



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

Rc No. 2980/E11B/2016

Dated: 28/01/2016

**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 State.

**Qualification:**

1. Non – Medical Graduate with M.B.A. 2 year regular course in Hospital Administration with at least 5 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 3 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 processes 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

**Total No. of posts – 16**

Sl.No.	Name of the Institution	No of Posts
1	RIMS, Srikakulam	1
2	King George Hospital, Visakhapatnam	1
3	Govt. Hospital for Chest & CD, Visakhapatnam	1
4	Govt. Hospital for Mental Care, Visakhapatnam	1
5	Govt. Victoria Hospital for Women and Children, Visakhapatnam	1
6	Govt. General Hospital, Kakinada	1
7	Govt. General Hospital, Vijayawada	1
8	Govt. General Hospital, Vijayawada - MCH Block - (Old Hospital)	1
9	Govt. General Hospital, Guntur	1
10	RIMS, Ongole	1
11	DSR Govt. General Hospital, Nellore	1
12	SVRR Govt. General Hospital, Tirupathi	1
13	Govt. General Hospital, Kurnool	1
14	Regional Eye Hospital, Kurnool	1
15	RIMS, Kadapa	1
16	Govt. General Hospital, Ananthapuramu	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 (SSC)
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 programe.
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 Director of Medical Education, A.P. , Sultan Bazar, Hyderabad – 195, on or before 5 PM of 15.02.2016.

Hyderabad  
Date: 28-01-2016

Sd/- Dr.K.Venkatesh  
Director of Medical Education

APPLICATION FORM

Affix latest  
photo graph

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

PRESENT ADDRESS :

MOBILE NO. :

EMAIL :

7. EDUCATIONAL QUALIFICATIONS :

- 1)
- 2)
- 3)
- 4)
- 5)

8. COMPUTER SKILLS 1.  
2.

9. WORK EXPERIENCE AFTER MBA DEGREE :

10. EXPERIENCE IN HOSPITAL ADMINISTRATION. :

11. EXPERIENCE IN MANAGERIAL ROLLS IN HEALTH CARE:

12. PUBLISHED WORK IN THE AREA OF HEALTH CARE , QUALITY, SAFETY AND PROCESSES.

13. Demand Draft No. Dated and Name of the Bank:

Note: Copies of all certificates / documents and D.D 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.

Place:

Date:

Candidate signature