

Advertisement Reference No: GNLU/AD/FP-17/2018**(Walk in Interview)**

Position	Medical Officer (Part Time/Full Time)	Date	Monday, 11 June 2018
Remuneration	₹ 40,000 (Fix)* (*May vary depending upon the nature of appointment i.e. part time/ full time)	Walk in Interview	Friday, 29 June 2018
Division	Administration	Requirements:	Educational Qualification, Knowledge, Skills and Experience

Role and Responsibilities: Under the guidance and supervision of the Registrar, the incumbent shall perform the following role 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 3 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 with Educational institutions.

Important Notes:

- **This appointment is for one year duration.**
- **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.**
- **Walk in Interview Date: Friday, 29 June 2018. Reporting time for Walk in Interview: 1400 hrs (No candidate shall be considered for walk in interview after 1400 Hrs.)**
- **Qualified female, reserved category, minority candidates are strongly encouraged.**
- **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, registration certification and other documents.**

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