



GOVERNMENT OF ANDHRA PRADESH
DIRECTORATE OF MEDICAL EDUCATION
SULTAN BAZAR, KOTI, HYDERABAD

RE-NOTIFICATION

Applications are invited from the eligible candidates for appointment as Hospital Administrators (Managers) on contract basis in all teaching Govt. General Hospitals in A.P. (those who have already applied vide previous notification, Dt. 29.1.2016 of this office need not to apply again, and their applications will be examined once again as per G.O. Rt. No. 89, HM & FW (A1) Dept., dt. 1.3.2016)

Qualification :

1. Graduation in M.B.A. 2 year regular course in Hospital Admn. with atleast 3 years of post qualification experience working in private or Govt. Hospitals.

The institution from which degree is obtained should have recognized by AICTE / UGC.

2. At least 2 years of work experience in managerial roles in hospitals specializing in healthcare quality.

3. Computer proficiency with high level of familiarity with commonly used packages like MS word, excel, power point and web surfing to search relevant data and documents.

4. Excellent communication and presentation skills, analytical and interpersonal abilities, excellent oral and written communication skills in English.

5. Demonstrated ability to work in a multi disciplinary team environment.

6. Knowledge in Hospital Administration.

7. Willingness to travel to districts to collect technical information and ability to subsequently synthesize information into research evidence.

8. Local language knowledge.

Preference : Published work in the area of healthcare quality, safety and process will be preferred.

Age: should not be borned before 01.04.1976.

Salary : Consolidated payment of Rs. 40,000/- PM

Criteria for selection:

Academic Qualification	-	65 Marks
Computer Skills	-	15 Marks
Interview	-	20 Marks

No. of posts – 12

Sl.No.	Name of the Institution	Posts sanctions
1	RIMS Srikakulam	1
2	Govt. Hospital for Chest & CD Visakhapatnam	1
3	Govt. Hospital for Mental Care, Visakhapatnam	1
4	Govt. Victoria Hospital for Women and Children, Visakhapatnam	1
5	Govt. General Hospital, Kakinada	1
6	Govt. General Hospital, Vijayawada (MCH Block (Old Hospital))	1
7	Govt. General Hospital, Guntur	1
8	RIMS Ongole	1
9	DCR Govt. General Hospital, Nellore	1
10	Regional Eye Hospital, Kurnool	1
11	RIMS Kadapa	1
12	Govt. General Hospital, Ananthapur	1

Application Procedure: Application form is to be downloaded from DME official website –
http : // dme. ap. nic. in.

Documents to be enclosed along with application.

1. MBA degree certificate along with Marks memo.
2. Date of birth certificate.
3. Work experience certificate.
4. Certificates showing computer skills.
5. Documents showing published work
6. Willingness letter to travel districts to collect and to synthesize information
7. **Demand draft of Rs. 500/- drawn in favour of Director of Medical Education, A.P. Hyderabad towards application fee.**

➤ Duties and responsibilities.

1. Formulating standard operating procedures for quality systems in hospitals.
2. Assessment and gap analysis of quality systems in hospital.
3. Providing technical assistance on NABH application process.
4. Technical assistance towards NABH protocols and accreditation programme.
5. conducting quality and Accreditation awareness and education programs.
6. Undertake other relevant assignments, which may be assigned from time to time.
7. They will assist the Superintendent in day to day administration.
8. Any other related work entrusted by the Superintendent / Principal concerned Hospital / Medical college.

- Duration of contract period: 3 Years only.
- Last date: **Filled in application along with all certificates & DD for Rs. 500/- should reach to the DME, A.P. , Sultan Bazar, Hyderabad – 195, on or before 5 PM of 17.03.2016.**

APPLICATION FORM

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1. NAME OF THE CANDIDATE :
2. FATHER NAME :
3. DATE OF BIRTH / AGE (as per SSC) :
4. NATIVITY :
5. PERMANENT ADDRESS :

PRESENT ADDRESS :

- WITH MOBILE NO. :
- EMAIL :
6. EDUCATIONAL QUALIFICATIONS :
- 1)
 - 2)
 - 3)
 - 4)
 - 5)

7. COMPUTER SKILLS :1.

2.

8. WORK EXPERIENCE AFTER MBA DEGREE :

9. EXPERIENCE IN HOSPITAL ADMINISTRATION. :

10. EXPERIENCE IN MANAGERIAL ROLLS IN HEALTH CARE:

11 PUBLISHED WORK IN THE AREA OF HEALTH CARE , QUALITY, SAFETY AND PROCESS.

12. Demand draft :

Note: Copies of all certificates / documents to be enclosed along with application.

UNDERTAKING

I Undertake that the information furnished above is true to my best knowledge. I am willing to travel to districts to collect technical information and ability to subsequently synthesize the information into research evidence.

Candidate signature

Place:

Date: