

<b>JOB TITLE</b>	Resident Medical Doctor	<b>DEPARTMENT</b>	Medical Unit
<b>REPORTS TO</b>	Sr. RMO	<b>SUBORDINATES</b>	Nursing Staff
<b>LOCATION</b>	Jaipur	<b>DIVISION</b>	Non-Teaching (NT)

#### **JOB PURPOSE**

The Resident Medical Doctor (RMO) will be responsible for overseeing the healthcare needs of students, faculty, and staff on campus. They will provide primary care, manage medical emergencies, and coordinate health services within the institute to ensure a safe and healthy environment.

#### **RESPONSIBILITIES**

<b>Area</b>	<b>Key Activities</b>
<b>Primary Healthcare</b>	<ul style="list-style-type: none"><li>• Provide medical consultations and primary healthcare services to students, staff, and faculty.</li><li>• Conduct routine health check-ups and screenings.</li><li>• Diagnose and treat common ailments, injuries, and infections.</li></ul>
<b>Emergency Medical Services</b>	<ul style="list-style-type: none"><li>• Respond promptly to medical emergencies on campus.</li><li>• Provide first aid and stabilize patients as needed until further medical assistance arrives.</li><li>• Maintain an emergency medical response plan for the campus community.</li></ul>
<b>Health Education &amp; Awareness</b>	<ul style="list-style-type: none"><li>• Organize health awareness workshops, vaccination drives, and wellness programs.</li><li>• Educate students on topics like hygiene, nutrition, mental health, and sexual health.</li><li>• Provide preventive care guidance and promote healthy lifestyle habits.</li></ul>
<b>Coordination with External Health Services</b>	<ul style="list-style-type: none"><li>• Coordinate referrals to specialist healthcare providers or local hospitals for advanced care.</li><li>• Liaise with local health authorities and medical professionals for services beyond primary care.</li></ul>
<b>Medical Record Maintenance</b>	<ul style="list-style-type: none"><li>• Maintain accurate and confidential records of all patients.</li><li>• Ensure the documentation of all medical incidents and treatments provided.</li></ul>
<b>Inventory &amp; Medical Supplies Management</b>	<ul style="list-style-type: none"><li>• Manage inventory for medical supplies, first aid kits, and equipment.</li><li>• Ensure the Medical Unit is well-stocked and that medical equipment is functional and up to date.</li></ul>

*Handwritten signature and date:*  
68/5/2025



## QUALIFICATIONS

**Essential:**

MBBS Degree or equivalent qualification included in any one of the Schedules to the Indian Medical Council Act, 1956 (102 of 1956) and must be registered in a State Medical Register or Indian Medical Register.

**Experience:** 5 years' experience after MBBS Degree

**Desirable:**

- Post Graduate qualification, preferably MD, in General medicine from a reputed Medical Educational Institute.

Proficiency in Computer Word processing and Spread Sheet with advanced skills.

**Age:** Preferably below 45 years