



NEW MANGALORE PORT TRUST
MEDICAL DEPARTMENT
PANAMBUR, MANGALORE- 575 010
Tele: 0824- 2407413

No.2/1/2021/PTII/OS

Date:-27.01.2022

INVITES

Applications are invited from the eligible Indian Nationals for the following posts on Outsourced Contract basis.

| Sl.No. | Name of the posts | No. of posts | Pay |
|--------|---|--------------|--|
| 1 | Medical Consultant Cum Administrator (Contract) | 1 | Rs.1,50,000/- (Total consolidated pay per month) |

The Application in full shape should be submitted enclosed in the prescribed format to the office of the Chief Medical officer, New Mangalore Port Trust, Panambur, Mangalore – 575 010. The last date for receipt of application is 28.02.2022 by 15.00 hrs.

Please refer:

- i) Annexure I – Qualification & Experience
- ii) Annexure II – Terms & Conditions
- iii) Annexure III – Application format

27.1.2022
Chief Medical Officer (i/c)
New Mangalore Port Trust I/C
पत्तन न्यास अस्पताल Port Trust Hospital
नव मंगलूर पत्तन न्यास New Mangalore Port Trust
पणंबूर, मंगलूर Panambur, Mangalore-575010

NEW MANGALORE PORT TRUST
REQUIRED QUALIFICATION AND EXPERIENCE

| Sl. No. | Name of the Posts | Qualifications | Experience |
|----------------|---|---|--|
| 1. | Medical Consultant Cum Administrator (Contract) | MBBS (Desirable : Post graduation in Hospital Administration/any field of speciality) | 10 years work experience in Hospital Administrator & Medical Superintendent in any Government Hospital (central government/state government)/Private Hospitals/Medical Colleges/PSUs. |

Sd/-
Chief Medical Officer i/c
NMPT

TERMS AND CONDITIONS

1. The application fee is Rs.500/- payable through RTGS / Online payment. The details of payment to be made are mentioned below:
 - i. Name of the Bank: State Bank of India
 - ii. Name of the Branch: Panambur
 - iii. Account No: 10205649448
 - iv. IFSC Code: SBIN0002249Reference Number of the payment may be mentioned in the Application Form.
Application fee will not be refunded in any case.
2. The posts will be engaged purely on Contractual basis for a period of 1 year, extendable for further period.
3. The maximum age limit for the above position is 65 years.
4. The candidates possessing requisite qualification and experience will be called for interview.
5. The candidates should clearly indicate the percentage of marks scored in the application form. If CGPA grading is mentioned in the mark sheet, the candidates shall be responsible for converting the said grading into accurate percentage as per the criteria adopted by the respective University / Institution.
6. The crucial date for determining eligibility criteria viz., educational qualification, experience, age etc. shall be as on first day of the month in which applications were invited. Only the eligible applicants who fulfill the above criteria prescribed for respective position are shortlisted.
7. Eligible candidates will be called for interview through e-mail only. The date, time and venue of interview will be informed accordingly.
8. NMPT reserves the right to fix the minimum standard / qualifying marks for selection of all the positions.
9. Any update, corrigendum etc. of this advertisement and changes in the recruitment process will be hosted in the Port's website only. Hence, candidates are requested to keep in regular watch to this Port's website and no separate communication is made to the individual applicant.
10. Canvassing in any form will disqualify the candidate and no correspondence shall be entertained.

11. **Leave facilities:** The candidates selected will be permitted to avail Casual Leave at the rate of 1.25 days for each completed calendar month of contract service. No provision exists either for encashment of the non-availed portion of the Casual Leave or for carrying forward the said Leave to the next calendar year or future contract assignment if any.
12. **Medical Facility:** The selected candidates shall be entitled to free medical treatment in NMPT hospital for himself and family to the extent the facilities available in the said Hospital.
13. **Accommodation:** Port accommodation will be provided subject to availability at normal rent as applicable which will be deducted from the consolidated pay. In addition, allied charges such as water charges & Electricity charges will have to be borne by the occupant.
14. **Working Hours:** The Duration of working hours will be as per the office hours with weekly off on Sunday.
15. The Contract engagement can be terminated by either side by giving one months notice during the currency of the Contract.
16. **Settlement of Dispute:** Any dispute arising out of this contract, the interpretation & decision of Chairman, NMPT will be final.

In addition to above the Hospital Administrator (Contract) shall be Subject to his / her being medically fit for the duties to be performed on the said post. Therefore the selected candidates will have to report to Chief Medical Officer of Port Trust Hospital of this port to undergo necessary medical examinations prior to joining for duty as Hospital Administrator (Contract).

Scope of Duties and Responsibilities

He shall report to CMO or any person authorized by him.

1. Deal with the Administrative matters related to Port Trust Hospital. Preparation of Budget Estimates (BE) & Revised estimates (RE) proposals of medical department for approval of the Competent Authority
2. Preparation of Purchase Proposals and work proposal for approvals.
3. Ensure availability of sufficient stock of Medicines, Manpower, Hospital Equipment and other requirements for smooth functioning of PTH by timely completion of tendering for procurement, engagement of Doctors and Paramedical workers.

4. Medical Reimbursement claims of all eligible category including retirees and CISF employees working for NMPT which are dealt at Medical Department. Timely settlement of MR Claims related to treatment availed at referral Hospital, as per MoU, individual claims both OP and IP.

5. Any other Duties and Responsibilities assigned by CMO/CMOi/c

Sd/-

Chief Medical Officer i/c

APPLICATION FORMAT

Affix recent
Passport size
photograph

| 1 | Name of the Post : | | | | |
|--|--|-----------------|--------------------|------------------|------------|
| 2 | Notification No. and date : | | | | |
| 3 | Name of the Candidate : | | | | |
| 4 | Name of Father/Husband : | | | | |
| 5 | Date of birth : (Enclose attested copy of proof) | | | | |
| 6 | Nationality : | | | | |
| 7 | Gender : Male / Female | | | | |
| 8 | Caste (SC/ST/OBC/UR) : Caste Certificate should be in the Central Govt Format. | | | | |
| 9 | Qualification : (Enclose attested copies of certificates) | | | | |
| Sl. No | Qualification (with Discipline/ Branch) | Name of College | Year of passing | Marks secured | Percentage |
| i | | | | | |
| ii | | | | | |
| iii | | | | | |
| iv | | | | | |
| <p>Note: In case of CGPA etc. system of grading, the candidates shall convert the CPGA etc. grading into equivalent percentage of marks and indicate in the above prescribed column accurately. Indicating Wrong percentage will disqualify the candidature.</p> | | | | | |

Contd.....

| | |
|-----------|---|
| 10 | Experience in earlier posts held in the : Chronological order as in below table (Enclose copies of proof) |
|-----------|---|

| Sl. No. | Name of the Organization | Post held | Scale of Pay | From | To | Nature of duties |
|---------|--------------------------|-----------|--------------|------|----|------------------|
| (i) | | | | | | |
| (ii) | | | | | | |
| (iii) | | | | | | |

| | |
|----|---|
| 11 | Permanent Address : |
| 12 | Address for communication with E-mail address and Telephone No. : |
| 13 | Details of Application fee paid (Ref. payment No.) : |
| 14 | Any other points, applicant wish to Submit : |

Declaration

I, Shri./Smt. (Name of the applicant) hereby declare that, the information furnished above are true and correct. In case, any information is found incorrect/false, I myself render liable for disqualification for the post applied for, apart from the necessary action as deemed fit.

Place:
Date:

Signature of the candidate