

Manager Human Resource: 1 Post

Job Description:

- Recruitment and selection – Execute and manage the recruitment and selection process of faculty, nurses and other staff and also train line managers in set periodic assessment procedures.
- Learning and development – Employee orientation, implement and monitor effectiveness of training programs, appraisal and reward systems.
- Human resources policy – develop, implement and maintain human resources policies across Hospital and Medical College, including training programs to educate and promote awareness of regulatory compliance.
- Reporting and management of human resources metrics – produce reports on key metrics, including remuneration and benefits, absenteeism and turnover of Staff (Hospital and Medical College).
- Claim Handling.
- Labour Mediation.
- Look after administrative matters concerning faculty and staff in HIMSR.
- Other related additional responsibilities.

Qualification Required:

- PG in Human Resource Management from a reputed Business School/ University.
- Graduate Company Secretaryship post graduation as desirable qualification.

Experience Required:

- 7-10 years in Healthcare Industry Sector, Medical College/ Hospitals having > 300 IPD beds and 30 critical care beds.
- Should be proficient with Hospital Information System operation (HIS).

Upper Age Limit:

- 45 years.

Consolidated Annual Salary (₹): 12-15 lakh

Manager Purchase & Material Management: 1 Post

Job Description:

- Plan, prepare and process purchase requisitions of capital and consumable goods.
- Prepare and update from time to time vendor lists for non-consumable and consumable purchases.
- Maintain records of goods ordered, received and maintained in hospital and Medical College departments.
- Keep a constant check on stock levels of consumables etc.
- Conduct research to ascertain the best products and suppliers in terms of the best value, delivery schedules and quality.
- Liaise between suppliers, manufacturers, relevant internal departments and customers.
- Negotiate and agree contracts, monitoring the quality of services provided
- Coordinate/process payments and invoices.
- Control purchase department budgets.

Qualification Required:

- Should hold a post graduate degree with a diploma in Material Management and experience of Capital Investment Purchase for Hospitals.
- Masters in Hospital Administration will be a preferable qualification.

Experience Required:

- 7-10 Years relevant experience. Should be comfortable with less paper/ paperless operations using relevant software packages.

Upper Age Limit:

- 45 years.

Consolidated Annual Salary (₹): 12-15lakh

Executive Engineer (Electrical): 1 Post

Job Description:

- Overall In-charge of Engineering Department in HIMSR.
- Responsible for Electrical maintenance of critical care and other regular facilities of the hospital buildings.
- Prepare plans, estimates and supervise new work.
- Responsible for control of energy consumption and conservation.
- Responsible for providing professional engineering inputs to comply with regulatory and accrediting requirements at the hospital buildings.
- Provide engineering review and guidance on assigned technical programs. The programs typically include maintenance of structures, grounds, and associated equipment and operations of heating and air conditioning plants, water and sewerage treatment plants etc. and review these programs to assure compliance with published guidelines and good engineering practice. Deficiencies identified must be corrected or programmed for funding.
- To actively participate in formal and informal management sessions, including policy review and advisory boards or committees whose functions are not limited to engineering concerns.
- For the institutional construction project he/she will coordinate with the Architects, their Sub-Consultants and Project Management Consultants to ensure that works are executed properly as per contracts and as per time schedule. He/she will process cases referred by Consultants for decision by the top management.
- To inspect electrical works under execution and carryout percentage check of measurement of works and quality as per set project norms.
- Analyze survey reports, maps, drawings, blueprints and other data to plan projects and prepare reports.
- Official will be responsible to execute works of the Institute and its associated hospital to be taken up departmentally and for maintenance of electrical installations/systems viz. substations, with procurement of material and machinery for speedy and economic execution of works, and implementation of the terms of contracts entered into with contractors/ suppliers; and perform other related duties and special projects as assigned or directed.
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Qualification Required:

- B.Tech /B.E degree in Electrical Engineering from a recognized Institution.
- Post Graduate Degree in electrical engineering or PG Diploma in electric/energy management would be desirable.

Experience Required:

- 6- 7 years of experience in relevant field and previously worked as Assistant Executive Engineer in an organization of repute. Experience in solar energy production will be desirable.

Upper Age Limit:

- 50 years.

Consolidated Annual Salary (In ₹): 12-15 lakh

Manager Information Technology: 1 Post

- Supervision and operation of the IT infrastructure and operating systems in hospitals attached to HIMSR.
- Development of the IT operating system and its maintenance to facilitate the smooth functioning of the hospital services.
- Testing and continuous monitoring of the networks to ensure integrity of the system put in place.
- Training of the staff to use the system. Planning of the budget for system and proposing it to higher authorities for approval.
- Coordination with other departments and taking their inputs to improve the existing system and technology.
- Regular meeting with higher authorities for any updates in the IT actions.
- Troubleshooting the problems related to network and IT department.
- Ensuring smooth change over from the existing system to a changed management.
- Orientation of new staff to optimally use the provided technology.
- Planning of the budget for the system and proposing it to higher authorities for approval.
- Manage and operate HMIS to its optimal capacity..
- Other additional related responsibilities.

Qualification:

- B-Tech in Computer Science from a highly reputed engineering college.
- Masters in IT/CS as desirable qualification.

Experience:

- 6- 10 years of relevant experience of operating and maintaining hospital information systems and networking.
- Experience of managing HMIS of a teaching Hospital.

Upper Age Limit:

- 45 years

Consolidated Annual Salary (₹):12-15 lakh

Nursing Superintendent: 1 Post

Job Description:

Administrative

- Planning, Implementing and monitoring of the goals and objectives of nursing services in large hospitals attached to medical college.
- Regular review of the census and performance of all the nursing staff and reporting the same to the higher authority.
- Regularly conduct induction program for groups of newly recruited nursing staff.
- Member of the infection control committee and develop policies primarily to prevent infection in the hospital.
- Member of the medical audit committee and check the appropriateness of the medical records in context to nursing.
- Recommend material and personnel requirements in the departments, wards and critical facilities in the hospital.
- Member of the pharmacy and therapeutic committee and coordinate the changes in the formulary to the nursing staff.
- Regular meetings with MS and Dean to deliver reports of the nursing status in the hospital.

Public Relations:

- Manage cordial atmosphere of optimal utility of nursing ward attendants in hospital.
- Liaison with the MS and the Nursing Staff
- Coordinate and supervise the nursing services in the hospital.
- Address the grievances of the nursing staff and taking remedial actions.

Human Resource:

- Facilitate recruiting of the nursing staff by institute management and adoption of efficient and safe practices.
- Day-to-day review and analyze the working of the nursing staff.

Qualification Required:

- Master's Degree in Nursing from a reputed nursing college of a University or recognized medical institute.

Experience Required:

- 10 year post graduate experience in Nursing in which minimum 3 years as Deputy Nursing Superintendent and at least 7 years as Assistant Nursing Superintendent

Upper Age Limit: 55 years

Consolidated Annual Salary (₹): 15-18 lakh

Administrative Officer: 1 Post

Job Description:

- Assisting to Head Administration for execution of set policy for its implementation in Medical College and its associated hospital that may affect staff, patients, visitors and the community.
- Proactively involves in establishing and maintaining health and safety programs and initiatives.
- Involved in the planning, coordination and supervision necessary to ensure smooth functioning of the facilities.
- Responsible for implementation of policies and programs in HIMSR.
- Responsible for critical supervising of hospital operations, IT, F&B, Security, Housekeeping, Maintenance and Transport department.
- Participates in strategic planning of non-clinical departments in order to meet the vision of organization.
- Collection and analysis of the monthly reports of the audits of the concerned departments and communicates the same to the higher authority.
- Acts as a liaison between the top management and the other department personnel or employees.
- To ensure contract compliance and vendor coordination.

Qualification Required:

- Post-Graduate preferably holding with MBA degree from a reputed Business School in the country or a post graduate with diploma in administration.
- Candidates holding law degree will be preferable.

Experience Required:

- **At least 3 years** of proven work experience as an Administrative Officer, Administrator or similar role in healthcare industry. Should be fully proficient with administration, software operations and hospital based information systems.

Upper Age Limit:

- 40 years

Consolidated Annual Salary (₹): 8-12 lakh

Security- cum - Fire & Safety Officer: 1 Post

Job Description:

- Responsible for total security of men, machine, material and buildings in the hospital as well as medical institute complex.
- Responsible for security against violence, thefts, pilferage, vandalism and sabotage.
- Develop coordination between Security and Management.
- Develop procedures in anticipation of security challenges.
- Select security personnel on the basis of their physical standard, ability, education and character and train them from time to time.
- Manage and maintain cordial environment in hospital premises with patients and their attendants.
- Ensure proper search of personnel and vehicles.
- Liaison with police authorities in the area.
- To maintain external fire & safety equipment in a proper manner.
- To liaison periodically with government bodies with respect to various approvals and permissions.
- To visit locations periodically and carry out fire audits.
- To train the staff in fire-fighting & safety as required.
- To create awareness among staff regarding fire and safety.
- To implement and monitor safety procedures.
- To conduct safety training programs for all employees.
- Conduct safety committee meetings and accordingly take actions.
- Conduct fire mock drills at least twice a year.
- Other related additional responsibilities.

Qualification Required:

- Graduate degree from recognized board/University and a post graduate degree/diploma in fire and safety skills.

Experience Required:

- 4-5 years of experience as Dy. Fire & Security Officer preferably in large hospital/industrial house.

Upper Age Limit:

- 45 years

Consolidated Annual Salary (₹): 8-10 lakh

Assistant Medical Superintendent: 2 Posts

Job Description:

- Assisting Medical Superintendent in supervising the hospital activities/ security and maintaining discipline.
- Involved in the decision making under the supervision of MS and in certain cases independently when assigned.
- Liaison with the patients and staff of the hospital for smooth functioning of the hospital services.
- Assist quality assurance committee in overseeing the quality initiatives required for the effective functioning of the hospital.
- Regularly inform MS about the events/incidents occurring in the hospital.
- Facilitate the functioning of the consultants and other staff and create conducive environment in OPD and IPD areas and theaters.
- Coordinate the community health programs.
- Prepare the hospital performance reports and supervise the ward staff of various units in hospital buildings.

Qualification Required:

- MBBS with MCI recognized Post Graduate degree Hospital Administration.

Experience Required:

- 5-6 years of Administrative experience in a teaching hospital.
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Age: up to 40 years

Consolidated Annual Salary (₹): 10-12 lakh

Dy. Manager Accounts: 1 Post

Job Description:

- Direct responsibility for controllership and accounting process
- Monitoring of Accounts payable/Vendor payment process
- Supervising Monthly book close as per Indian GAAP on Tally ERP or other financial software being used by the Institute and its hospital.
- Preparation of monthly and annual Financial Statements of the Organization under Indian Accounting Standards.
- Supervision and coordination of Statutory Audit with the auditing Firm
- Preparing financial management reports, including financial planning and forecasting
- Tax planning & advise on corporate tax matters related to international structure and requirements of company
- Ensuring compliance with Company law and all other Statutory requirements like GST, direct and indirect taxation and RBI regulations
- Coordination with the bankers for obtaining the bank statements, debit / credit advices, Remittance Certificates, etc.
- Tax planning (within current legislation to enable them to minimize their tax liability) and tax issues associated with Inter-company transactions
- Ensure up to date and accurate records of financial accounts and reporting
- Defining Internal Control policies and procedures and ensuring a strong control environment
- Fixed Asset Register maintenance
- Overseeing accounts reconciliation.
- Calculating employees' tax.
- Deducting and depositing the statutory dues with appropriate authorities
- Calculation of advance tax payment. Preparation of statement showing computation of income and tax liability thereon.
- Advise on applicability of tax deduction on certain payments
- Preparation and Verification of TDS and tax returns with Tax authorities
- Preparing MIS reports.
- Other additional related responsibilities.

Qualifications Required:

- MBA Finance from a reputed college/ University
- CA/CMA

Experience Required:

- Minimum 5 years in handling Indian financial accounting systems in executive capacity. Should be fully computer savvy.

Upper Age limit: 40 years

Consolidated Annual Salary (₹): 9-12 lakh

Biomedical Engineer: 1 Post

Job Description:

- Overall responsibility of the biomedical department for minimum down time for all sophisticated equipment in hospital of HIMSR.
- To represent biomedical department and be a part of the purchase and condemnation committees.
- To prepare annual maintenance protocols and budget for medical equipment.
- To set the targets for department and individuals associated with biomedical engineering maintenance.
- To participate in strategic planning and ensuring that it is implemented as related to equipment planning, installation, training, maintenance, calibration, and condemnation.
- To monitor and supervise all approved service contracts.
- To provide technical support to the biomedical engineering whenever required.
- To organize training programs.
- To report to higher authority.
- Other related additional responsibilities.

Qualification:

- B.Tech/ M.Tech in Biomedical Engineering from a reputed college/ University.

Experience:

- 5-7 years of relevant experience of working in a reputed hospital of at least 300 bed capacity.

Age:

- Up to 40 years

Consolidated Annual Salary (₹): 8-10 lakh

Asst. Librarian: 1 Post

Job Description

- Assist **Librarian** in checking-in, checking-out & circulation of library materials.
- Manage library data & reports utilizing library software systems.
- Assist **Librarian** in collecting, cataloging, preparing, and organizing library materials.
- Other related additional responsibilities.

Qualification:

- Bachelors of Library and Information Science (BLIS)
- Masters of Library and Information Science (MLIS) as desirable qualification.

Experience:

- 5-7 years of working experience in the educational library.

Age: up to 40 years

Consolidated Annual Salary (₹): 8-9 lakh

Medical Record Officer: 1 Post

Job Description:

- Responsible for maintaining all written and electronic records
- Keeping the records of the medico legal cases in safe custody
- Monitors completeness and accurateness of the information in the medical records.
- Preparing the monthly reports of the records and presenting medical statistics to the higher authorities in hospital
- Supervision of the work of the medical records technician and maintaining records.
- Acts as an advisor in forming medical record policies and recommend changes when required
- Training and orientation of the medical record technician for efficient functioning of the medical record department
- Defining the slots for keeping records of inpatients of various departments
- Issuing records to the patients/ attendants on approval by the medical superintendent
- Assisting the research work of the medical staff or administrative staff by providing the required documents.
- Completing the forms of the life insurance agencies with reference to the medical records.

Qualification:

- B.Sc in medical record science

Experience:

- 7-10 years of relevant experience of which 3 years as Dy./ Assistant Medical Record Officer.

Age: 35-45 years

Consolidated Annual Salary (₹): 6-8 lakh

House Keeping Supervisor: 2 Posts

Job Description:

- Supervise and fully manage the men and material of housekeeping of various buildings in HIMSR and its associated hospital.
- Responsible for the cleanliness and proper sanitation of the area under his supervision. To take regular round of the area for cleanliness.
- Deals with the complaints and issues of the housekeeping staff related to work. Maintains discipline amongst the housekeeping staff.
- Regular rounds in the patient care and non-patient care areas of the hospital to ensure cleaning.
- Reporting to the deputy medical superintendent, regarding administrative consents related to housekeeping staff of the area.
- Rounds to the ICU and operation theatre twice a day to check for the cleanliness.
- Regular indenting of the material and issuing the material to the housekeeping staff in timely manner.
- Liaison with the staff of other maintenance departments in hospital and administration buildings.
- Preparing the rosters for the housekeeping staff and assigning them areas for working.
- As the housekeeping is outsourced, the incumbent would be responsible for maintaining the attendance of the housekeeping staff and passing of contractual claims after such activities.
- Training of staff for safety and dealing with hazardous materials like acids etc.
- Training for handling biomedical waste.
- Adequate verification and prompt action on the complaints filed by the other departments.

Qualification:

- Bachelor's degree in science/ engineering from reputed college.

Experience:

- 4-5 years in supervisory capacity preferably in healthcare sector.

Age: upto 40 years

Consolidated Annual Salary (₹): 5-6 lakh

Jr. Bio Medical Engineer: 1 Post

Job Descriptions:

- Provides Technical Support for the biomedical equipment in the hospital.
- Installation of biomedical equipment in various departments of the hospital.
- Training of the clinicians and nurses for operating and proper use of the equipment.
- Analysis of problems and generating solutions for the operability of the equipment.
- Prepare annual maintenance budget for medical equipment
- Planning related to equipment management, preventive maintenance, calibration and trainings
- To monitor and supervise all the service contracts.
- Involved in the decommissioning and disposal of the equipment.
- Other related additional responsibilities.

Qualification Required:

- B.Tech/B.E. in Biomedical Engineering from recognized institution.

Experience Required:

Minimum two year experience in the Biomedical Engineering Department in Multispecialty hospital.

Age: Up to 35 years

Consolidated Annual Salary (₹): 5-6 lakh

Professional Assistant (Library): 1 Post

Job Description:

- Work in close liaison with the Assistant Librarian.
- Assist the assistant librarian in related works of library
- Other related additional responsibilities

Qualification Required:

- Bachelors of Library and Information Science (BLIS)

Experience Required:

- Minimum 3 years of working experience in the educational library.

Age: upto 35 years

Consolidated Annual Salary (₹): 5-6 lakh

Patient Care Coordinator & Counsellor: 1 Post

Job Description:

- To liaison between patients and hospital staff.
- Educate the patient about available treatment process/health packages
- Counsel the patient and provide a rough estimate for the cost of treatment.
- Regular patient rounds and review of the documentation in respect to care provided to the patient.
- Address patient query.
- Eliciting customer feedback and handling customer complaints maturely.

Qualification Required:

- Graduate degree with PG diploma in hospital management or graduate in sociology.

Skills and Experience Required:

- 2+ year's exposure in healthcare administration (Directly interacting with patient)
- Good communication, listening and interpersonal skills

Age: upto 35 years

Consolidated Annual Salary (₹): 4-5 lakh