



**BLDE**

**(DEEMED TO BE UNIVERSITY)**

Declared as Deemed to be University u/s 3 of UGC Act, 1956

The Constituent College

SHRI B. M. PATIL MEDICAL COLLEGE, HOSPITAL & RESEARCH CENTRE, VIJAYAPURA

## **INFORMATION BOOKLET FOR RECRUITMENT OF NON-TEACHING POSTS**

### **1. Chief Librarian**

#### **Essential Qualification and Experience:**

- A Master's Degree in Library Science/Information Science/Documentation Science with at least 55% marks or an equivalent grade in a point-scale wherever the grading system is followed.
- Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET and a Ph.D. Degree in library science/information science/documentation/archives and manuscript-keeping.
- At least 10 years' as a Librarian at any level in University Library or ten years' of teaching as Assistant/Associate Professor in Library Science or ten years' experience as a College Librarian.
- Evidence of innovative library services, including the integration of ICT in a library.
- A consistently good academic record, with knowledge of computerization of a library.

### **2. Assistant Registrar**

#### **Essential Qualification and Experience:**

- Full-time Master Degree in any discipline with at least 55% of marks or an equivalent grade in a point scale wherever the grading system is followed.
- At least 5 years' of experience in Academics / Procurement / Human Resources. Management and General Administration in reputed Institute/University.
- Familiarity and knowledge with working procedures of Higher Education Institutions of Health Sciences.
- Good working knowledge of Computer Application.

### **3. Chief Pharmacist**

#### **Essential Qualification and Experience:**

- M. Pharma / B. Pharma from a recognized Institute/University.
- Minimum 10 years' of experience in heading a pharmacy store of at least 100 Bed Hospital **or** heading private retail pharmacy chain.
- He / She should have good command on the drug inventory control and have good knowledge of market pricing of common drugs.

- The Computer Knowledge with good communication skill required.

#### **4. Office Superintendent**

##### **Essential Qualification and Experience:**

- Full-time Master Degree in any discipline from a recognized Institute/University.
- At least 8 years' of experience as FDA or equivalent.
- Candidate must have excellent knowledge in Academic/Administration/Office Management.
- Working experience in Higher Education Institutions of Health Sciences / Hospital industry.
- Good working knowledge of computer application.

#### **5. Store Manager**

##### **Essential Qualification and Experience:**

- Full time Master Degree in MBA with at least 5 years' of experience.
- Classification of material into ABC analysis and same to be reporting to management.
- Creating & Maintaining Vendor & Material Master list.
- Must have good knowledge of supply chain management.
- Must have good knowledge in Preparing Purchase Orders & follow-ups with vendors for the material.
- Must know the process of material checking, stock check, checking of bills.
- Good with keeping records & documents for audits.
- Must be good in validating the internal dept. indents & plan strategy to attend sudden requirement.
- Must report timely to management on expiry and stock count records.
- Must have good knowledge of stack check, track records, & communication channels.

#### **6. Junior Engineer (Electrical)**

##### **Essential Qualification and Experience:**

- Degree / Diploma in Electrical Engineering from a recognized Institution / University.
- At least 2-3 years' experience as Junior Engineer (Electrical) in Hospital / Medical Institute / any other industry of repute.
- Good working knowledge of computer application.

#### **7. Special Assistant**

##### **Essential Qualification and Experience:**

- Full-time Master Degree in any discipline from a recognized Institute/University.
- At least 5 years' of experience as FDA or equivalent.
- Candidate must have excellent knowledge in Academic/Administration/Office Management.
- Working experience in Higher Education Institutions of Health Sciences / Hospital industry.

- Good working knowledge of computer application.

## 8. Senior Accountant

### Essential Qualification and Experience:

- B.Com/M.Com graduation from a recognized Institution/University with at least 5 years' of experience.
- Candidate must have basic knowledge of taxation and accounts.
- Good command in Excel is must & should be a good learner.
- Excellent communication and presentation skills.
- Highly detail oriented and organized at work & ability to meet assigned deadlines.
- Experienced in Tally, Excel, and MS Office.
- Finalization of Accounts, Preparation of Books of accounts etc.,
- Attend various Internal Audits and Statutory Audits.
- Proficient in preparing Income Tax returns, Service Tax, TDS returns etc.,
- Maintains accounting controls by preparing and recommending policies and procedures.
- Complies with federal, state, and local financial-legal requirements of non-profit sectors by studying existing and new legislation, enforcing adherence to requirements, and advising management on needed actions.
- Any other requirement called for by the management in the field of accounting.
- Attendance Monitoring & Leave Management and other administrative functions.

## 9. Cashier Counter Incharge

### Essential Qualification and Experience:

- M.Com/MBA (Finance) degree from a recognized university with at least 5 years' of experience in cash handling.
- Must be board/institute in Managing all cash transactions, Maintaining a daily account of the daily transactions.
- Must have good knowledge of balancing the daily account at the end of each day or closing hours & reporting timely basis to the accounts department.
- Checking the daily cash balance & Interacting with the patient that comes to the counter Solving all their cash related queries.

## 10. Vehicle in Charge

### Essential Qualification and Experience:

- Diploma in Automobiles / Mechanical.
- At least 3 years' of experience in the field of Automobiles.
- Must know the rules & regulations of RTO and also Insurance.
- Good working knowledge of computer application.

## 11. Store Keeper

### Essential Qualification and Experience:

- Full time Degree in B.Com/BBA with at least 3 years' of experience in handling stores.

- Physical ability to frequently lift and carry materials weighing up to 25 pounds and occasionally up to 50 pounds.
- Having good knowledge/skill in maintaining the records of the stores.
- Excellent written and verbal communication skills and knowledge of computer desirable.

## 12. Hostel Warden

### Essential Qualification and Experience:

- Full time Degree in any discipline from a recognized Institute/University.
- At least 3 years' of experience as a hostel warden.
- Knowledge of Computer, MS Office and proficiency in English desirable.
- Ex-Service man candidates will be preferred.

## 13. Stenographer

### Essential Qualification and Experience:

- Degree/equivalent in any discipline from a recognized University/Institute/Board.
- Shorthand Certificate from the Board / Institute.
- Typing Knowledge or equivalent from a recognized Institute.
- At least 1 year' of experience as Stenographer cum Typewriter.

## 14. Second Division Assistant (SDA)

### Essential Qualification and Experience:

- Full-time Degree in any discipline.
- At least 2 years' of experience in Academic/Administration works.
- Knowledge of Computer, MS Office and proficiency in English desirable.

## 15. Junior Accountant

### Essential Qualification and Experience:

- B.Com graduation from a recognized Institute/University with at least 2 years' of experience.
- The Candidate must have basic knowledge of taxation and accounts.
- Good command in Excel is must & should be a good learner.
- Excellent communication and presentation skills.
- Highly detail oriented and organized at work & ability to meet assigned deadlines.
- Experienced in Tally, Excel, and MS Office.
- Keep track of the accounts receivable transactions and keep a record of the receipts.

## 16. Cashier

### Essential Qualification and Experience:

- B.Com/BBA (Finance) degree from a recognized university with at least 2 years' of experience in cash handling.
- Must be Board/Institute in Managing all cash transactions, Maintaining a daily account of the daily transactions.



- Must have good knowledge of balancing the daily account at the end of each day or closing hours & reporting timely basis to the accounts department.
- Checking the daily cash balance & Interacting with the patient that comes to the counter solving all their cash related queries.

## 17. Public Relation Assistant (PRA)

### Essential Qualification and Experience:

- Must have MSW/BSW/BBA/Any degree from a recognized Institute/University with at least 2 years' of experience.
- Greeting and coordinating patients flow, streamlining the patients for respecting doctors.
- Accountable for patient flow by coordinating MSW Dept. and front office team.
- Must have good presentation, communication & conveying skill.
- Must have the good interpersonal skill & able to guide patients on their concern.
- Desired to communicate available service/facilities and other government schemes & validating documents of the patient.
- Must be multi-tasking & coordinating to support the patient in coordination with reception, Empanelment department & billing department.
- Preference will be given to Healthcare professionals

## 18. Photographer

### Essential Qualification and Experience:

- Degree/Diploma/Course in Photography/Equivalent Qualification with at least 3 years' of experience in the field of Photography and Videography.
- Computer knowledge/knowledge of Photoshop skills are desirable.

## 19. Refractionist

### Essential Qualification and Experience:

- Degree in Optometry/Diploma in Optometry/equivalent qualification from a recognized Institution/University.
- At least 2-3 years' experience in the relevant field.

## 20. CSSD Chief Technician

### Essential Qualification and Experience:

- Diploma/equivalent qualification from a recognized Board/Institute.
- At least 2-5 years' experience in Central Sterilization Services Department (CSSD) of a Hospital/Medical Institute of repute.
- Desirable: Training in Sterilization Technique from a recognized hospital/Institute.

## 21. X-Ray Technician

### Essential Qualification and Experience:

- B.Sc. / DMRT / equivalent from a recognized Institute/University.
- At least 2 years' experience in Hospital/Medical Institute of repute.

## 22. CT/MRI Technician

### Essential Qualification and Experience:

- Degree in Medical Imaging Technology (MIT) / Radiography / Diploma from a recognized Institute/University.
- At least 2 years' experience as a CT/MRI Technician in Hospital/Medical Institute of repute.

## 23. Echo Technician

### Essential Qualification and Experience:

- Diploma/Degree/PG in Echo & TMT Technician from a recognized Institute/University.
- At least 2 years' experience as X-Ray Technician, TMT Technician, Color Doppler Technician, Echo Technician in Hospital / Medical Institute of repute.

## 24. TMT Technician

### Essential Qualification and Experience:

- Diploma/Degree/PG in Echo & TMT Technician from a recognized Institute/University.
- At least 2 years' experience as X-Ray Technician, TMT Technician, Color Doppler Technician, Echo Technician in Hospital / Medical Institute of repute.

## 25. EEG Technician

### Essential Qualification and Experience:

- Certificate/Diploma/Degree EEG Technician from the recognized Institute/University.
- At least 2 years' experience as an EEG Technician in Hospital/Medical Institute of repute.

## 26. ECG Technician

### Essential Qualification and Experience:

- Certificate/Diploma/Degree ECG Technician from the recognized Institution/University.
- At least 2 years' experience as an EEG Technician in Hospital/Medical Institute of repute.

## 27. A/C Technician

### Essential Qualification and Experience:

- Diploma/ITI in Electronics from a recognized Board/Institute.
- At least 2 years' experience in the relevant field.

## 28. Electrician

### Essential Qualification and Experience:

- Diploma/ITI in Electrical from a recognized Board/Institute.
- At least 2 years' experience as a Maintenance Electrician in Hospital / Medical Institute / any other industry of repute.

## 29. Laundry Supervisor

### Essential Qualification and Experience:

- Any Degree/Diploma/equivalent qualification with at least of 3 years' professional experience in the field of housekeeping in Hospital / Medical Institute / any other industry of repute.
- The candidate must have the knowledge/skill of sterilization Techniques.
- Computer knowledge is desirable.

## 30. Plumber

### Essential Qualification and Experience:

- ITI in any discipline/Equivalent qualification from a recognized Institution.
- At least 2 years' experience in the relevant field.

## 31. Drivers (Hitech Ambulance)

### Essential Qualification and Experience:

- SSLC/PUC / Equivalent qualification from a recognized board/institute
- The candidate has a valid light/medium/heavy/ driving license from the competent authorities.
- At least 5 years' of experience in riding the high-tech ambulance/equivalent.
- Physical fitness and Map reading ability are desirable.
- Knowledge of Motor Mechanism (The candidate should be able to minor defects in vehicles).

## 32. Barber

### Essential Qualification and Experience:

- SSLC/7<sup>th</sup> Class from the recognized board.
- At least 3 years' experience in any other industry of repute.

**Note:** Pay Band is as per BLDE (Deemed to be University) rules.

### **IMPORTANT DETAILS FOR CANDIDATES**

- The link to the online registration of the Application has been hosted on the website: [www.bldeu.ac.in/careers/](http://www.bldeu.ac.in/careers/)
- The Candidate has to log-in their email ids for filling the online application.
- Last date of submission of online application is **30 September, 2019**, by 6.00 pm.
- Candidates are required to upload scanned copy of documents in support of age, qualification, experience, etc. (pdf/jpeg/png, file upto 10 mb).
- The hard copy of the applications will not be accepted.
- The Shortlisted candidates will be called for an interview, which they are required to appear at their own cost.
- Application received after the last date and without complete information will be summarily rejected.

**REGISTRAR**