

**HAMDARD INSTITUTE OF MEDICAL SCIENCES & RESEARCH
AND ASSOCIATED HAH CENTENARY HOSPITAL
GURU RAVIDAS MARG, HAMDARD NAGAR
NEW DELHI – 110062**

RECRUITMENT

(Advertisement No. HIMSR/18/04/2022)

Applications are invited for contractual appointment of staff in Hamdard Institute of Medical Sciences & Research and its associated HAH Centenary Hospital. Eligible candidates may **apply on or before 18.04.2022.**

S. No.	Post	Nos.
1.	Fire Safety Officer	01
2.	Fire Man	02
3.	Junior Dietician	04
4.	Ambulance Driver	03

The numbers may increase or decrease depending upon the status on the day of selection.

1. Fire Safety Officer:

Job Title	Fire Safety Officer
Minimum Qualification	Degree in Fire and Safety OR Diploma in Fire-Safety and Hazards Management/ Disaster Management/Industrial Safety Management/ Diploma in Fire Sub Officer/
Relevant experience	4-5 years of experience in fire safety training and drills/ Preferably experienced in Healthcare Industry
Additional Skill	Candidate must be knowledgeable expert in their field and possess excellent communication skills in order to maintain fire safety and to provide the training.
Salary	25,000 - 30,000/- per month (consolidated)
Job Responsibilities	<ul style="list-style-type: none"> • Ensure that all fire and safety equipment in an establishment are in good shape always. • Make sure that there are well-developed plans for easy evacuation of people in a building in the case of a fire outbreak. • Conduct fire safety checks from time to time. • Enforce safety codes and regulations/guidelines within a particular organization. • Carry out training and enlightenment of co-workers or employees as regards general fire safety rules and procedures. • Address any form of violation of safety codes within the organization. • Investigate and implement appropriate disciplinary action on violators of safety codes within the establishment. • To fulfil the NABH requirements. • Will responsible in renewing the fire related statutory requirements periodically. • Responsible in conduction fire mock drill periodically. • In case of fire, he is responsible for preventing the spread to fire to any part of the building. • Ensure the fire related requirement of Govt. Act and rules towards the HIMSR & HAHC Hospital.

2. Fire Man:

Job Title	Fire Man
Minimum Qualifications	Diploma in Fire and Safety Management
Relevant experience	1-2 years of experience in fire safety training and drills/ Preferably experienced in Healthcare Industry
Additional Skill	Candidate must be knowledgeable expert in their filed and possess excellent communication skills in order to maintain fire safety and adequately educate others.
Salary	15,000/- per month (consolidated)
Job Responsibilities	<ul style="list-style-type: none"> • Perform firefighting work, including preventing, combating and extinguishing fires to protect lives, property and the environment • Operate fire equipment and tools appropriately • Provide emergency medical care within scope of practice • Quickly and effectively analyze hazardous situations and take appropriate course of action • Participate in training, classes and drills in firefighting, emergency medical care, disaster response and specialized rescue • Perform general maintenance work of fire equipment and facilities • To fulfill the NABH requirements. • In case of fire, he is responsible person for preventing the spread to fire to any part of the building.

3. Junior Dietician:

Job Title	Junior Dietician
Minimum Qualifications	B.Sc. (Nutrition and dietetics) / PG Diploma in Nutrition and dietetics
Desirable Qualifications	M.Sc. (Nutrition and dietetics)
Relevant experience	0-2 years of experience
Salary	15,000/- per month (consolidated)
Job Responsibilities	<ul style="list-style-type: none"> • To attend all the OPD Consultations referrals. • Assess the nutritional status and nutritional needs of the OPD & IPD patients. • Prepare the diet plan diet chart on the basis of the condition of the patients. • Changing the diet plan according to the request of the patients if appropriate. • Continuous monitoring of the quality of the food provided in the wards and also the cafeteria food for the patient attendants and others. • Consultation with the patients to prevent nutrition related diseases. • Coordinate with the treating doctors and other staff about the diet plan of the patient. • Overseeing the daily assessment of the dietary needs and evaluation of the diet plan of inpatients done by the Junior Dieticians. • Overseeing the work of the F & B executive. • To fulfill the NABH requirements.
KRA	<ul style="list-style-type: none"> • No delayed food • No foreign object in food • No erroneous food prescription • Diet Plan & Diet Chart for all patients


4. Ambulance Driver:

Job Title	Ambulance Driver
Minimum Qualifications	12 th pass with valid driving license for Ambulances
Desirable Qualifications	Diploma in GNM or Government approved Pre-Hospital Trauma Technician (PTT) course
Relevant experience	0-2 years of experience
Salary	10,000 -15,000/- per month (consolidated)
Job Responsibilities	<ul style="list-style-type: none">• Driver ambulance to transport sick, injured, or convalescent persons: Places patients on stretcher and loads stretcher into ambulance, usually with help of ambulance attendant.• Take sick or injured persons to hospital, or convalescents to destination, using knowledge and skill in driving to avoid sudden motions detrimental to patients.• Remove and replaces soiled linens and equipment to maintain sanitary conditions.• Replaces supplies and disposable items on ambulances making sure that they are always fully stocked before making an emergency call.• Responsible for reporting facts concerning accidents or emergencies to hospital personnel or law enforcement officials.• Responsible to administer first aid, such as bandaging, splinting, and administering oxygen. Sometimes he/she is expected to restrain violent patients.• Maintains a log of all calls/trips done with time mentioned.• Maintains updated inventory of all equipment in the ambulance in the form of a checklist.• Maintains updated inventory of all medicines in the ambulance in the form of a checklist with expiry checking.• Maintains all relevant documents related to the ambulance RC, and permission papers.• Periodically checks the oxygen cylinder for adequacy of pressure and gets it refilled whenever necessary.• In case of cardiac Ambulance, the Doctor's credential certificate is maintained.

Interested candidates having requisite qualification and experience may send their application Form which is enclosed herewith detailed bio-data, attested copies of certificates & testimonials and two passport size photographs to the office of the **HR Division, 9th floor, New Building, HIMSR & HAHC Hospital, Guru Ravidas Marg, Hamdard Nagar, New Delhi – 110062, latest by 18.04.2022.**

GENERAL INFORMATION

1. The Institute reserves the right not to fill-up the vacancies if the circumstances so warrant and to call only short-listed candidates for test/ interview.
2. Candidates called for interview will have to come to the place of interview at their own expenses and bring with them their original research papers, degree, experience etc. for verification.



3. **The Application Form duly typed and complete in all respects should be sent on email id: hr@himsr.co.in alongwith following:**
 - Bio-data (highlighting personal details, academic records, research and experience) in prescribed form.
 - Self-attested copies of certificates & testimonials in support of qualification and experience.
5. Two reference letters from current organizations who may have been either reporting or reviewing officer of the applicant.
6. Incomplete applications and those received after the closing date will not be entertained.
7. Annexure I & II are attached. All desirous candidates may fill up the Annexures, mail them in advance & bring the same at the time of interview.



(Mushtaq A. Zargar)
Head Finance & Administration