



Office of the Dean

Chhattisgarh Institute of Medical Sciences, Govt of Chhattisgarh, Bilaspur, (C.G.) – 495001

FAX (O) - 07752-224200, PHONE (O) - 07752-230030, 222302

Website : www.cimsbilaspur.ac.in, email- deancims@gmail.com

Recruitment for the post of Hospital Manager : By Autonomous Committee, CIMS, Bilaspur (C.G.)

Chhattisgarh Institute of Medical Sciences, Bilaspur is a Government Medical educational institution and a constituent unit of department of Health & Family welfare, Govt. of Chhattisgarh, is looking for dynamic person who have skills and experience of hospital management/administration and have passion to work to improve quality in delivery of hospital services. The incumbents will be placed for work at the CIMS Hospital, Bilaspur, Chhattisgarh.

Post: Hospital Manager – 01

Overall Responsibility : The incumbent will be designated as Hospital Manager who will report to the Medical Superintendent. He/She will be responsible for the management of technical/ clinical functions of the hospital and focus on achieving accreditation of the hospital from NABH. Among others this would involves : -

- Supervision of para-medical and non- medical staff responsible for delivery of hospital services including diagnostic services and their performance appraisal.
- Maintaining workflow by studying methods; implementing cost reduction and developing reporting procedures.
- Developing a system for smooth functioning of support services like Security, laundry, diagnostic, culinary and housekeeping.
- Creating and / or revising system and procedures by analysing operation practice records keeping system in MRD and office layout.
- Any other task that may be assigned from time to time by higher authority

Eligibility and qualifications:

- MBBS with Post Graduate qualification (Regular course) in Hospital Administration (MHA)/ Management (Regular course).
- At least 5 year's post qualification work experience in hospital management.
- In addition to above qualification MBA degree holder (Regular) will be given preference.
- Proficiency in English and Hindi language.

- Well versed with computer applications.

Age: Preferably below 50 years.

Salary : Up to Rs. 80 Thousand per month (consolidated), commensurate with qualification, experience and last pay drawn. This will be payable from autonomous committee fund, CIMS. Other facilities as per contractual rule of govt of C.G. Single room with attached bath room from JR hostel may be allotted for residential purpose if lying vacant. Cooking in the room is not permissible.

How to Apply :

Interested candidate should send their application in the attached format to reach the following address by 08.07.2014

To,

Dean

Chhattisgarh Institute of Medical Sciences (CIMS)

Govt. of Chhattisgarh, Dabari para, Sadar bazar road,

Bilaspur, C.G. – 495001

Application can also be emailed to deancims@gmail.com before 08.07.2014

Only short listed candidates will be contacted for written test/ interview.

Post Applied For.....



1. Name :

2. Address : (Correspondence)

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3. Address: (Permanent)

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4. Mobile No.Telephone No.E-mail Id.:

5. Date of Birth: Age(Yrs), Gender :

6. Languages Known : (Mother Tongue First)

Language	Speak	Read	Write	Understand Only

7. Details of Educational Qualifications: (SSC Onwards):

Examination/Degree	Medium of Studies	Year of Passing	Board/University	Major Subjects	%Obtained

8. Additional Qualification (s) and Computer Proficiency :

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9. Seminars/ Training Attended During Academics and Employment :

Subject	Institute	Duration Year	Faculty	Whether During Academics/ Employment

10. Details of work experience : (Begin with present/ last employer) :

Name of Employer	Location	Duration (from DMY to DMY)	Designation (On Joining)	Designation (While Leaving)	Salary Drawn (On Joining)	Salary Drawn (While Leaving)

11. **References:** List any three persons not related to you, who are professionally, known to you.

Full Name	Full Address	Tel. Nos./ Mobile No./ Email	Position/ Business

I hereby declare that all the information above provided by me are true and I will be providing proof on any of the above when asked to.

Date :

Place :

Name & Signature