

UTI Infrastructure Technology and Services Limited, invites the applications from Indian citizens, MBBS professionals, as Consultants on retainership basis.

Please read the advertisement carefully. All the details submitted by the candidate will be verified.

**A) DETAILS OF POSTS AND VACANCIES**

Post	Required location	Required Qualification	Skill Sets	Job Description	Maximum Age as on 01/03/2020	Minimum Experience Required as on 01/03/2020	Offered monthly fixed remuneration (In Rs.) subject to statutory compliance as applicable
<b>MBBS Professional as Consultant on retainership basis</b>	Hyderabad	M.B.B.S.	<ul style="list-style-type: none"> <li>To guide, lead and develop team of claim Adjudication in line with Standard Operating Procedure, handling reimbursement and cashless claims for line of treatment, investigations, stay, treatment prescribed with medical surgical interventions.</li> <li>Demonstrate high level of understanding the clientele expectations in quality processing and TAT compliance.</li> <li>Responsible for training and development program to evaluate, counsel, mentor and provide feedback on performance of team members</li> </ul> Basic Computer knowledge	Bills to be Scrutinized / validate in line with Standard Operating Procedure, handling medical claims for line of treatment, investigations, stay, treatment prescribed with medical / Surgical interventions.	-	Clinical experience of 3 to 5 yrs (can be relaxed)	In between Rs. 50,000/- to Rs. 60,000/- Per month (For Full Time)

**Note:**

1. UTI ITSL reserves the right to reject any or all the applications or may decide not to fill in the post and position.
2. Reservation Rules are applicable as per Government of India guidelines.

**B) MINIMUM EDUCATIONAL QUALIFICATIONS AND EXPERIENCE**

1. Experience relevant to the post for which the application has been made will only be counted.
2. All Educational qualifications, Graduation / Post Graduation shall be a regular course (full time) and from a Institution recognized by Government of India.
3. Candidates must possess the prescribed post qualification experience as on 01.03.2020.

**C) Vacancy**

SC	ST	OBC	Total
2	1	2	5

**D) HOW TO APPLY :-**

Eligible candidates shall be required to apply online through our website [www.utiitsl.com](http://www.utiitsl.com)

**E) SELECTION PROCEDURE**

1. The candidate should apply for the post subject to fulfillment of eligibility criteria.
2. Mere fulfillment of eligibility criteria shall not vest any right in a candidate for being called for the interview / selection.
3. Speed Post / E-mail for the interview will be sent to the shortlisted / eligible candidates to e-mail IDs and addresses mentioned in the application form. UTIITSL does not take any responsibility for non receipt of intimation.
4. Candidates have to bring all the documents in original as well as photocopy as enumerated in the e-mail at the time of interview.
5. The selected candidate shall be required to join the Company within period of maximum 30 days.
6. The selected candidates shall be placed on probation for a period of one year, extendable by one more year purely at the discretion of Appointing Authority.

**F) GENERAL INSTRUCTIONS:**

1. Before applying for the post, candidates should ensure that he/she fulfils the Minimum eligibility and other criteria mentioned in the advertisement. UTIITSL being appointing authority would be free to reject any application at any stage of the recruitment process, if the candidate is found ineligible for the post for which he/she has applied/appointed or if any information provided by the candidate is found to be false or is not found in conformity with eligibility criteria mentioned in the advertisement. No correspondence in this regard shall be entertained.
2. All the details given in the application form shall be treated as final and no changes will be entertained.
3. All minimum eligibility qualifications, where applicable, should be recognized by UGC/AICTE/Govt of India /State Govt and from UGC/AICTE/ Govt of India /State Govt recognized / affiliated institutes / colleges / universities as on the date of passing.
4. Candidates employed in Government departments / PSUs / Autonomous bodies shall produce No Objection Certificate (NOC) from their present employer at the time of interview. In case, the candidate fails to produce NOC from his present employer at the time of interview his/her candidature is liable to be cancelled.
5. All credentials will be verified and copies of certificates will be verified with originals.
6. Candidates belonging to OBCs but coming under the "Creamy Layer" are not entitled to OBC concession. Such candidates should indicate their category as "General / Unreserved" only.
7. UTIITSL reserves the right to alter, modify or change the eligibility criteria and / or any of the other terms and conditions spelt out in the advertisement, including criteria for passing / method and procedure for selection.
8. The employees who are working in UTI ITSL and who are fulfilling the eligibility criteria can also apply. However, such candidates shall be treated at par with other candidates (No concession or relaxation shall be considered).
9. Appointment of selected candidates as per the requirement of the UTIITSL is subject to his/her being declared medically fit and verification of character, antecedents, conviction in any criminal case or filing of any FIR or pendency of any criminal case. Such appointments are liable to be cancelled.
10. The call for personal interviews will be purely provisional without verification of age, qualification, category (SC/ST/OBC) etc. of the candidates.

11. Decision of UTIITSL in all matters regarding eligibility of the Candidate, the stages at which such scrutiny of eligibility is to be undertaken, the documents to be produced for the purpose of interview, selection and any other matter relating to recruitment will be final and binding on the candidate. No correspondence or personal enquiries shall be entertained by the UTIITSL in this regard.
12. Any information or communication with regard to the advertisement related to the position or changes in the minimum requirements, terms & conditions, extension of last date of application, cancellation of the advertisement etc. shall be published on Company's website only. So the candidates must check the Company's website for updated details.
13. Any resultant dispute arising out of this Advertisement shall be subject to the sole jurisdiction of the Courts situated in Mumbai.
14. The candidates shall appear for interview at their expenses and risks and the UTIITSL will not be responsible for any injury / losses etc of any nature.

**CANVASSING IN ANY FORM WILL BE A DISQUALIFICATION**

UTI INFRASTRUCTURE TECHNOLOGY AND SERVICES LIMITED  
CORPORATE OFFICE  
CBD BELAPUR  
NAVI MUMBAI

Vice President - HR