

Office of the Burdwan Municipality

G.T. Road, Burdwan, West Bengal, India – 713101

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Email: info@burdwanmunicipality.gov.in | Website: www.burdwanmunicipality.gov.in

Memo no. 728/9/11-9

Date 10.08.17

Notice Inviting Application for the Post of Hospital Administrator

Burdwan Municipality hereby invites application from experienced and eligible candidates for the post of "Hospital Administrator" for Bardhaman Poura Swsathya Kendra, Jhurjhure Pool, Burdwan on contractual basis. The eligibility criteria are as follows: -

1. Candidates must possess a Degree in Hospital Management from any recognised University/Board/Council. MBA in Marketing/HR/Systems/Finance, Masters in Social Work/Sociology may also apply. The candidates must have sound computer knowledge.
2. Minimum three years' experience in management of similar type of work.

Terms and Conditions are noted below-

1. The candidate should be below 40 years of age as on 1st July 2017
2. Contractual monthly remuneration will be negotiable.
3. Candidates must furnish the self-attested photo copies of all testimonials and certificates issued by the competent authority with application.
4. Candidates should enclose self-attested photocopy of the age proof certificate with the application.
5. Self-attested recent passport size photo to be pasted on Application Form.
6. Application should reach on the following address By hand/ Speed Post/ Registered Post/Courier : Burdwan Municipality, G.T. Road, Burdwan, PIN- 713101. Authority shall not be responsible for any postal delay.
7. Candidates are requested to view the Website of this Municipality www.burdwanmunicipality.gov.in for further details.
8. Candidates already engaged in any organization should submit NOC from the concerned employer.
9. The engagement will be purely on contractual basis. The candidate shall not have any claim for any future employment.
10. LAST DATE OF SUBMISSION OF APPLICATION IS 31.08.2017 upto 3 P.M.


Chairman
Burdwan Municipality

Memo No: - 728/9/11(5)/11-9

Date: - 10.08.17

Copy forwarded to: -

1. Vice Chairman, Burdwan Municipality
2. MCIC (Health), Burdwan Municipality
3. E.O., Burdwan Municipality / E.O., Burdwan Municipality
4. Secretary, Burdwan Municipality / Accountant, Burdwan Municipality
5. Super, Bardhaman Poura Swsathya Kendra, Burdwan Municipality


Chairman
Burdwan Municipality

