



**ARUN JAITLEY NATIONAL INSTITUTE OF FINANCIAL MANAGEMENT
SECTOR-48, PALI ROAD
FARIDABAD.**

Arun Jaitley National Institute of Financial Management (AJNIFM), Faridabad invites applications from eligible and qualified medical professionals for engagement of Authorized Medical Attendant (AMA) on a contractual basis.

1. Name of the Post: Part-Time Authorised Medical Attendant (AMA)

2. Number of Post: 01 (One)

3. Essential Qualification:

MBBS degree from a recognized University/Institution /or preferably MD in Medicine.

The candidate must be registered with a recognized Medical Council of India/State Medical Council.

4. Experience (Desirable):

- Minimum 1–2 years of post-qualification experience in a reputed hospital/clinic.
- Experience in handling general outpatient care and primary healthcare services will be preferred.

5. Nature of Engagement:

- Purely on part-time and contractual basis.
- The selected candidate will be required to attend the Institute for 1–2 hours per day, 5 days a week (Monday to Friday).
- The timing may be fixed in consultation with the Institute authorities.
- Candidates having a clinic within 3-kilometre radius of the Institute will be given preference.

6. Remuneration:

- A consolidated remuneration of Rs.60,000/- (Rupees Sixty Thousand only) per month.
- Rs.500/- towards transport charge per day will be paid

7. Duties and Responsibilities:

- Provide primary medical consultation to AJNIFM Employees, Participants, and their Dependent Family Members .

- Attend to minor ailments and provide first aid treatment.
- Maintain basic medical records/registers as required by the Institute.
- Provide medical advice and referrals in case of specialized treatment.
- Handle any medical emergency within the Institute premises during duty hours. After duty hours, if required, services/consultation shall be provided at his/her clinic.
- Ensure availability during notified working hours and maintain punctuality.

8. Tenure of Engagement:

- The engagement will be initially for a period of **one year**, which may be extended based on satisfactory performance and requirement of the Institute.
- The engagement can be terminated at any time by either side by giving one month's notice or remuneration in lieu thereof.
- Selected candidate cannot have any claim whatsoever for regular appointment in AJNIFM.

9. General Terms & Conditions:

The engagement is purely contractual and will not confer any right for regular appointment in the Institute. The selection Medical Officer / AMA is required to visit AJNIFM campus for 05 (Five) a week from Monday to Friday for 01-to 02 hours. If required he / she will have to attend to the emergent cases even in odd hours as well as he / she will have to give consultation free of cost at his / her clinic to the all the members of AJNIFM Employees, Participants and their family members.

The Institute reserves the right to modify, cancel, or withdraw this vacancy notice without assigning any reason.

Last Date for Receipt of Applications: 22.05.2026

11. Selection Procedure:

- Selection will be based on interaction.
- The Institute reserves the right to shortlist candidates.

10. How to Apply:

Interested candidate may submit application along with detailed CV, self-attested copies of educational qualifications certificates, medical council registration certificate, and experience certificates etc. to Prof. (Dr.) Brajesh Kumar, Faculty In-Charge (Administration), Arun Jaitley National Institute of Financial Management (AJNIFM) Sector-48, Pali Road, Faridabad – 121001, Haryana

[Prof. (Dr.) Brajesh Kumar]
Faculty In-Charge (Administration)