NOTICE INVITING EXPRESSION OF INTEREST (E.O.I)

FOR PROVIDING GENERAL PHYSICIAN (DOCTOR) SERVICES

AT NIFT BHUBANESWAR CAMPUS ON RETAINER BASIS

Date: 27.10.2026

1. Introduction

National Institute of Fashion Technology (NIFT), Bhubaneswar invites Expression of Interest (EOI) from eligible medical practitioners for engagement as Part-Time Visiting Consultant Doctor (General Physician) on hourly paid/retainer basis at NIFT Bhubaneswar Campus for providing medical consultation services to the Students, Faculty and Staff of NIFT Bhubaneswar.

2. Essential Qualification & Criteria

- MBBS Degree from a recognized university or equivalent qualification recognized by the competent medical regulatory authority and valid registration with the concerned State Medical Council/medical regulatory authority in Odisha.
- At least ten years of post-registration clinical experience is mandatory.
- Preference will be given to candidates who are enrolled/engaged with other PSUs, autonomous bodies, Government institutions, educational institutions or similar organizations for comparable assignments.
- Retired doctors may also apply, subject to fulfilment of the prescribed qualification, registration and age criteria.
- The age of the applicant as on the date of publication of the EOI should not be more than 70 years.
- The applicant must possess valid registration to practise medicine and shall furnish documentary proof of qualification, registration and experience.

3. Other Terms and Conditions / Scope of Work

The selected Doctor shall be required to visit NIFT Bhubaneswar Campus three days in a week for one hour per visit, on the days and timings as decided by NIFT in consultation with the selected Doctor. The Doctor may also be required to attend the campus for specific assignments, medical emergencies/requirements or additional visits, as may be mutually agreed with NIFT.

The scope of work and roles and responsibilities shall include the following:

- Provide general medical consultation to Students, Faculty and Staff of NIFT Bhubaneswar Campus and issue prescriptions/advice within the scope of professional competence.
- Attend cases of employees on commuted leave and provide medical opinion/certificate, wherever required and professionally appropriate.
- Examine and provide medical opinion regarding medical bills/documents submitted by officials for OPD/IPD reimbursement, wherever such opinion is required. The final administrative/financial admissibility of reimbursement shall remain with NIFT as per applicable rules.
- Review the medical status of students and employees of NIFT Bhubaneswar Campus, wherever required.
- Provide first-aid/initial medical assessment in cases arising on campus and advise/referral to an appropriate hospital/specialist/emergency facility wherever necessary.
- May be nominated as a member of any medical/assessment board constituted by NIFT, including for assessment relating to persons with disabilities, wherever required.
- Maintain appropriate professional records of consultations and prescriptions, as required by NIFT and applicable professional/legal requirements.
- Maintain strict confidentiality of medical information and records of students, faculty and staff coming to the Doctor's knowledge during the course of the assignment.

- Perform such other related medical duties as may reasonably be assigned by NIFT within the scope of the engagement and professional competence.

4. Fee, Additional Visits and Payment

- The applicant shall quote the professional fee per visit of one hour. The quoted fee shall be clearly indicated in the prescribed application format.
- The quoted fee shall be inclusive of all professional charges and other incidental expenses, except statutory deductions, if applicable.
- Any additional visit beyond the scheduled three visits per week shall be undertaken only with the prior approval/requirement of NIFT and shall be payable at the same rate per visit unless otherwise specifically agreed in writing.
- Payment shall be made on a monthly basis against submission of bill/invoice and satisfactory attendance/visit record, subject to applicable statutory deductions and verification by NIFT.
- No separate payment shall be admissible for routine administrative or documentation work connected with the assigned consultation services.

5. Appointment & Tenure

The engagement shall be purely temporary and on retainer basis for a period of one year, which may be extended up to a maximum period of three years including the first year, subject to satisfactory performance, requirement of NIFT and approval of the Competent Authority. Further extension, if any, shall be reviewed at the end of each year.

The engagement is purely contractual/retainer-based and shall not confer any right upon the selected Doctor for regular appointment or employment in NIFT. The Doctor shall not be entitled to any service benefits admissible to regular employees of NIFT, including leave, pension, gratuity, provident fund or any other employment-related benefit.

6. Selection Procedure

Only candidates fulfilling the prescribed eligibility criteria and submitting complete documentary evidence shall be considered for shortlisting. The eligible and shortlisted candidate who quotes the lowest responsive professional fee per visit shall ordinarily be considered for selection, subject to approval of the Competent Authority.

NIFT reserves the right to seek clarification, verify credentials and/or conduct screening/interactions with shortlisted candidates, if considered necessary.

In case of identical lowest quotations, the manner of selection shall be decided by NIFT/Competent Authority.

7. Verification, Conduct and Conflict of Interest

- NIFT reserves the right to verify the educational qualification, medical registration, experience, empanelment and other credentials furnished by the applicant from the concerned authorities.
- Submission of false, incorrect or misleading information, production of forged/fabricated documents or suppression of material facts may result in rejection of the application or termination of the engagement, besides any other action permissible under applicable rules/law.
- The selected Doctor shall immediately inform NIFT of any suspension, cancellation, restriction or change in medical registration or professional licence.
- The selected Doctor shall disclose any actual or potential conflict of interest that may affect the performance of the assignment and shall comply with applicable professional standards.
- The Doctor shall maintain professional conduct and shall comply with the applicable rules, policies and security requirements of NIFT while providing services on campus.

8. Absence, Substitution and Termination

- In case the selected Doctor is unable to attend a scheduled visit, prior intimation shall be given to NIFT as far as practicable. Any substitute doctor shall be permitted only with the prior written approval of NIFT and must fulfil the prescribed qualification and registration requirements.
- Either party may terminate the engagement by giving 30 days' written notice.
- NIFT may terminate the engagement with immediate effect in case of misconduct, breach of confidentiality, submission of false documents/information, loss/suspension of valid medical registration, persistent non-performance, or any other material breach of the terms of engagement.
- Termination shall not affect any liability or obligation accrued before the effective date of termination.

9. Schedule of Selection Process

a. Date of uploading EOI on NIFT Bhubaneswar website: 27.10.2026

b. Last date of receipt of filled-in application: 16.11.2026 up to 5:00 PM.

c. Names of shortlisted candidates, if any, shall be displayed on the NIFT Bhubaneswar website for screening/interaction. Candidates are advised to keep in touch with the NIFT Bhubaneswar website for further updates.

10. How to Apply

Eligible and interested candidates may apply in the prescribed application format at Annexure-A. All relevant documents shall be self-attested and attached with the application. Incomplete applications or applications received after the prescribed date and time shall be liable to be rejected.

The EOI shall be submitted in a sealed envelope clearly superscribed as:

“EXPRESSION OF INTEREST (E.O.I) FOR CONSULTANT DOCTOR ON RETAINER BASIS”

and should reach the office of:

The Director, NIFT, Bhubaneswar Campus, IDCO Plot No.-24, Chandaka Industrial Estate, Patia, Bhubaneswar – 751024, on or before 16.11.2026 by 5:00 PM.

11. Documents to be Enclosed

- Self-attested copy of MBBS degree/certificate and mark sheets, wherever applicable.
- Self-attested copy of valid medical registration certificate/registration number.
- Experience certificates/documents supporting the prescribed experience.
- Details/copies of empanelment/engagement with Government agencies, PSUs, autonomous bodies, educational institutions or other organizations, if any.
- Proof of date of birth/age.
- Identity and address proof.
- PAN details.
- Bank account details/cancelled cheque for payment, if required at the time of engagement.
- Any other document specifically sought by NIFT.

12. General Conditions

- NIFT reserves the right to accept or reject any or all applications, wholly or partly, without assigning any reason thereof.
- NIFT reserves the right to cancel, modify, postpone or withdraw the EOI process at any stage without assigning any reason and without incurring any liability towards the applicants.
- Canvassing in any form shall lead to disqualification.

- All disputes relating to the EOI/engagement shall be subject to the jurisdiction applicable to NIFT Bhubaneswar.
- The selected Doctor shall comply with all applicable professional, statutory and institutional requirements during the period of engagement.

Note:

Director, NIFT, Bhubaneswar will have the sole authority to accept or reject any application, if he/she is satisfied with the cause to do so, without assigning any reason thereof.

ANNEXURE "A"

(To be filled by the concerned Doctor)

VERIFICATION FORM FOR APPOINTMENT OF CONSULTANT / RETAINER DOCTOR FOR NIFT, BHUBANESWAR CAMPUS

1. Name in full (block letters) (the name should be same as in the qualification degree).

_____

2. Father / Husband's Name.

_____

3. Date of Birth.

_____

4. Nationality.

_____

5. Medical Qualification: MBBS / MD / other, if any (Photocopy of certificate/mark sheets should be annexed).

_____

6. Medical Registration Number and State Medical Council/competent authority of registration (Photocopy of registration certificate should be annexed).

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7. Details/copies of empanelment/engagement with other Government agencies/PSUs/autonomous bodies/educational institutions, if any.

_____

8. Name of Medical College and University from where medical degree (Bachelor) was obtained.

_____

9. Name of Medical College and University from where medical degree (Master), if any, was obtained.

_____

10. Specialization, if any.

_____

11. Full Address of Clinic / Medical Centre and date of establishment, if applicable.

_____

12. Present Residential Address in full (including name of Police Station).

_____

13. Permanent Residential Address in full (including name of Police Station).

_____

14. Work experience, if any, in Government Hospital/Government institution.

_____

15. Total work experience (in brief).

_____

16. Details of present/previous professional engagement, if any.

_____

17. Have you ever been arrested, prosecuted or fined by a Court of Law? If yes, give full details.

_____

18. Details of any suspension/cancellation/restriction of medical registration, if any.

_____

19. PAN No.

_____

20. Bank Account Details for payment.

_____

21. Professional Fee quoted per one-hour visit (in figures and words).

_____

DECLARATION

I certify that the above information is correct and complete to the best of my knowledge and belief. I understand that any false statement, concealment of material facts or submission of incorrect/forged documents may result in rejection of my application or termination of the engagement.

I further undertake to comply with the terms and conditions of the EOI and maintain confidentiality of all medical information obtained during the course of providing services at NIFT Bhubaneswar.

Place: _____

Date: _____

Signature of the applicant: _____

(With Stamp)

Name: _____