



Ref. Advt. No.: NIDH/GA/18/01/31/23-24/5774 dated 26.10.2023, published in Employment news on 04.11.2023

NOTICE

Information and procedures for the candidates applying in response to the advertisement for appointment of Visiting Medical Officer (On Contract) at NID Haryana.

About the Institute:

The National Institute of Design Haryana is an Institution of National Importance set up by the Department for Promotion of Industry and Internal Trade (DPIIT), Ministry of Commerce and Industry, Government of India, for design education, training, research and consultancy services. The Institute is located at Umri, Kurukshetra in Haryana and is offering four- year full time B. Des (Bachelor of Design) program in three major disciplines, namely, Industrial Design, Communication Design and Textiles & Apparel Design since academic year 2016-17.

The Institute invites applications from eligible Indian Nationals for filling up the temporary position of Visiting Medical Officer on contract basis against consolidated pay, as per details given below:

The last date for receipt of applications in prescribed format is 04th Dec. 2023.

Name of Post	No. of Posts	Eligibility Criteria	Consolidated Pay	Upper Age Limit
Visiting Medical Officer (On Contract)	01	Educational and other qualifications required: - MBBS Degree or higher qualification included in any one of the Schedules to the Indian Medical Council Act, 1956 (102 of 1956) and must be registered in a State Medical Registrar or Indian Medical Registrar.	Rs. 30,000/- per month	Preferably below 62 years

Task and Responsibilities	<ul style="list-style-type: none"> a. to examine & treat patients. b. verification of medical bills received as submitted by the institute administration and confirming the eligibility as per extant rules. c. maintenance of health records of employees & students, d. issue of Medical and Fitness certificates, e. verifying pre-employment medical reports, f. handling medical emergencies at any time of the day, provide First-Aid treatment in case of accidents, follow up treatment with hospitals where students, employees or their officially approved dependents are referred/ admitted. g. to help the Institute empanel with the super speciality hospitals h. any other duties as assigned from time to time.
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Other details:

1. The above post is on contract for a period of 11 months on a consolidated pay per month basis as indicated, which may be extended further on mutual agreement. The contract may be terminated by either side by giving one month's notice.
2. Duty Hours shall not be less than one hour on a daily basis preferably in the Forenoon at the Institute on all 06 six days in a week (Monday to Saturday) except National Holidays.
3. Application Process: - The aspiring applicants satisfying the eligibility criteria in all respects can submit their applications by sending scanned copy of prescribed application form (Annexure-1) along with documents mentioned in form through e-mail to recruitment@nidh.ac.in
4. For any query regarding online submission process, kindly e-mail to recruitment@nidh.ac.in
5. Candidates serving in Govt. organizations (Central/State) as regular/temporary/contract should furnish a No Objection Certificate from the employer.
6. Applicants who have regular practicing experience in reputed institutions will be given preference.
7. The prescribed essential qualifications/experience indicated in the advertisement are bare minimum and mere possession of the same will not entitle the candidates to be shortlisted for interview. The candidates with higher qualification and relevant experience of longer duration in required field shall be given preference.
8. Shortlisted candidates to be called for Interview will be informed through e-mail. No TA / DA will be paid for attending the interview.
9. The Institute may relax the eligibility criteria in case of deserving candidates.
10. The Institute reserves the right to shortlist limited candidates among the eligible candidates as per advertised criteria, increase or decrease the number of posts, not to make recruitment to any post(s), to shortlist candidates for **test/ interviews** and to accept or reject any application

at any stage without assigning any reason.

11. The Institute reserves the right to postpone/reschedule/cancel the whole procedure of recruitment without assigning any reason, whatsoever.
12. Date of interview will be notified to the applicants later on through the website and personal email.

Chief Administrative Officer I/c

National Institute of Design Haryana
Institute of National Importance under the DPIIT Ministry of
Commerce & Industry, Government of India
NH-44, Umri, Kurukshetra, Haryana-136131

[Annexure-I](#)

[Application form for Visiting Medical Officer \(on Contract\):](#)

- 1) Full Name
- 2) Date of Birth
- 3) Gender
- 4) Nationality
- 5) Category Gen/SC/OBC/ST/EWS/PWD
- 6) (a) Mother's Name

- (b) Father's Name
- (c) Spouse Name
- 8) Postal Address for correspondence

- Pin Code
- Mobile No
- Aadhar No.
- 9) Permanent address

Form No:

(To be filled by office)

Space for Photograph

Telephone No

Email

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- 10) Academic Qualifications: (i) Please attach self-attested copies of certificates
(ii) Give particulars in a chronological order starting with Metric.

Name of Degree	Name of Board/ University/ Institute	Mode (Regular/ Part Time/ Correspondence/ Online)	Subject/ Specialization	Year of Passing

- 11) Details of Experience (Give particulars in descending chronological order starting
with the present position. If space is insufficient, attach separate sheet).

- (i) Please attach self-attested copies of certificates

Name and Address of Organization	Total Monthly Remuneration/ Honarium received	Nature of Consultancy services provided	Period of Engagement	
			Date from	Date To

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12	Additional information, if any, which you would like to mention in support of your suitability for the post. (This among other things may provide information with regard to (i) additional academic qualifications (ii) professional training and (iii) work experience over and above prescribed in the Advertisement) (Note: Enclosed a separate sheet, if the space is insufficient).	
13.	Minimum Two References (preferably present or previous Reporting Officers) with email id's and contact details:	

14. Declaration:

I have carefully gone through the advertisement and I am well aware of the terms and conditions of the process. I, further, declare that the information/particulars furnished by me are true and nothing has been hidden.

Date:

(Signature of the Candidate)

Name of the Candidate: