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| **Position of Chief Medical Officer,** **NICL Karachi** |
| National Insurance Company Limited (NICL) - a large public sector insurance company, a key player in General Insurance, invites applications from the interested candidates for the hiring of Chief Medical Officer for its office at Karachi on retainership basis as given below:

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| **Sr. No.** | **Name of post** | **No. of Post** | **Station of Posting** | **Age Limit** | **Minimum Qualification/ Experience** | **Gender** | **Contract Period/ Tenure** |
| 01 | Chief Medical Officer (CMO)NICL, Karachi. | 01 | Karachi | Age between 35-45 years | **Qualification:**MBBS Degree from a recognized Institution; FCPS qualification will be preferred.**Experience:**Minimum of five (05) years experience, including a house job in general medicine. Three (03) years of experience in tertiary healthcare will be an advantage. | Female Only | 3-years on Retainership Basis |

**Terms & Conditions of Appointment**: -1. This appointment is purely on retainer-ship basis.
2. This appointment can be terminated without assigning any reason by either party by giving one month’s notice of termination of service in writing or payment of one month’s retainer-ship amount in lieu thereof, or proportionate payment for the unexpired notice period.
3. The Chief Medical Officer will neither be a permanent employee nor be an employee on a contract basis or a contingent paid employee of NICL. Moreover, her remuneration will not affect payroll but be accounted for as medical / administrative expenses where withholding tax is deducted instead of income tax.
4. Duty Timings and Functions: -
5. 03 to 05 hours once a week between 09:00 AM and 05:00 PM on working days OR as per need at the NICL Head Office, Karachi.
6. The primary responsibility will be to attend to female patients, along with to discharge the following general functions.
7. To attend emergency cases whenever required.
8. To examine employees and wherever required refer them to Specialists/ Hospitals.
9. To visit hospitals where employees of NICL or their dependents are admitted to ensure proper treatment.
10. To scrutinize and endorse payment of medical bills received from the hospitals, chemists, laboratories and employees.
11. To carry out medical examinations of newly recruited employees of NICL.
12. To examine cases of chronic diseases.
13. To administer medical facilities for the employee of NICL and keep a strict control on the expenses under this head.
14. To provide recommendations based on industry healthcare trends to improve employee wellbeing and reduce undue medical expenses as well as advise the management on healthcare safety and precautionary measures against outbreak of any infections, viral and/or contagious diseases.
15. To perform any other functions relating to medical as may be assigned by the management.
16. The scope of work for CMO Karachi is not limited to NICL Karachi office but it also includes all related matters of Head Office, Zonal Office and Branch offices of NICL South Zone.
17. Apart from all, above, the Chief Medical Officer will also be available online and/or telephonically beyond the office hours on all days to deal with emergency situations.

**Important Notes:** -1. Application on prescribed form (available on NICL website https://nicl.com.pk/careers/) addressed to General Manager (HR), 3rd Floor, NIC Building, Abbasi Shaheed Road, Karachi must reach within **15 days** of the publication of this Advertisement. Or Interested candidates may apply online by sending an email (titled as Hiring of Chief Medical Officer, Karachi) at careers@nicl.com.pk and filled application form along with all relevant documents must be attached with email. Or may apply through the National Job Portal at <https://www.njp.gov.pk> within 15 days of the advertisement publication. Applications received by hand will not be considered.
2. Incomplete applications and those received after closing date will not be entertained.
3. Applicants must hold MBBS Degree from PMDC recognized institute (attested copy of degree must be attached with application).
4. Applicants must possess a valid license issued from PMDC.
5. Only shortlisted candidates will be communicated and called for interview.
6. The candidates will be required to submit Declaration / Affidavit on Legal Paper of worth Rs. 100/- (at the time of interview) that the applicant is not blacklisted by any Government, Semi Govt. or Autonomous institution due to any reason.
7. The candidates will be required to present their documents at the time of the interview. However, academic degrees, certificates and experience letters of the selected candidate may be subject to verification after final selection.
8. No TA/ DA will be admissible for interviews.
9. Selection will strictly be on merit.
10. Any effort made to influence the recruitment and selection process will lead to disqualify the potential candidate, who may otherwise be qualified.
11. NICL reserves the right to cancel the recruitment process at any stage without assigning any reason.
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| The candidates must possess good communication and interpersonal skills. We are an equal opportunity employer. Interested candidates should visit the website of National Insurance Company Limited [www.nicl.com.pk](http://www.nicl.com.pk) [or National Job Porta](file:///C%3A%5CUsers%5Cbilal%5CDownloads%5Cor%20National%20Job%20Porta)l <https://njp.gov.pk> and apply within 15 days of the publication of the advertisement. |