

Advertisement Reference No: GNLU/AD/FP-003/2021**(Walk in Interview)**

Position	Medical Officer (Part-Time)	Date	Thursday, 17 June 2021
Remuneration	₹ 56,100 (Fixed)	Walk in Interview	Monday, 28 June 2021
Department	Administration		

Roles and Responsibilities: Under the overall guidance and supervision of the Director and the Registrar, the incumbent shall perform the following roles and responsibilities;

- (i) Ensure the efficient and accurate delivery of consultation and necessary healthcare to the students and staff at GNLU;
- (ii) Maintain all medical records of the patients on routine basis;
- (iii) Ensure that the first aid and emergency medicines required in the clinic are available at all the times, to meet any urgent medical needs;
- (iv) Report all the matters of importance/seriousness, pertaining to students' healthcare or any general potential hazards at all the times;
- (v) Ensure proper health care to students' from time to time on problems being faced or as and when the circumstances demand through consultation and awareness programs;
- (vi) Provide the details/history of the patient to their parents, if require with prior permission of the University authorities;
- (vii) Comply with occupational health & safety requirements as per the government norms;
- (viii) Overall management and administration of the healthcare centre;
- (ix) Provide guidance and suggestions for improvement of medical facilities on the campus on regular basis;
- (x) Perform any other duties as required to achieve the aims and objectives of the University.

Essential Criteria:

- (i) M.B.B.S. from a recognized Medical Institution;
- (ii) Minimum 5 years of experience in the relevant field;
- (iii) Valid Registration Certificate;
- (iv) Demonstrated ability to present information in clear and logical manner both in writing and by other means.

Highly desirable:

- (i) Experience if any from Higher Education Institutes / University.

Important Notes:

- This appointment is for 364 days.
- The University retains the discretion not to make any appointment to this vacancy, to make an appointment at a revised remuneration, or to make an appointment with a modified job description and to fix revised qualification and requirements.
- The University retains the discretion/right to relax the norms specified in the advertisement for deserving candidates considering their experience and competency.
- Walk in Interview Date: Monday, 28th June, 2021. *Reporting time for walk in Interview: 1130 hrs.* (No candidate shall be considered for walk in interview after 1130 Hrs.)
- Candidates are required to bring three copies of their resume with photograph affixed on all copies, original and one set of photocopy of their Academic certificates, Experience certificate and other documents.

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