



INSTITUTE OF ADVANCED VIROLOGY
Bio 360 Life Sciences Park, Thonnakkal
Thiruvananthapuram-695317

EXPRESSION OF INTEREST (EOI)
FOR EMPANELMENT OF REGISTERED
MEDICAL PRACTITIONER
AS MEDICAL CONSULTANT

EOI No: IAV/304/HR/2022-2 dated: 28.10.2024

INSTITUTE OF ADVANCED VIROLOGY(IAV)

NOTICE INVITING EoI

Institute of Advanced Virology (IAV) which was established in 2019 at Bio 360 Life Sciences Park, Thonnakkal, Trivandrum is an autonomous institute under Science and Technology Department, Government of Kerala. This Institute is envisioned as an institute of global standards with most modern laboratories focusing research, diagnosis and management of emerging and re-emerging infectious viral diseases.

IAV invites Expression of Interest (EoI) from registered and experienced medical practitioners for appointment as Medical Consultant. The consultant appointed are expected to carry out the verification of the medical claims submitted the employees of Institute under the group medical insurance scheme for its authenticity and admissibility. The EOI related documents can be downloaded from the Institute website www.iav.kerala.gov.in

Those interested may submit their proposals/ EoI in sealed envelope to the “The ADMINISTRATIVE OFFICER, INSTITUTE OF ADVANCED VIROLOGY, Bio 360 Life Sciences Park Thonnakkal, Trivandrum, Kerala – 695317 on or before 14th November 2024. The important dates are as follows:

1	Date of publication of EoI	28 th October 2024
2	Last date of submission of EoI	On or before 17.00hrs, 14 th November 2024
3	Date & Time of opening of EOI application	15 th November 2024 at 10.00 hrs.

S/d
Director

Eligibility Criteria: - Interested applicants must fulfill the following criteria:

1. Educational Qualification –MBBS/ MD in General Medicine
2. Experience - Minimum 10 years' experience in the government health care sector.
Knowledge of handling of medical claims
3. Registration - Must have valid registration with Medical Council.

Application Process

Interested persons can submit their application for empanelment with the following documents:

1. Application in the prescribed format as per Annexure 1.
2. Detailed Curriculum vitae (CV)
3. Copies of academic and professional qualifications.
4. Proof of registration with Medical council
5. Experience certificates
6. All other documents in support of the application.

Terms & Conditions

1. The selection of the consultant is entirely at the discretion of IAV based on the requirement and as per the criteria set in this EoI.
2. IAV has the solemn right to review the credentials submitted along with the EoI submitted by the applicant.
3. IAV is not liable for any cost incurred in connection with the preparation of EoI by the applicants.

4. IAV reserves the right to reject any or all EoI without any reason.
5. The applicants have no authority to modify, alter delete or withdraw proposal after the submission.
6. IAV has the right to terminate the assignment of selected Medical consultant in case if the performance is not satisfactory.
7. The tenure of the service for the selected Medical consultant will be initially for a period of one year, which may be further extended based on performance of the consultant and Institute requirement. The contract can be terminated at both ends by giving one month notice period.
8. Prior to the deadline of submission of Proposal, IAV reserves the right to modify the EoI by the way of amendments and shall be posted on the website of IAV and will be binding to all applicants. Prospective applicants hence must visit the website before final submission of proposal. IAV may extend the timelines to accommodate and allow for reasonable time to respond for such amendments, solely at its discretion.
9. If the last day of submission of Proposal is declared as a holiday by Act or any circumstance beyond the control of the Institute, the next working day will be deemed to be the last day for submission of the EOI.
10. The application which is submitted after last date and time will not be considered.

Annexure-1

To,

**The Director
Institute of Advanced Virology**

Sub: Expression of Interest (EOI) for the engagement as Medical consultant

Ref: IAV EOI No: IAV/304/HR/2023-2 dated 28.10.2024

Dear Sir.

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:

Format

1	Name	
2	Communication Address with Phone No & E Mail Id	
3	Age / Date of Birth	
4	Qualification	
5	Medical Council Registration No	
6	Details of Experience	
7	Expected Consolidated fee per month	
8	Any other details wish to be disclosed	

Place:

Name & Signature

Date:

Annexure-2

To,

**The Director
Institute Of Advanced Virology**

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.

**Date:
Place:**

**Signature:
Name:**