



**State Program Management Unit**  
**Delhi State Health Mission**  
 A & B-Wing, 6<sup>th</sup> Floor, Vikas Bhawan-II,  
 Civil Lines-Delhi-110054

F. No. F1-19/3/2016-Estt./

Dated:-14/01/2015

**ADVERTISEMENT FOR ENGAGEMENT OF HOSPITAL MANAGERS &  
 ASSISTANT HOSPITAL MANAGERS ON CONTRACTUAL BASIS**

Delhi State Health Mission (DSHM) invites applications for contractual engagements of following posts in State Health Society (Delhi)/Integrated District Health Societies in the prescribed format:

Post Code	Name of Posts	No of vacancy
1	Hospital Manager	29 (26-General & 3-OBC)
2	Assistant Hospital Manager	39 (31-General, 6-OBC & 2-SC)

The engagement will be purely on contract basis initially for a period of 1 year. Renewal of the contract shall be strictly on the basis of performance appraisal.

**Important Instructions:**

1. Last date for receiving of application at SPMU, 6<sup>th</sup> Floor, B wing, Vikas Bhawan-II, Civil Lines, Delhi-110054 on 05/02/2016 at 5 P.M. Applications received after the last date and time, will be rejected.
2. One application will be considered for one post only.
3. No TA/DA will be paid for attending the interview.
4. Applications are required to be submitted in prescribed format. Application format is attached below.
5. Recruitment Rules for the above posts (Academic qualification, Experience, Remuneration, Age, etc.) are annexed below.
6. **Mandatory:** Full particulars along with postal address with PIN Code, E-mail, Contact No., Two passport size photographs and self attested copies of Marks sheets, Certificates of Educational Qualifications (from 10<sup>th</sup> standard onwards) & Experience Certificates (current working experience certificates also) should be attached with the application.
7. The application should be submitted By Hand in the drop box OR By Post at the address given above.

**Note:** A Separate application along with documents etc. should be submitted if applying for more than one category of post.

8. Relaxation for SC/ST /Ex-Servicemen and Physically Handicapped will be given as per Government guidelines, subject to submission of Caste/Disability/Discharge Certificate in the prescribed form from Appropriate Authority in support of his/her claim
9. **Mandatory:** Original documents of Marks sheets/Certificates (from 10<sup>th</sup> standard onwards) & experience certificates (current working experience certificates also) in support of academic qualifications and work experience should be brought at the time of interview.
10. DSHM reserves the right to change the number of vacancies, withdraw the process in full or part and also has right to reject any or all applications received without assigning any reasons or giving notice.
11. The decision of the Chairman SHS (D), regarding selection of the candidates will be final and no representation shall be entertained in this regard.
12. Information for interview will be provided through website [www.dshm.delhi.gov.in](http://www.dshm.delhi.gov.in)
13. Name and Code No. of the post should be clearly stated in the application and on the envelope.
14. Applications received in DSHM Office after the last date will not be considered. The DSHM will not be responsible for any postal delay.
15. DSHM has the right to reject any application, if found improper or having misleading information.
16. The candidates should not have been convicted by any court of law.
17. In case of any dispute, legal jurisdiction will be Delhi only.

## RECRUITMENT RULES

<b>S. No.</b>	<b>Name of the Post</b>	<b>Qualification &amp; Experience</b>	<b>Maximum Age</b>	<b>Monthly Remuneration</b>
1	Hospital Manager	MBA in Health / Hospital Administration from regular institute with 5 years of Post Qualification experience of working in a 50 bed hospital.	40 Years	Rs.1,00,000/-
2	Assistant Hospital Manager	MBA in Health / Hospital Administration from regular institute with 3 years of Post Qualification experience of working in a 50 bed hospital	35 Years	Rs.60,000/-

## JOB RESPONSIBILITIES

S. No	Name of the Post	Job Description
1	Hospital Manager	<p><b>Administrative and Management Tasks</b></p> <ul style="list-style-type: none"> <li>• Overseeing the day-to-day management and administration</li> <li>• Managing premises / catering / cleaning / security.</li> <li>• Co-ordinate with various department so that the flow of work is carried out in smooth and orderly manner.</li> <li>• Organize, direct, control and coordinate medical and non medical services in relation to policies set by organisation</li> <li>• Managing clinical, professional, clerical and administrative staff.</li> <li>• Identify the areas of improvements in each department and improve the process and standards.</li> <li>• Prepare SOP's for all departments.</li> <li>• Implement new policies and directives.</li> <li>• Provide suggestions to the MS for revision in policies based on experience</li> <li>• Liaising with medical and non-medical staff internally (often at the most senior levels) and with people in external organisations.</li> <li>• Capable of training the Hospital staff for implementing the process and standards.</li> <li>• Disciplinary grievance handling, patient handling relating issues, biomedical waste management, other related responsibilities.</li> </ul> <p><b>Medical Tasks</b></p> <ul style="list-style-type: none"> <li>• Be responsible for implementation of all clinical protocols and processes.</li> <li>• Working towards ensuring quality for patients.</li> <li>• Capable of taking the existing standards to next few levels above.</li> </ul> <p><b>Monitoring</b></p> <ul style="list-style-type: none"> <li>• Gathering and analysing data and using it to plan and manage both projects and systems;</li> <li>• Review performance of different processes regularly and strive for improvements in process. To be able to measure, monitor and help improve performance of each department.</li> <li>• Establish and maintain effective work procedures, review, assess and identify coaching &amp; training needs to provide staff with necessary skills and knowledge.</li> </ul> <p>They will function under overall guidance of Medical Superintendants of the hospital</p>

S. No	Name of the Post	Job Description
2	Assistant Hospital Manager	<p><b>Administrative and Management Tasks</b></p> <ul style="list-style-type: none"> <li>• Assist the Hospital Manager in implementation of all clinical protocols and processes.</li> <li>• Assist the Hospital Manager in day-to-day management</li> <li>• Managing premises / catering / cleaning / security.</li> <li>• Assist the Hospital Manager in co-ordinating with various department so that the flow of work is carried out in smooth and orderly manner.</li> <li>• Manage clinical, professional, clerical and administrative staff.</li> <li>• Identify the areas of improvements in each department and improve the process and standards.</li> <li>• Assist the Hospital Manager in prepare SOP's for all departments.</li> <li>• Implement new policies and directives.</li> <li>• Liaising and negotiating with medical and non-medical staff internally (often at the most senior levels) and with people in external organisations.</li> <li>• Support Hospital Manage in disciplinary grievance handling, patient handling relating issues, biomedical waste management, other related responsibilities.</li> </ul> <p><b>Medical Tasks</b></p> <ul style="list-style-type: none"> <li>• Working towards ensuring quality for patients.</li> <li>• Support hospital manager in Be responsible for implementation of all clinical protocols and processes.</li> </ul> <p><b>Monitoring Tasks</b></p> <ul style="list-style-type: none"> <li>• Support to gather and analyse data.</li> <li>• Support in review of performance of different processes regularly and strive for improvements in process. To be able to measure, monitor and help improve performance of each department.</li> <li>• Support to establish and maintain effective work procedures, review, assess and identify coaching &amp; training needs to provide staff with necessary skills and knowledge.</li> </ul> <p>They will report to hospitals manager and function under overall guidance of Medical Superintendants of the hospital.</p>

## APPLICATION FORM

Paste recent  
passport size  
photograph

Code No. \_\_\_\_\_

Post applied for \_\_\_\_\_

1. Name of Applicant: \_\_\_\_\_
2. Father's/Spouse Name: \_\_\_\_\_
3. Date of Birth: \_\_\_\_\_
4. Whether SC/ST/OBC/PH/Ex-serviceman: \_\_\_\_\_
5. Educational Qualification & Experience: \_\_\_\_\_

S. No.	Academic / Professional Qualification	Name of Institution	University	Course Duration / Yr. of passing out	% of Marks (Mandatory)

### Experience

S. No.	Designation	Name of Institution / Employer	From - To	Field of Experience	Salary Drawn

6. Mailing Address: \_\_\_\_\_
7. Permanent Address: \_\_\_\_\_
8. Phone (R) \_\_\_\_\_ (M) \_\_\_\_\_
9. Email Address: \_\_\_\_\_
10. **Mandatory:** Self Attested documents attached: (a) Marks sheets ( ) ;(b) Certificate/Degree/Diploma ( ) ; (c) Certificate of Registration ( ) ; (d) Experience ( ) ; (e) Age Proof ( )\* ; (f) any other ( )
11. Undertaking:

I hereby certify that all the information given above is true to the best of my knowledge. If any of the above information is found to be incorrect at a later stage, I shall be liable to be disqualified/ removed from the service after selection.

**Date:**

**Place:**

**(Signature of the candidate)**

\* Crucial date for determining the age of the Candidate shall be the last date of receipt of applications i.e. 05/02/2016 by 5 PM.