INFORMATION AND LIBRARY NETWORK CENTRE

(An Autonomous Inter-University Centre of UGC, Ministry of Education, Government of India)
Infocity, Gandhinagar – 382007, Gujarat

Requirement for Part-Time Medical Consultant (AMO)

ADVERTISEMENT FOR ENGAGEMENT OF PART-TIME MEDICAL CONSULTANT (AMO) ON CONTRACT BASIS

Applications are invited from qualified and registered Medical Practitioners for appointment as **Medical Consultant (AMO)** at INFLIBNET Centre, Gandhinagar, for providing medical consultancy services to the employees of the Centre and their eligible family members, covering approximately 200 beneficiaries.

1. Details of Engagement

Position	Number of Positions	Place of Engagement	Working Days	Working Hours
Medical Consultant (AMO)	One (01)	INFLIBNET Centre, Infocity, Gandhinagar	Monday to Friday	One (01) hour per day, during mutually agreed office hours between 9.30 AM to 6.00 PM

2. Scope of Work and Responsibilities

The selected Medical Consultant (AMO) shall be responsible for the following:

1. Attend to employees of INFLIBNET Centre and their eligible family members for medical consultation during the prescribed working hours.
2. Examine patients, assess their medical conditions and provide appropriate medical advice and treatment.
3. Prescribe medicines and issue prescriptions for necessary treatment, investigations and follow-up consultations.
4. Refer patients to specialist doctors, recognised hospitals or appropriate medical institutions wherever specialised consultation, investigation or treatment is required.
5. Provide guidance on preventive healthcare and general medical matters.
6. To Scrutinise and verify medical reimbursement bills/claims with reference to applicable CGHS/CS(MA) Rules, prescribed rates and Government of India instructions, as applicable.
7. Examine prescriptions, diagnostic reports, hospital bills and supporting documents and certify/recommend admissible medical claims for further processing.
8. Provide medical advice to the Administration on reimbursement and healthcare-related matters, as and when required.
9. Maintain records of consultations, prescriptions, referrals and medical bill scrutiny, ensuring confidentiality of medical information.
10. Perform any other related duties assigned by the Centre within the scope of the engagement.
11. Attend medical emergencies involving employees of the Centre and their eligible family members, irrespective of the prescribed working hours, as and when required.

3. Essential Qualifications and Experience

1. MBBS degree from a recognised University/Medical Institution.
2. Valid registration with the National Medical Commission (NMC) or the concerned State Medical Council.

3. Relevant clinical experience in a recognised hospital, clinic or medical institution.
4. Knowledge of CGHS/CS(MA) Rules and Government medical reimbursement procedures will be an added advantage.

Preference: Candidates having at least five years of relevant post-qualification experience may be given preference.

4. Tenure of Engagement

The initial engagement shall be for a period of **one year** from the date of commencement of engagement. The tenure may be extended, subject to the requirement of the Centre and satisfactory performance, with the approval of the Competent Authority.

5. Remuneration

The consolidated remuneration shall be mutually decided by the Centre, taking into consideration the candidate's qualifications, professional experience and the nature of duties assigned.

6. Terms and Conditions

1. The engagement shall be purely contractual and part-time in nature and shall not confer any right or claim for regular appointment or absorption in INFLIBNET Centre.
2. The Medical Consultant (AMO) shall attend the Centre for one hour per day, from Monday to Friday, at mutually agreed timings during office hours.
3. The Medical Consultant (AMO) shall maintain professional ethics and confidentiality regarding the medical information and records of employees and their family members.
4. The Medical Consultant (AMO) shall discharge the assigned duties diligently and maintain proper records of consultations, prescriptions, referrals and medical bill scrutiny.
5. Termination of Engagement: INFLIBNET Centre reserves the right to terminate the engagement of the Medical Consultant (AMO) at any time by giving 15 days' prior notice, without assigning any reason.
6. The engagement shall automatically come to an end on completion of the contract period unless extended by the Competent Authority.
7. INFLIBNET Centre reserves the right to modify, cancel or withdraw this advertisement or the selection process at any stage without assigning any reason.

7. Selection Procedure

Applications received shall be scrutinised by the Centre. Shortlisted candidates may be called for an interaction/interview, as considered appropriate by the Centre. The decision of the Competent Authority regarding selection shall be final.

8. How to Apply

Interested and eligible candidates may submit their applications along with a detailed bio-data/CV, copies of educational qualifications, valid medical registration certificate and experience certificates to:

To,
Section Officer (P&S)
INFLIBNET Centre, Infocity, Gandhinagar – 382007, Gujarat.
Applications may also be sent by email to: devang**@inflibnet.ac.in**
The application should reach the Centre on or before **25.11.2026**.