



Date: 13.05.2022

## Invitation For Expression of Interest (EOI)

Indian Institute of Information Technology, Design and Manufacturing, Jabalpur is an Institute of National Importance established in year 2005 by the Ministry of Education (Formerly MHRD), Government of India. The Primary Health Centre (PHC) of IIITDM Jabalpur invites application to hire well experienced **medical consultants** with outstanding medical knowledge and excellent track record. **Medical consultants** are expected to be sympathetic, should have attentive listening skills, and the ability to communicate effectively with the patients. The eligible and interested candidates may express their interest for the following specialisations.

1. Medicine
2. Paediatrics
3. Gynaecology
4. Orthopaedics
5. ENT
6. Gastroenterologist
7. Ophthalmologist
8. Neurologists
9. Dermatologist
10. General Physician
11. Ayurveda
12. Homeopathy
13. Dentist
14. Psychological Counselor
15. Physiotherapist

### Scope of Work:

Institute is having around 2100 students and around 130 regular employees and their families. All students and many employees are residing within the campus and hired medical consultants would be responsible to provide OPD/IPD medical/health consultation and related services time to time.

### Role and Responsibilities of Medical Consultants:

- Address patients' health problems by referring their medical history, carrying out diagnosis, treatment, counseling, and referral, whatever necessary.
- Advice for necessary lab tests and interpretation of test results.
- Keep proper record of patients' information such as examination results, medical history, and test reports.

- Keep update with latest medical developments, treatment, and medication.
- Always maintain confidentiality and impartiality among the patients.
- Explain health issue and prescribe treatments to patients.
- Coordinate and manage with medical professionals in the referral hospitals.
- Promote and organize health awareness programs and activities in the campus.
- To be polite, punctual, proficient and should have strong work ethics.
- Effective communication skills to communicate with patients in Hindi and English

The requisite qualification, experience, remuneration and other details are as below: -

Name of Specialist	Requisite minimum qualification	Experience	Emoluments	Duty hours
Medicine Paediatrics	MBBS AND Medical qualification included in the first or the second schedule or part-II of the third schedule (other than licentiate qualifications) to the Indian Medical Council act, 1956. Holders of educational qualifications included in part-II of the third schedule should fulfill the condition stipulated in section 18(3) of the Indian medical council act, 1956	Five Years professional experience in reputed hospital/body	Negotiable as per qualification and experience	5 days per week and 2 hours per day
Gynecology Orthopedics ENT Gastroenterologist Ophthalmologist Neurologists Dermatologist	AND Completion of Compulsory Rotation in internship AND Preferably MD/MS/Diploma/DNB in the relevant field			2 days per week and 2 hours per day
General Physician (Resident Doctor)	MBBS AND Preferably Post-Graduation in the relevant field			5 days per week full working hours
Ayurveda	BAMS			3 days per week and 2 hours per day
Homeopathy	BHMS			
Dentist	BDS <u>AND</u> Completion of Compulsory Rotation in internship AND Preferably Post-Graduation in the relevant field			
Psychological Counselor	A full time MA (Psychology) from a recognized university or Any graduation degree with full time regular one year diploma in Psychology after graduation. AND Preferably PHD in the relevant field			2 days per week and 2 hours per day
Physiotherapist	Bachelor's degree in Physiotherapy from reputed Institute /University AND Preferably Post-Graduation in the relevant field			

**Duration of Engagement:** Initially for one year and then it could be further extended for two more years, subject to annual reviews.

Interested candidates may submit their application in the duly filled prescribed format as attached herewith at the address mentioned below along with self-attested mark sheets/degrees/testimonials on or before 15.06.2022.

**To**  
**The Registrar,**  
**PDPM-Indian Institute of Information Technology, Jabalpur,**  
**Dumna Airport Road, Post- Khamaria, Jabalpur (M.P.)-482005**

Applications can also be submitted along with supporting documents by email at: **fic.phc@iiitdmj.ac.in**

**Director**



**PDPM**  
**INDIAN INSTITUTE OF INFORMATION TECHNOLOGY, DESIGN AND MANUFACTURING, JABALPUR**

**Application Form for Medical Consultant**

**A: Personal Details**

1.	Specialization (Major/Minor)								
2.	Gender (mark <input checked="" type="checkbox"/> )	Male		Female					
3.	Marital Status (mark <input checked="" type="checkbox"/> )	Married		Single					
4.	Name in Full Underline Surname								
5.	Father's Name								
6.	Address For Correspondence								
7.	Permanent Address (if different from the above)								
8.	Email ID								
9.	Mobile								
10.	Phone No.								
11.	Date of Birth	D	D	M	M	Y	Y	Y	Y
12.	Nationality								
13.	Present Affiliation, Position and Assignment								

**B: Academic Details:**

13. Academic Records starting with high school:

Degree/ Exam	University/ Board/ College	Year	Percentage of marks	Division	Rank(if applicable)
Graduation					
Post- Graduation					
Any other additional					

14.	Total Experience in Year(s) & Month (s)		
15.	Membership of Professional Bodies (if Any)		
15. (i)	Name of Body		
15. (ii)	Name of Body		
15. (iii)	Name of Body		

16. Any other relevant information you may like to furnish (use separate sheet if required)

**Declaration**

I hereby declare that I have carefully read and understood the instructions and particulars supplied to me, and that all entries in this form as well as in the attached sheet(s) are true to the best of my knowledge and belief. I also declare that I have not wilfully suppressed any information. Further if any of the above information found wrong/ incorrect, my candidature will be treated as cancelled at any time. There are ..... enclosures with a total of ..... pages attached along with this form.

Date:

Signature of Applicant

Place:

Name of Applicant





Performa for offering consultancy services  
In response to Expression of Interest for medical consultant

Name:

Qualification

Specialization

Experience:

Current affiliation, position and assignment:

Contact details:

Expected monthly consultancy Charges as per number of days/week mentioned in the EOI:

Name and Sign with date

  