



**SOUTH DELHI MUNICIPAL CORPORATION  
(HOSPITAL ADMINISTRATION DEPARTMENT)**

Head Quarter, E-5 Area, 18<sup>th</sup> Floor, Dr.S.P.Mukherjee Marg,  
Civic Centre, J.L. Nehru Marg, ND-02.

011-23226830.



No.:ADC(H)/SDMC/HQ/2021/ 675

DATED: 18/11/21

**PUBLIC NOTICE**

Online applications are invited for engagement of Assistant Hospital Manager-01 post and Biomedical Engineer - 01 post purely on contract basis in South Delhi Municipal Corporation. Online Application form will be received from **22.11.2021 from 12.00 Noon to 06.12.2021 till 05:30 PM**. The Candidate(s) must apply on prescribed application form online through the link <http://jobs.sdmc.online/>.

**Applications received through any other mode will not be accepted and summarily rejected.**

  
**Admn. Officer(H)  
HAD/SDMC**

Director (IT)/SDMC: is hereby requested to upload the said Advertisement on SDMC online Website.



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## VACANCY NOTICE

### ADVERTISEMENT

<b>IMPROTANT NOTE:-</b>	<b>Only online applications will be accepted. Applications received through any other mode shall be summarily rejected.</b>
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Online Applications are invited for contractual engagement of Assistant Hospital Manager-01 post and Biomedical Engineer - 01 post under Hospital Administration Department, South Delhi Municipal Corporation.

The opening date, closing date of application is as under: -

**Opening Date of Application: - 22.11.2021 from 12:00 Noon.**

**Closing Date & Time of Application: - 06.12.2021 till 05:30 PM.**

The details of the vacancies are as under: -

Sl.No.	Name of the Post	No. of posts	Category Wise Vacancies					
			UR	OBC	SC	ST	EWS	PH
1.	Assistant Hospital Manager	01	01	00	00	00	00	00
2.	Biomedical Engineer	01	01	00	00	00	00	00
<b>Total=</b>		<b>02</b>	<b>02</b>	<b>00</b>	<b>00</b>	<b>00</b>	<b>00</b>	<b>00</b>

The detail of **Eligibility Criteria, Remunerations, Job Responsibilities and Terms & Conditions** are as under: -

**A. Name & No. of the post = Assistant Hospital Manager – 01.**

Qualifications	MBA in Health / Hospital Administration from regular institute with 3 years of Post Qualification experience of working in a 50 bed hospital.
Maximum Age	35 Years.
Monthly Remuneration	Rs.60,000/- (Fixed).
Tenure / Duration of Engagement	The engagement is purely on contract basis for a period of six months or till the time the post is filled up on regular basis through DSSSB whichever is earlier. The engagement can be terminated at any time on either side by giving one month's notice or by paying one month's salary without assigning any reason.

**B. Name & No. of the post = Biomedical Engineer – 01.**

Qualifications	B.E. / B.Tech in Bio Medical Engineering from a recognized Institution / University. Or Diploma Bio Medical Engineering from a recognized Institution with 2 years experience in relevant field.
Maximum Age	21-35 Years
Monthly Remuneration	Minimum Pay of pay Band Rs.9300-34800 + GP 4200 (Pre-revised) + Variable DA + & Other Allowances under the rules, as per establishment schedule of Hospital Admn. Department 2021-22, SDMC.
Tenure / Duration of Engagement	The engagement is purely on contract basis for a period of six months or till the time the post is filled up on regular basis through DSSSB whichever is earlier. The engagement can be terminated at any time on either side by giving one month's notice or by paying one month's salary without assigning any reason.



## **Job Responsibilities:-**

### **A. For the post of Assistant Hospital Manager**

- Assist the Medical Officer Incharge of Tilak Nagar Hospital in implementation of all clinical protocols and processes.
- Assist the Medical Officer Incharge of Tilak Nagar Hospital in day-to-day management.
- Managing premises / catering / cleaning / security.
- Assist the Medical Officer Incharge of Tilak Nagar Hospital in co-ordinating with various department so that the flow of work is carried out in smooth and orderly manner.
- Identify the areas of improvements in each department and improve the process and standards.
- Assist the Medical Officer Incharge of Tilak Nagar Hospital in prepare SOP's for all departments.
- Implement new policies and directives.
- Support Medical Officer Incharge of Tilak Nagar Hospital in disciplinary grievance handling, patient handling relating issues, biomedical waste management, other related responsibilities.
- Working towards ensuring quality for patients.
- Support Medical Officer Incharge of Tilak Nagar Hospital in be responsible for implementation of all clinical protocols and processes.
- Support to gather and analyse data.
- 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.
- They will report and function under overall guidance of Medical Officer Incharge of the hospital / health unit.

### **B. For the post of Bio Medical Engineer**


- Responsible for the preventive and breakdown maintenance of medical equipment of the hospital and its associate installation ensuring the adherence to the preventive maintenance plan drawn and effective completion of breakdown maintenance.
- Calibration schedule and its completion.
- Budget preparation.
- Setting up systems and work instructions for all activities of the department ensuring the adherence of standards in the biomedical department as defined.
- Evaluate the legal, safety, efficiency, and effectiveness of biomedical equipment.
- Train clinicians and other personnel on the proper use of equipment.
- Liaising with technicians and manufacturers to ensure the feasibility of a product in terms of design and economic viability
- Good aptitude to learn technological advancements.

## Terms and Conditions

1. The application procedure: The entire application procedure is online. Candidates must produce the original certificates while appearing for verification of documents as and when required. If the certificates are in a language other than English or Hindi, attested translation should be enclosed.
2. The engagement shall not entitle him/her to any other benefit such as Provident Fund, Pension, Gratuity, Medical Attendance Treatment, Seniority etc. which are applicable to the SDMC employees appointed on regular basis.
3. The engagement will not bestow any claim or right for continuation or regular appointment to the post.
4. Posting can be done anywhere within the jurisdiction of SDMC.
5. Medical Fitness Certificate from a qualified Medical Officer will have to be furnished at the time of accepting the post.
6. No TA/DA will be admissible for joining the post.
7. Other terms and conditions of contractual service will be applicable by relevant rules notified from time to time.
8. The contractual engagement is further subject to verification of educational and other documents and police verification from concerned institutions/agency.
9. That the contractual agreement can be terminated at any time by any of the Party by giving ONE (01) Month Notice in advance or by the employee by depositing 01 Months Contractual Remuneration as the case may be.
10. Acceptance of this offer should be furnished before or **upto** \_\_\_\_\_ **(15 days)** along with attested copies of all relevant documents and also bring all original educational certificates & other related certificates / documents, failing which the offer is liable to be withdrawn without notice.

11. The Appointing Authority reserves right to assign any duty as and when required. No extra allowance will be admissible in case of such assignment.
12. After joining SDMC they are not allowed to do any private practice.
13. SDMC is not responsible for any postal delay.
14. SDMC reserves to right to increase or decrease the no. of vacancies advertised as per need or cancel the advertisement itself Toto or partially without any further notification or assigning any reason.
15. The crucial date of determination of age will be the closing date of the online application.

Candidate(s) must apply online through the link <http://jobs.sdmc.online/>. The closing date for submission of online application is **upto 05:30 P.M. on 06.12.2021** after which the link will be disabled. Applications received through any other mode will not be accepted and summarily rejected.

  
**Admn. Officer (H)**  
**HAD/SDMC**  
**011-23226822/30**