

# DELHI HEALTHCARE CORPORATION LIMITED

## GOVT. OF DELHI UNDERTAKING

DISPENSARY BLDG, SCHOOL BLOCK, SHAKARPUR, DELHI-110092  
Tel.No.- 22486873, Website-health.delhigovt.nic.in, email-[dhcl.gnctd@gmail.com](mailto:dhcl.gnctd@gmail.com)

F. No A-25/3/2016-CPA-DIRGE(DGHS)

### ADVERTISEMENT FOR ENGAGEMENT OF VARIOUS POSTS ON FIXED TERM/DEPUTATION BASIS

The Health Dept. of Government of National Capital of Delhi (GNCTD) has initiated an ambitious agenda for comprehensive health sector reforms. In order to expand the reach and range of services in the health system, it is necessary to provide rational and affordable services to all citizens of Delhi. Department of Health and Family Welfare of GNCDDT has established the Delhi Healthcare Corporation (DHC) which is a public limited company under Companies Act 2013, to provide clinical, non-clinical, administrative and support services to the health facilities. These include procurement of drugs and equipment, setting up and running of laboratory services, management of outsourced services, smooth running of Aam Aadmi Mohalla Clinics, computerization among others.

To carry out these functions and tasks effectively, the Delhi Healthcare Corporation invites applications for following below mentioned posts in the prescribed format from suitable candidates on a contractual basis.

Post Code	Name of Posts	Monthly Remuneration Range	No of vacancies	UR	OBC	SC	ST
1	Chief Manager - Administration & Finance	Rs. 1,25,000/- to 2.25,000	1	1	-	-	-
2	Chief Technology Officer	Rs. 2,25,000/- to 3,50,000/-	1	1	-	-	-
3	Jr. Manager - IT	Rs. 40000/- to	2	2	-	-	-
4	Jr. Manager -Bio-Medical Engineer	Rs 60,000/-	15	9	3	2	1
5	Secretarial Assistant	Rs. 20,000 to Rs. 30000/-	14	9	3	1	1
6	Data Entry Operator (English)	Rs. 20,000 to Rs. 30000/-	5	4	1	-	-
7	Data Entry Operator (Hindi)	Rs. 20,000 to Rs. 30000/-	1	1	-	-	-
8	Attendant	Rs. 12000	10	7	1	1	1

## **Important Instructions:**

- I. The engagement will be purely on contract basis initially for a period of 3 years, with 1 year of probation. However, renewal of the contract shall be done annually strictly on the basis of performance appraisal.
- II. Recruitment Rules for the above posts, Name of the Post, Number of Posts, Qualification & Experience, Job Responsibility and Monthly Remuneration are provided below.
- III. All the posts are based in Delhi
- IV. Applications are required to be submitted in prescribed format. Application format is attached below.
- V. Persons employed in Government Department / Autonomous Organizations/ Public Sector Undertakings should submit their applications through proper channel with vigilance clearance and ACRs for the last three years. However to avoid delay advance copy may be submitted.
- VI. Last date for receiving of application shall be on **08/07/2016 till 5.0 p.m.** Applications received after the last date and time, will be rejected. The DHC will not be responsible for any postal delay.
- VII. The application should be submitted By Hand in the drop box OR By Post at the address given below  
**Delhi Healthcare Corporation Ltd.**  
**Govt. of Delhi Undertaking**  
**Dispensary Bldg. , School Block, Shakarpur, Delhi 110092**
- VIII. One application will be considered for one post only. Name of the post applied for should be clearly stated in the application and on the envelope.  
Note: A Separate application should be submitted if applying for more than one category of post along with the documents etc.
- IX. No TA/DA will be paid for attending the interview.
- X. Relaxation for SC/ST /Ex-Servicemen and Physically Handicapped will be given as per Government guidelines, subject to submission of Caste/Disability/Discharge Certificate in the prescribed form from Appropriate Authority in support of his/her claim
- XI. Information for interview and other aspects related to the selection process will be provided through website [www.health.delhigovt.nic.in/](http://www.health.delhigovt.nic.in/)  
Mandatory: Original documents of Marks sheets/Certificates & experience certificates (current working experience certificates also) in support of academic qualifications and work experience should be brought at the time of interview.
- XII. Delhi Healthcare Corporation reserves the right to change the number of vacancies, withdraw the process in full or part and also has right to reject any or all applications received without assigning any reasons or giving notice. The decision of the Managing Director-DHCL, regarding selection of the candidates will be final and no representation shall be entertained in this regard.
- XIII. The candidates should not have been convicted by any court of law.
- XIV. In case of any dispute, legal jurisdiction will be Delhi only.
- XV. The contractual agreement is purely on temporary basis and it can be terminated by the employer during the period of the contract without assigning any reason or giving any notice.
- XVI. The appointment shall not vest any right to claim regular appointment or for continued contractual appointment.
- XVII. The prescribed qualification is the minimum qualification and possessing of the same does not entitle any candidate for selection.
- XVIII. In case large number of applications are received against any post, DHCL reserves the right to shortlist the candidates in the ratio of 1 : 10 on the basis of qualification and experience.

## **Desirable Qualities for the posts**

- 1) Experience of working with Central/State/NGO/Private organisations in similar job responsibilities for the post applied would be an advantage
- 2) Those having experience in implementation of health programmes/schemes at the field level would be at an advantage.

- 3) Proven ability to establish effective working relationships with various stakeholders and be a team player
- 4) Ability to complete multiple tasks under pressure, motivate and inspire staff to achieve at a high level.
- 5) Strategic & lateral thinking with an ability to involve other people and build on their ideas.
- 6) Excellent planning, organizing skills and ability to identify issues critical to the AAMC programme success.
- 7) Effective communication and excellent inter-personal skills
- 8) Fluency in English and Hindi

**Managing Director, Delhi Healthcare Corporation Limited**

## Recruitment Rules

Sl. No	Name of the Post	Posts	Qualification & Experience	Job Responsibility	Remuneration (p.m.)
1	<b>Chief Manager – Administration &amp; Finance</b>	1	<p>Graduate or PG degree in Business Administration/ CA/ICWA from a recognized university/institution with a minimum of 5 years of demonstrated knowledge and experience in the area of administration and finance at middle / senior management level. Upper age limit is 47 years.</p> <p>Government Officers on deputation should be in the pay scale of Rs. 15600-39100 + GP7600</p>	<p>S/he will be overall responsible for administration, finance, HR, logistics, monitoring and accountable to the Managing Director, DHCL Board of Directors and Government of NCT Delhi. She / He is responsible for the efficient functioning of the Corporation for achieving its corporate objectives and performance parameters. The responsibilities are as follows:</p> <ol style="list-style-type: none"> <li>1. Will be responsible for the efficient functioning of the corporation and devising and overseeing financial consolidation, generation of financial MIS activity-wise, monthly, quarter and year-wise and generation of comparative statements with reference to allocation, release, expenditure and utilization of funds etc.</li> <li>2. Responsible for supervision and proper maintenance of regular books of accounts, HR Records, handling legal issues in consultation with the designated consultants etc.</li> <li>3. Undertake procurement in close adherence of norms, rules and regulations and other related aspects as prescribed.</li> <li>4. Implementing and maintaining strong Internal Financial Controls mechanism.</li> <li>5. Providing strong financial discipline within the corporation while following the rules and regulations.</li> </ol>	Rs. 1,25,000/- to 2.25,000

				<p>6. Managing all banking arrangements with established internal checks etc.</p> <p>7. Overall administration and responsible for day-to-day management of all matters related to finance and administration.</p> <p>8. Seeking necessary registrations under VAT, Service Tax, PAN, TAN etc. and timely submissions of all required returns with respective departments.</p> <p>9. Provide inputs to the government on policy related issues with regard to the activities of the corporation.</p> <p>10. Coordinate with other concerned departments in the state government, bilateral and multilateral agencies, research and academic institutions for technical cooperation and partnerships.</p> <p>11. Coordinating Statutory &amp; Concurrent Audits including monitoring, review, analysis, and timely submission of Audit Reports and follow up action thereon.</p> <p>12. Supervision, monitoring, training and guidance of the team. Clarifying roles, delegating responsibilities to staff and capacity development by providing trainings and other exposures.</p> <p>13. Undertake other assignments, which may be assigned from time to time.</p>	
2	<b>Chief Technogy Officer - IT Managem ent</b>	1	<p>Graduate or Post Graduate in a recognized University/Institute</p> <p>Candidates having MBA will be preferred</p>	<p>She/ he will be in charge of all aspects of IT (software, hardware, networking, database management etc.) and will report to the MD and the tasks are follows:</p> <p>1. Provide IT support Develop the Vision for Delhi</p>	Rs. 2,25,000/- to 3,50,000/-

			<p>Experience of working in &amp; managing large scale end to end implementation of projects (government/ non-government), preferably in the health care sector would be an advantage.</p> <p>S/he should have a minimum of 8 years of demonstrated knowledge and experience in the area of leading Product development and large scale implementation; recruited, nurtured &amp; managed large multi skilled team members; overseen large networks rollout; identified &amp; managed Vendors for achieving organizational goals. Upper age limit is 47 years.</p> <p>Officers on deputation should be in the pay scale of Rs. 37400-67000+ GP 7600</p>	<p>Health corporation technology and implementation roadmap</p> <ol style="list-style-type: none"> <li>2. Develop conceptual framework of coherent, coordinated digitalization of the health system</li> <li>3. Identify the most appropriate technical platforms for the computerization.</li> <li>4. Develop specifications for hardware and software for the digitalization of the health system.</li> <li>5. Assist in developing the EoI and RFP for various components of computerization in the health system</li> <li>6. Assist in evaluation of hardware/software options that are most appropriate for the various levels that are to be computerized.</li> <li>7. Analyze the existing patient health care record keeping mechanism</li> <li>8. Work with health care providers, System Integrators and third parties to design the road map</li> <li>9. Ensure necessary Security measures are implemented for data &amp; network, BCP &amp; DR planning.</li> <li>10. Develop &amp; Implement a CRM strategy</li> <li>11. Recruit &amp; manage a team which will be responsible for creating the security &amp; compliance policies, conduct periodic reviews &amp; audits to ensure safety of data at rest &amp; motion.</li> <li>12. Undertake other assignments, which may be assigned from time to time</li> </ol>	
3	<b>Jr. Manager - IT</b>	2	<p>Graduate or Post Graduate in a recognized University/Institute. 1 year of demonstrated knowledge and experience</p>	<ol style="list-style-type: none"> <li>1. The Jr. Manager IT will assist the Chief Technology Manager – IT Management for managing all aspects of IT (software, hardware, networking, database</li> </ol>	Rs. 40000- 60,000

			in the area preferably in Health Sector. Upper age limit is 35 years.	management etc.) and will report to him/her. 2. S/he will be required to maintain and provide support for modification for software developed in house. 3. Develop application software / website for use by DHCL. 4. Provide IT support 5. Any other duties assigned from time to time	
4	<b>Jr. Manager - Bio-Medical Engineer</b>	15	Master's / Graduate Degree in Bio-Medical Engineering from a recognized University / Institute. 1 year of demonstrated knowledge and experience in the area preferably in Health Sector. Upper age Limit is 35 years.	1. The officer may be deputed anywhere in the hospital(s) / health facility under Government of NCT of Delhi. Main job responsibilities of the officer will be as following- 2. Prepare history of equipment installed in the hospital(s) / health facility. 3. Prepare inventory of equipment. 4. Provide technical support in rectifying the faults in the equipment. 5. Liaison with the local vendor for repair / replacement of the equipment. 6. Maintain complete log of services / maintenance provided by authorized vendor. 7. Calculate penalty for default by the vendor / deviation from the agreed terms and conditions. 8. Verification of bills of vendors. 9. Any other duty assigned from time to time.	Rs. 40000- 60,000
5	<b>Secretarial Assistant</b>	14	The candidate should possess a Graduate degree from a recognized university/institution with good academic record. S/he should have a minimum of 1 years of experience in office administration /	1. Performing clerical tasks requiring the application of independent judgment and knowledge of regulations, policies, or procedures, and setting up of files. 2. Screening telephone calls and incoming mail.	Rs. 20,000 - 30,000

			<p>office management/ clerical work. Knowledge of computers and typing speed in English minimum 30 words per minute. Upper age Limit is 30 years.</p>	<ol style="list-style-type: none"> <li>3. Preparing replies to correspondence from brief dictated notes or on own initiative.</li> <li>4. Drafting notices, orders, circular for internal communication</li> <li>5. Performing other duties as required.</li> <li>6. Greet and assist visitors in a courteous manner</li> <li>7. Answer phones in a courteous manners</li> <li>8. Record messages accurately</li> <li>9. Direct calls and respond to inquiries</li> <li>10. Makes appointments</li> <li>11. Provides information of as general nature</li> <li>12. Any other duties assigned from time to time</li> </ol>	
6	<b>Data Entry Operator (English)</b>	5	<p>The candidate should possess a Graduate degree from a recognized university/institution with good academic record with demonstrable knowledge of MS word, MS excel, MS Power point. Typing speed of English should be minimum 40 words per minute. S/he should have a minimum of 1 years of demonstrable experience of Data entry work in an organization. Upper age Limit is 30 years.</p>	<ol style="list-style-type: none"> <li>1. Perform Data Entry and computer job related Work.</li> <li>2. Any other duties assigned from time to time</li> </ol>	Rs. 20,000 - 30, 000
7	<b>Data Entry Operator (Hindi)</b>	1	<p>The candidate should possess a Graduate degree from a recognized university/institution with good academic record with demonstrable knowledge of MS word, MS excel, MS Power point. Typing speed of English should be minimum 30 words per minute. S/he should have a minimum of 1 years of demonstrable experience of Data entry work in an organization.</p>	<ol style="list-style-type: none"> <li>1. Perform Data Entry and computer job related Work.</li> <li>2. Any other duties assigned from time to time</li> </ol>	Rs. 20,000 - 30, 000



			Upper age Limit is 30 years.		
<b>8</b>	<b>Attendant</b>	10	The candidate should be 10 <sup>th</sup> standard pass from a recognized institution with good academic record.	He will assist the officer in-charge and will perform duties assigned to him from time to time.	Rs. 12000/- consolidated

## APPLICATION FORM

Paste recent passport size  
photograph

Post applied for \_\_\_\_\_

1. Name of Applicant: (Mr/Mrs/Ms/Dr.) \_\_\_\_\_

2. Father's/Spouse Name: \_\_\_\_\_

3. Date of Birth: \_\_\_\_\_

4. Whether SC/ST/OBC/PH/Ex-serviceman: \_\_\_\_\_

5. Educational Qualification and Experience: \_\_\_\_\_

S. No.	Academic / Professional Qualification	Name of Institution	University	Course Duration / Yr. of passing out	% of Marks (Mandatory)
1.					
2.					
3.					
4.					
5.					

S. No.	Designation	Name of Institution / Employer	From - To	Field of Experience	Salary Drawn
1.					
2.					
3.					
4.					
5.					

6. Whether experience in the related area of the job requirement as detailed in job responsibilities (Details regarding experience): \_\_\_\_\_

7. Total emoluments per month now drawn: \_\_\_\_\_

8. Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if the space is insufficient:

9. Mailing Address: \_\_\_\_\_

10. Phone (R) \_\_\_\_\_ (M) \_\_\_\_\_

11. Email Address: \_\_\_\_\_

12. Permanent Address: \_\_\_\_\_

13. **Mandatory:** Self Attested documents attached: (a) Marks sheets ( ) ;(b) Certificate/Degree/Diploma ( ) ; (c) Certificate of Registration ( ) ; (d) Experience ( ) ; (e) Age Proof ( )\* ; (f) any other ( )

14. Undertaking: I hereby certify that all the information given above is true to the best of my knowledge. If any of the above information is found to be incorrect at a later stage, I shall be liable to be disqualified/ removed from the service after selection.

**Date:** \_\_\_\_\_

**Place:** \_\_\_\_\_

**(Signature of the candidate)**

\* Crucial date for determining the age of the Candidate shall be the last date of receipt of applications i.e. 08/07/2016