and PwD (Persons with Disability). Indian Nationals or those with OCI/Dual Citizenship need to indicate the category (General/OBC/ SC/ST/ EWS /PwD) they belong to in their application.

HOW TO APPLY

Interested and eligible candidates may come along for interview with the application form, updated resume, recent passport size photograph, photocopy of Pan card, Aadhar card original certificates and one set of self-attested copies of all certificates to IIM Mumbai (earlier NITIE), Admin Block, Classroom no 11 on 11th Oct 2024, from 10:00 AM to 11:30 AM.

No other mode of application will be entertained.

Application format for Walk-in-Interview

(Should be submitted during attending for Walk-In-Interview. No need to apply through post or courier)

Name of the post applied for _____

1. Name of the candidate: _____

2. Date of birth (as per class 10th Mark sheet/Certificate): _____

3. Father's Name: _____

4. Category (SC/ST/OBC/GEN/PWD): _____

5. Sex (Male/Female): _____

6. Married/Un-Married: _____

7. Permanent Address :

_____ PIN _____

District: _____ State: _____

Mob. No. _____ Email _____

8. Correspondence Address (with PIN Code): (Pl. mark ✓ if same as permanent address)

_____ PIN _____

District: _____ State: _____

Mob. No. _____ Email _____

9. Educational Qualification (Starting from 10th onwards):

S. N.	Examination Passed/Degree obtained	Name of the Board/University/ institution	Year of passing	Class of Division	% of marks/G PA	Subjects taken/ Specialization

10. Experience, if any (Starting from the present employment(Experience certificate needs to be attached):

S. N.	Name & Address of the employer	Post held/Nature of employment	Period		Permanent/ Temporary	Salary & Grade Pay (in Rs.)	Nature of duties
			From	To			

Please paste a latest self attested colour photo of the candidate

11. Check List of documents attached (Self attested photocopies to be attached here) (Pl. mark ✓ on documents attached & x on others)

1. Class 10th Marksheet
2. Class 10th Certificate
3. Class 12th Marksheet
4. Class 12th Certificate
5. Graduation/Diploma consolidated /final Marksheet
6. Graduation/Diploma certificate
7. Document in support of higher educational qualification
8. Documents in support of previous employment
9. Any other document (list them)

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12. Declaration by Candidate

I here declare that all the statement made by me in this application is true and complete to the best of my Knowledge and belief and nothing has been concealed or distorted. I am aware that if any time I am found to have to have concealed/distorted any material information, my appointment is liable to be summarily terminated without notice.

SIGNATURE OF THE CANDIDATE

Place: _____

Date: _____