

**Directorate of Medical Education
Telangana State Hyderabad**

DM & HS Campus, Koti, Hyderabad, Telangana 500001

RECRUITMENT NOTICE

Directorate of Medical Education, Telangana State, Hyderabad seeks applications from eligible candidates for the following posts to strengthen the Hospital Administration (Managerial Wing) of the Gandhi Hospital, Secunderabad.

1. General Manager (Hospital Administration) – 1 post
2. Assistant General Manager (Hospital Administration- Medical Equipment maintenance)- 1 post
3. Assistant General Manager (Hospital Administration-Civil and Electrical, Sanitation & Security services maintenance)- 1 post
4. Assistant Engineer -Biomedical - 1 post

Gandhi Hospital is a 1050 bedded, state of art hospital run by Government of Telangana, catering to the medical requirements of entire Telangana across all strata.

Please visit www.dme.telangana.gov.in and www.asci.org.in for vacancy details, detailed TOR, eligibility criteria, the application process and related information.

The above posts are contractual posts for a period of 1 year from the day of joining, which can be extended to 5 years, subject to the performance of the candidates.

Last Date of submission is March 21, 2017 by 5.00 pm **to the Administrative Staff College of India (address mentioned below)**. Only shortlisted candidates will be called for interview.

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Gandhi Hospital is a 1050 bedded, state of art hospital run by Government of Telangana, catering to the medical requirements of entire Telangana across all strata.

The candidates shall be looking into the areas of sanitation, security, medical/electrical equipment maintenance and general upkeep of the hospital. The posts are contractual posts for a period of 1 year from the day of joining, which can be extended to 5 years, subject to the performance of the candidates.

Please read below the vacancy details, eligibility/essential criteria and salary details for the posts.

Also find the Application Form to apply for the below posts. Applicants who do not follow the instructions in the application form will be disqualified. Last Date of submission is **March 21, 2017** by

5.00 pm to the Administrative Staff College of India (address given below). Only shortlisted candidates will be called for interview.

I. Posts, Qualification and Salary for the posts:

Designation of the position	No. of vacancies	Qualification and experience Essential Criteria	Age Limit as on July 1, 2017	Salary per month (depending upon qualification and experience of the candidate)
General Manager(Ho spital Administratio	1	Applicant must be a Master in Hospital Administration or Post Graduate Diploma in Hospital	Not exceeding 44 years	Rs 50,000- Rs 70,000

n)		<p>Administration/Management from a recognized institution/university</p> <p>Minimum 5 years experience in the relevant field in a minimum 200 bedded hospital</p> <p>Must have strong Spoken/written English. Spoken/written Telugu would be an added advantage.</p> <p>Candidates who have done a full time course in Hospital management would be preferred.</p>		
Assistant General Manager (Hospital Administration)- Medical Equipment maintenance	1	<p>Applicant must be a Master in Hospital Administration or Post Graduate Diploma in Hospital Administration/Management from a recognized institution /university</p> <p>Minimum 3 years experience in the relevant field in a minimum 200 bedded hospital</p> <p>Spoken/written Telugu would be an added advantage.</p> <p>Candidates who have done a full time course in Hospital management would be preferred.</p>	Not exceeding 44 years	Rs 30,000- Rs 40,000
Assistant General Manager (Hospital Administration)- Civil and Electrical, Sanitation& Security services maintenance)	1	<p>Applicant must be a Master in Hospital Administration or Post Graduate Diploma in Hospital Administration/Management from a recognized institution /university</p> <p>Minimum 3 years experience in the relevant field in a minimum 200 bedded hospital</p> <p>Spoken/written Telugu would be an added advantage.</p> <p>Candidates who have done a full time course in Hospital management would be preferred.</p>	Not exceeding 44 years	Rs 30,000- Rs 40,000
Assistant Engineer -	1	<p>Applicant must be a graduate in Biomedical</p>	Not exceeding	Rs 30,000- Rs 35,000

Biomedical		Engineering from a recognized institution /university Minimum 3 years experience in the relevant field. Spoken/written Telugu would be an added advantage.	44 years	
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As per the government norms, the age limit for the applicant is relaxed by 5 years in case if the applicant belongs to SC/ST/Backward Caste (BC) and by 10 years in case of physically challenged candidates.

Preference will to candidates from State of Telangana.
No TA/DA will be paid for attending the interviews. However outstation candidates can be provided accommodation if required, on payment basis in ASCI premises at the time of the interview.

Application Form

I. Personal Details

Please paste your
photograph here

Position Applied for:	Name of the Candidate (in BLOCK LETTERS): Ms./Mr./Dr.	Father's/Husband's name:
Gender: Male /Female	Date of Birth (DD/MM/YY) : Age of the candidate as on July 1, 2017 :	Place of Birth:
Category(General/SC/ST/Backward Caste(BC)/Physically handicapped/ others); please specify: <i>(Please enclose a self attested copy of the proof of the caste certificate in case of SC/ST/BC)</i>	Permanent Address with pin code:	Correspondence address/Current Address with pin code:
	Email id:	Mobile:

II. Educational Details: (Please start with the latest qualification and enclose additional sheets if required. Please attach self attested copy of education proofs along with the application form)

Name of the Degree/Diploma	Specialization	Name of the Institute	Name of the University	Mode of the Course(Full time/Part time)	Course Duration (in years)	Starting year to Passing year	Marks (in %)

III. Work Experience: Please start with the current/most recent experience and if you have worked in more than one post within the same organization, please provide separate details for each. You may enclose additional sheets if required. Please attach self attested copy of work experience proofs along with the application form.

S No.	Name of the organization	Designation	Duration In years	Experience From mm/yy to mm/yy	Key job responsibilities (Mention at least three responsibilities), maximum 200 words.

IV. Languages proficiency details :

1. Spoken/written/both.....
2. Spoken/written/both.....
3. Spoken/written/both.....
4. Spoken/written/both.....

V. Computer Proficiency :

1. Knowledge of Internet:

2. Knowledge of MS Office(MS Excel, Word, PowerPoint):

VI. Any additional/Relevant experience/accomplishments/awards: (Relevant to the position applied)

VII. Declaration by the Candidate: I hereby declare that the information furnished above is true to the best of my knowledge and any mis-presentation, falsification or omission of information used to secure employment shall be grounds for rejection of this application and I would be liable for legal action, also immediate discharge if I am employed by the Telangana State regardless of the time elapsed before discovery.

Signature of the candidate:

Place:

Date: