



# भारतीय विदेश व्यापार संस्थान

INDIAN INSTITUTE OF FOREIGN TRADE

(Deemed to be University)

Autonomous body under Ministry of Commerce & Industry, Govt. of India)

## **Engagement of Medical Consultant (Part-Time) on contract basis with fixed remuneration**

Indian Institute of Foreign Trade (IIFT) is a premier B-School and Deemed University under the Department of Commerce, Ministry of Commerce and Industry, Government of India. IIFT is engaged in teaching and research. MBA (IB) is the flagship programme of the Institute. About 350 students of MBA Programme are staying in three Hostels within the IIFT Campus. In addition, 150 Officers and staff members are working in the Institute. The Institute proposes to engage the services of a consulting physician on part time basis. **The person so engaged will be required to visit the Institute at least one hour on minimum 4 days in a week.** He will be engaged initially for a period of one year, which can be extended on the basis of mutual consent. Accordingly, Applications are invited from eligible candidates for preparing a panel to engage one Medical Consultant on contract basis, with **fixed monthly remuneration of Rs. 55,000/- to Rs. 60,000 per month (depending upon the qualification and experience of the candidate).**

### **The terms and conditions:**

1. Applicant should possess MBBS degree of any recognized university by the Medical Council of India in the allopathic system of medicine.
2. Post graduate degree in General Medicine is desirable.
3. The Applicant should have a minimum of 4 (four) years' experience in any hospital or as Medical Practitioner.
4. The applicants having their own private dispensary or place of residence within a radius of 5 Kms. from the Institute premises at B-21, Qutab Institutional Area, New Delhi-110016 will be given preference.
5. The remuneration of the Medical Consultant on contract basis will be fixed with reference to the actual duty hours performed and experience of the candidate, and will be all inclusive.
6. The Contract for engagement will be initially for a period of one year subject to review every year, which can be extended on such terms and conditions which are mutually agreeable to both the parties.
7. Institute reserves the right to review the service and remuneration from time to time and alter the duty hours at its discretion in case it becomes expedient to suit administrative and operative requirements.

8. Interested and eligible candidates may please make forward their application. The application should be sent in a cover super scribed 'Application for the Medical Consultant (Part-Time) on contract basis

Please use the link [http://docs.iift.ac.in/recruit/solo.asp?jcode=Mc\\_2026](http://docs.iift.ac.in/recruit/solo.asp?jcode=Mc_2026) to apply online latest by **24.03.2026** (Copy & Paste the link in your browser)

### **Selection Procedure**

- (i) The Institute will be conducting an interview for selection of panel to engage One Medical Consultant (Part Time)
- (ii) Selection will be made through interaction with eligible candidates. The Institute reserves the right to raise the minimum eligibility standards etc. in order to limit the number of candidates to be called for interview. The decision of the Institute in this regard will be final. The Institute will not entertain any correspondence with the applicants who are not been called for the interview.

Candidates selected for the post will be appointed subject to acceptance of Terms and Conditions of Contract as per [Annex – I](#) and Code of Conduct as per [Annex - II](#).

## **ANNEX- I**

### **Engagement of the services of Institute's Medical Consultant (Part Time) on contract basis with fixed monthly remuneration**

#### **Terms and Conditions of Contract**

1. To attend to Institute's dispensary at IIFT campus at B-21, Qutab Institutional Area, New Delhi-110016 with prescribed duty hours (or for longer periods as may be necessary) excluding Institute's holidays except days declared as holidays for purposes subject to the condition that the dispensary will not be kept closed for two successive days.
2. The Medical Consultant would be expected to make himself/ herself available for virtual/ telephonic consultation to the students and the staff of the Institute whenever required.
3. To give advice free of charge, prescribe medicines and administer injections free of charge to the Officers and Staff members and students of the Institute. You will be available for consultation at your private clinic in urgent cases in respect of employees/students of the Institute at any time with charges at the rate prescribed in the schedule.

4. To issue certificate in support of leave on medical grounds wherever necessary and countersign the certificates produced by the employees from other qualified medical practitioners, if you are satisfied about the genuineness of the case.
5. If and when required to do so, you will certify in such form as may be prescribed by the Institute from time to time as to the state of health and / or fitness for service of any employee or any prospective employee who may be selected for appointment in the Institute.
6. To inspect the Kitchen, Mess and Canteen area/ office premises/ once a month and report whether they are kept in a sanitary and hygienic condition.
7. To give professional opinion including reasonableness of the cost of treatment pertaining to the various items of medical claims as and when the same are referred to you.
8. The fixed remuneration is payable on a monthly basis. Further, no superannuation benefits viz. Pension, Provident Fund or Gratuity will be payable. No leave would be admissible. No perquisites/ facilities also would be made available.
9. In the event of your absencing from duty, you shall be required to make substitute arrangements acceptable to the Institute, in terms of qualifications and experience at your own risk and cost.
10. You will be under the administrative control of the Registrar, IIFT.
11. Your contract will be valid for a period of one years from the date of engagement subject to your accepting the above terms and conditions and observing the code of conduct of the IIFT as given in [Annex. II](#).
12. The engagement under the contract is temporary. No claim shall lie for regular employment on that basis at any stage or for pay and perks payable to regular employees.
13. The contract will be terminable during the period of the contract on one months' notice on either side
14. In case of cardio-vascular or other major emergencies and accidents, you should accompany the patient to the hospital, if you are available at the location.

**Code of Conduct for Medical Consultant whose services are engaged on contract on fixed remuneration**

1. The Medical Consultant shall observe, comply with and obey all orders and directions which may from time to time be given to him/her by any person or persons under whose jurisdiction, superintendence or control he/she may for the time being be placed.
2. Every Medical Consultant shall maintain the strictest secrecy regarding the IIFT's affairs and the affairs of its constituents and shall not divulge, directly or indirectly, any information of a confidential nature either to a member of the public or of the Institute's Staff, unless compelled to do so by judicial or other authority, or unless instructed to do so by a superior officer in the discharge of his duties.
3. Every Medical Consultant shall serve the IIFT honestly and faithfully and shall use his/her utmost endeavor to promote the interests of the Institute, and shall show courtesy and attention in all transactions.
4. No Medical Consultant may contribute to the press anything relating to the affairs of the IIFT without the prior sanction in writing from the Institute or publish any document, paper, or information which may come into his possession in his capacity as Medical Consultants of the IIFT.
5. A Medical Consultant shall not solicit or accept any gift from any employee.
6. A Medical Consultant shall not absent from his/her duties without the permission from the Institute and making alternate arrangement acceptable to the IIFT during his absence. Such alternate arrangement shall not exceed five days at a time.
7. A Medical Consultant shall not outsource his/her service to the IIFT
8. The contract is liable to be terminated if a Medical Consultant is arrested for debt or on a criminal charge or is detained in pursuance of any process of law.
9. Medical Consultant shall not give, solicit or receive nor shall offer to give solicit or receive, any gift, gratuity, commission or bonus in consideration of or return for the referring, recommending or procuring of any patient for medical, surgical or other treatment. He/ She shall not directly or indirectly, participate in or be a party to act of division, transference, assignment, subordination, rebating, splitting or refunding of any fee for medical, surgical or other treatment.
10. The contract is liable to be terminated in case a Medical consultant commits a breach of the code of conduct of the IIFT mentioned above or the terms and

conditions of the contract which he/she may, for the time being, happen to be; accepted by him/her, displays negligence, inefficiency or indolence, or knowingly does anything detrimental to the interests of the Institute or in conflict with its instructions or is guilty of any other act of misconduct.

\*\*\*\*\*

-Sd-  
(Gaurav Gulati)  
Registrar