

GOVT. OF ASSAM  
OFFICE OF THE PRINCIPAL CUM CHIEF SUPERINTENDENT  
DIPHU MEDICAL COLLEGE & HOSPITAL, DIPHU

No: SMED/DMCH/Misc/04/2019/1443.

Date: 19/09/2024

Advertisement for recruitment of Hospital Administrator

Applications are invited for the following post on purely contractual basis under Hospital Management Society, DMCH, Diphu initially for a period of 11(Eleven) months.

Sl. No	Name of Post and Number	Essential Qualification and minimum experience	Monthly consolidated emoluments	Upper age- limit
1	Hospital Administrator 1 (One)	Master Degree in Hospital Administration/Hospital Management/MD(Hospital Administration) under full time programe from Govt. recognized institution with experience of atleast 2 years in minimum 100 bedded Govt./Pvt Hospital.	Negotiable	Upto 40 years

\*The essential qualification if acquired under distance education/online will not be acceptable.

Terms & conditions:-

1. The conditions of employment will be the same as that of the temporary staff on contract basis. The selected candidates will have no claim for regular appointment. The approved initial duration of the appointment is eleven months. However, after every eleven months, the appointment would be reviewed subject to satisfactory performance.
2. The appointment is terminable with one month notice period from either side without assigning any reason.
3. The consolidated monthly emolument is negotiable for deserving candidates with higher experience.
4. No other allowance/facilities other than consolidated pay shall be extended during the entire period of the appointment.
5. Leave shall be as per Institutional policy for contractual staff.
6. The qualification, experience etc. will be reckoned as on the last date of the advertisement.
7. Experience should have gained after acquiring the minimum essential qualification.
8. Mere fulfilling the essential qualification does not guarantee the selection.
9. The candidates should not have been convicted by any court of law.
10. In case of any dispute, legal jurisdiction will be Diphu only.

*Agin*  
19/9/24.

Prof. (Dr.) Sumitra Hagjer

Principal cum Chief Superintendent  
Diphu Medical College & Hospital, Diphu



Application Format

Paste here  
your  
passport  
size  
photograph

Name of the post: Hospital Administrator under Hospital Management Society, DMCH

1. Name (in block letters).....
2. Father's/Spouse's Name.....
3. Date of Birth.....
4. Age in completed years (as on 01.01.2024).....
5. Sex:                      Male/Female
6. Category                GEN/SC/ST/OBC/PH  
(Enclosed proof of caste certificate issued by the competent authority)
7. Address (a) Permanent.....  
(b) Present.....
8. Mobile Number.....
9. E-mail ID.....

10. Essential Qualification:

Sl. No	Exam passed	Board/University	Year of Passing	% of marks

11. Experience:

Sl. No	Name of the Employer	Nature of Duties	Date of Joining	Date of leaving

**Note:** Full particulars along with postal address with PIN Code, E-mail, Contact No., one passport size photographs and self attested copies of Mark sheets, Certificates of Educational Qualifications(from 10<sup>th</sup> standard onwards) & Experience Certificates (current working experience certificates also) should be attached with the application.

**DECLARATION**

I hereby declare that the information furnished above is true, complete and correct to the best of my knowledge and belief. I understand that in the event of any of the information provided by me are found false or incorrect at any stage; my candidature/appointment shall be liable for cancellation/termination without notice or any compensation in lieu thereof.

Place:

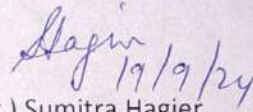
Signature of the Candidate

Date:

## Important instructions to Candidates:

1. Last date for receiving of application at Office of the Principal Cum Chief Superintendent, Diphu Medical College & Hospital, Diphu on **21<sup>th</sup> October 2024 at 4 p.m.** Applications received after the last date and time, will be rejected.
2. Applications are required to be submitted in prescribed format.
3. The application should be submitted by hand in the drop box or by post at the address given above.
4. Information for interview will be provided through website- [www.dmcassam.in](http://www.dmcassam.in).
5. No TA/DA will be paid for attending the interview.
6. Original documents of Mark sheets/Certificates (from 10<sup>th</sup> standard onwards) & experience certificates (current working experience certificates also) in support of academic qualifications and work experience should be brought at the time of interview.
7. The authority has the right to reject any application, if found improper or having misleading information.
8. Only shortlisted candidates will be called to attend the interview the information of which will uploaded in the official website in advance.

Yours Faithfully



Prof. (Dr.) Sumitra Hagjer


Principal cum Chief Superintendent  
Diphu Medical College & Hospital, Diphu

Date: 19/09/2024

No: SMED/DMCH/Misc/04/2019/

Copy to:

1. The Commissioner & Secretary to the Govt. of Assam, ME & R Dept for favour of kind information.
2. The Mission Director, National Health Mission, Guwahati for favour of kind information.
3. The PS to the Hon'ble Chief Minister, Guwahati for kind information.
4. The Director of Medical Education, Sixmile, Khanapara, Guwahati-22.
5. Office File.

  
Prof. (Dr.) Sumitra Hagjer

Principal cum Chief Superintendent  
Diphu Medical College & Hospital, Diphu