

JAMIA HAMDARD
HAMDARD NAGAR, NEW DELHI- 110062

Dated: 27.04.2016

VACANCY NOTIFICATION

Applications are invited for appointment purely on contract basis for the following positions for the start establishment of Hospital Pharmacy in HAH Centenary Hospital of Hamdard Institute of Medical Sciences & Research initially for a period of one year. Eligible candidates may apply on or before April 30, 2016.

1. PHARMASIST (two)

Education: B. Pharm. / D. Pharm.

Experience: 1-2 years of working in hospital pharmacy, billing and petty cash transactions

Job Responsibilities: To manage outflow / dispensing of products, to keep updated on the inventory, to provide quality control activities, to manage outflow and supervise inflow of cash. To work as a part of team and contribute to the attainment of objectives.

Salary: Consolidated Rs. 15,000 per month (all inclusive)

2. PHARMACY ASSISTANT (two)

Education: B. Sc.

Experience: 1-2 experience of working in pharmacy shops, billing and petty cash transactions

Job Responsibilities: To assist in dispensing of products, manage outflow of products and inflow of cash. To work as a part of team and contribute to the attainment of objectives.

Salary: Consolidated Rs. 12,000 per month (all inclusive)

3. IT/COMPUTER EXECUTIVE (one)

Education: BCA/ MCA

Experience: 1-2 years of working in a Business enterprise.

Job Responsibilities: To set up IT systems, assist in monitoring inventory, generating periodic reports. To work as a part of team and contribute to the attainment of objectives.

Salary: Consolidated Rs. 25,000 per month (all inclusive)

4. ACCOUNTS EXECUTIVE (one)

Education: B. Com. /MBA in finance will be preferred

Experience: 1-2 years of working for a Business enterprise.

Job Responsibilities: To ensure financial health of the business, preparing P&L statements and periodic monthly reports. To work as a part of team and contribute to the attainment of objectives.

Salary: Consolidated Rs. 25,000 per month (all inclusive)

5. MANAGEMENT EXECUTIVE (one)

Education: M.Pharm. /B.Sc. with MBA in finance will be preferred

Experience: 1-2 years of working for a pharmacy.

Job Responsibilities: BPR (business process restructuring), QC, implement new or improved supply chain process, track new development products.

Salary: Consolidated Rs. 20,000 per month (all inclusive)

6. HELPER/PORTER (two)

Education: 10th/12th pass

Experience: working experience as housekeeping staff.

Job Responsibilities: To clean the work area, sweep, scrub and polish floors and furniture & fittings, empty and clean trash containers.

Salary: Consolidated Rs. 10,000 per month (all inclusive)

Interested candidates may send their application alongwith detailed bio-data, attested copies of certificates & testimonials to the Office of the Registrar, Establishment Section, Jamia Hamdard, Hamdard Nagar, New Delhi-110062 latest by April 30, 2016.

REGISTRAR

Copy for wide publicity to:

1. Dean, HIMSR/Pharmacy
2. Medical Superintendent, HAHC Hospital
3. Finance Officer
4. P.R.O. -To get it display on all notice boards
5. Mr. Rahil Beg, System Analyst - To get it upload on University's website
6. P.A. to Registrar