



गृह मंत्रालय
MINISTRY OF
HOME AFFAIRS

राष्ट्रीय विधि विज्ञान विश्वविद्यालय, धारवाड कैंपस
राष्ट्रीय न्यायालयिक विज्ञान विश्वविद्यालय, धारवाड कैम्पस
National Forensic Sciences University, Dharwad Campus
(An Institution of National Importance Ministry of Home Affairs,
Government of India)



EXPRESSION OF INTEREST (EOI) FOR VISITING MEDICAL CONSULTANTS AT THE WELLNESS CENTRE, NFSU DHARWAD CAMPUS ON REQUIREMENT BASIS

Important Information and Dates

Description	Details
EOI Invited by	National Forensic Sciences University, Dharwad Campus
EOI No.	NFSU/Dharwad/EoI/MS/2025 Date 09/07/2025
EOI information available at	https://dharwad.nfsu.ac.in/
Date of EOI Publication	14/07/2025
Last date for submission of Proposal:	31/07/2025
Date of opening of the Proposal	01/08/2025
Online Link	https://form.jotform.com/admin_dharwad/vmc



National Forensic Sciences University, Dharwad Campus invites Expression of Interests (EOI) from the medical practitioners as Part Time Visiting Consultant Doctor (General Physician), on hourly paid and temporary retainer-ship basis, for NFSU Dharwad Campus for providing consultation services in the campus to the Students, Faculty & Staff of NFSU Dharwad Campus.

ESSENTIAL QUALIFICATION & CRITERIA: -

- **Educational Qualification:** The candidate must possess an MBBS degree from a recognized university or equivalent qualification, duly recognized by the Medical Council of India (MCI).
- **Experience:**
 - a) A minimum of ten (10) years of professional experience in medical practice is mandatory. Experience in handling medical claims shall be considered essential.
 - b) Preference shall be extended to practitioners currently empanelled with Public Sector Undertakings (PSUs), Autonomous Bodies, or Educational Institutions for similar assignments.
- **Registration:** The candidate must hold a valid registration with the Medical Council of India and be duly registered with the Karnataka Medical Council.
- **Retired Medical Practitioners:** Retired government/PSU doctors fulfilling the above criteria are also encouraged to apply.

TERMS AND CONDITIONS:

1. The empanelled medical consultants shall be **required to visit the NFSU, Dharwad Campus**, as per the scheduled frequency mentioned below:

Sr. No	Particulars	Frequency
01	Doctor (Male)	3 days in a week
02	Doctor (Female)	1 day in a week preferably Saturday or Sunday

2. The engagement shall be **purely temporary** and on a **consultancy basis**, and no claim for regular appointment or absorption into any **permanent or sanctioned post** at NFSU Dharwad Campus shall be entertained.
3. The NFSU, Dharwad Campus, reserves the right to reject any or all EOIs without assigning any reason thereof. No correspondence in this regard shall be entertained.
4. The university also reserves the right to **terminate the services** of the consultant **at any point in time**, without assigning any reason, in case the performance is found to be unsatisfactory.
5. The contract is terminable by either side by giving one months' notice in writing. No reasons would be assigned for such terminations.
6. **No other allowances**, benefits, or facilities shall be admissible apart from the **approved remuneration per visit**.
7. All consultations and records shall be **maintained confidentially**, and the data collected in the course of consultations shall not be disclosed to any unauthorized person or agency.



SCOPE OF WORK & RESPONSIBILITIES:

The empanelled medical consultants shall be required to:

- Function as **Authorized Medical Attendants** of NFSU Dharwad Campus and issue appropriate prescriptions to all individuals seeking medical advice.
- Attend to medical cases of employees on **commuted leave** and provide necessary medical certificates thereof.
- Examine and **verify medical claims and bills** submitted for OPD/IPD reimbursements.
- Regularly **review the medical health status** of students and staff and maintain appropriate documentation.
- Advise on **preventive health measures** and assist in health awareness programs organized at the Wellness Centre.
- Be available for **emergency medical consultation**, if required, during their scheduled visits.

APPOINTMENT & TENURE: -

- The appointment shall be made on a **temporary and hourly-paid basis** for an initial period of **one (1) year**, which may be **extended up to a maximum of three (3) years**, including the first year.
- **Continuation beyond each year** shall be contingent upon **satisfactory performance**, as evaluated by a competent authority.

DOCUMENTS REQUIRED FOR SUBMISSION:

Applicants must submit the following documents along with the EOI:

- Updated Curriculum Vitae (CV) with a recent passport-size photograph
- Self-attested copies of educational qualifications and registration certificates
- Proof of relevant experience, especially in handling medical claims
- Copy of Aadhaar Card and PAN Card
- Quotation per visit to be submitted in online form

SELECTION PROCEDURE:

- The EOIs received shall be **scrutinized by a duly constituted committee**, considering the educational qualifications, relevant experience, and quoted consultation fee.
- Shortlisted candidates may be called for **interaction/interview**, if deemed necessary.

SUBMISSION OF EOI:

Interested and eligible candidates are requested to submit their **Expression of Interest (EOI)** along with the required documents through the link provided below or by post to the address mentioned in the notification.

Online link: https://form.jotform.com/admin_dharwad/vmc

For further information kindly contact admin_dharwad@nfsu.ac.in

Annexure 1

To,

The Campus Director,
National Forensic Sciences University,
Dharwad Campus

Respected Sir,

Sub: Expression of Interest (EOI) for the engagement as Medical consultant Ref:
IAV EOI No: NFSU/Dharwad/EoI/MS/2025 Date 09/07/2025

With reference to the subject, I am enclosing my irrevocable Expression of Interest (EoI) for the engagement as Medical consultant. I hereby declare that I have carefully read and understood the above referred EoI document contents stated there in including terms & conditions, nature of requirement and eligibility criteria and accordingly I am showing my interest for providing the said service.

Thanking you,

Yours sincerely

Name:

Signature:

Annexure 2

To,
The Campus Director,
National Forensic Sciences University,
Dharwad Campus

Respected Sir,

Sub: Declaration for not been barred/ blacklisted/ disqualified

I hereby declare that as on date....., I have not been barred/
blacklisted/ disqualified by any Regulatory/ statutory Body from functioning as
Medical Consultant.

Name:

Signature:

Date:

Place:

Annexure 3

To,
The Campus Director,
National Forensic Sciences University,
Dharwad Campus

Respected Sir,

Subject: Submission of Financial Bid – Charges Per Visit – Reg.

With reference to the above-mentioned subject, it is kindly submitted that the consultation charges proposed per visit are as follows:

Consultation Charges (Per Visit):

The above charges are hereby submitted for your kind consideration and necessary action.

Name:

Signature:

Date:

Place: