



MAEER MIT's  
**M.I.M.E.R. Medical College &**  
**Dr. Bhausaheb Sardesai Talegaon Rural Hospital,**  
Talegaon Dabhade, Tal. Maval, Dist. Pune - 410507  
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## APPOINTMENTS

Applications are invited from eligible candidates for the following posts **within 10 days** from the date of publication of this advertisement by email or on the above address.

**FOR NURSING STAFF – WALK IN INTERVIEWS**  
from 1<sup>st</sup> August to 14<sup>th</sup> August 2017 (during 10.00 a.m to 4.00 p.m)

Sr. No	Post	No. of Posts
01	Librarian	01
02	Deputy Librarian	01
03	Manager (Infrastructure & Development)	01
04	Accounts & Finance Head	01
05	Liaisoning Officer	01
07	HR Head /HR Assistant	01
08	Rector for Boys & Girls Hostel	02
09	Marketing Executive for Hospital	01
10	Medical Record Officer for Hospital	01
11	Dialysis Technician	05
12	Operation Theater Technician	10
13	Nursing Staff (B.Sc. Nursing / GNM)	50
14	Statistician for Medical Record Department	01

All other details are available on college website  
[www.mitmimer.com](http://www.mitmimer.com)

MEDICAL DIRECTOR

## **Details of Non-Teaching Staff reg. Qualification and Experience**

### **Librarian:**

- A Master's or any higher Degree in Library Science /Information Science/documentation, with not below 55% marks or its equivalent grade as per UGC seven point scale.
- Minimum 10 years of Experience in such position or as a Deputy Librarian in any reputed Professional educational Institutions preferably In Medical Colleges.
- The candidates with a consistent good academic record, knowledge in usage of Library Software, good and adequate communication skills will be given preference.

### **Deputy Librarian:**

- A Bachelor or Master's Degree in Library Science /Information Science/documentation, with not below 55% marks or its equivalent grade as per UGC seven point scales.
- Minimum 5 years of Experience in any reputed Professional educational Institutions preferably In Medical Colleges.
- The candidates with a consistent good academic record, knowledge in usage of Library Software, adequate communication skills will be given preference.

### **Manager (Infrastructure & Development):**

- A Bachelor or Masters in Civil Engineering with minimum 10 years of relevant Experience in all processes and procedures pertaining to Infrastructure Development.
- Diploma in Civil Engineering with minimum 15 to 20 years' of relevant experience in all processes and procedures pertaining to Infrastructure Development.
- Ability to lead and handle multiple projects and multiple teams at a time
- Shall have the knowledge of infrastructural budgeting as well as monitoring various teams for in-time execution.
- Ability to communicate in English / Hindi as well as local language will be an added quality.
- Drafting abilities in the above said languages will be highly essential.

### **Accounts & Finance Head:**

- B. com / M.Com with M.B.A (Finance) / ICWAI / CA with minimum 10+ years of relevant experience.
- Experience in reputed educational organisations and Knowledge in Trust Activities and accounts will be an added quality.

### **Liaisoning Officer:**

- A Bachelors or Master's Degree with minimum 10 to 15 years of relevant experience.
- Vast Experience in Liaisoning with Government bodies / Apex bodies and requisite Ministries'
- Good communication skills in English / Hindi and local language are highly essential.
- Shall possess a go-getter attitude
- Shall possess a good knowledge of Revenue Department, sale / purchase deeds / stamp duties and other work related in dealing with Land and infrastructure.
- Shall have the good drafting skills in local language.

### **HR Head:**

- A Bachelors / Master's especially in Human Resource Management
- 10 to 15 years of relevant experience especially in Educational Organisation
- Shall be well versed with Pay rolls / PF / TDS / Gratuity and other superannuation practices and procedures and appraisal systems.
- Shall be well versed with labour laws / compensation and or Benefit procedures and practices / leave policies / Recruitments and Job descriptions followed in education sector
- Shall possess good communication skills
- Ability to handle disputes & Human relations for the benefit of organisation.

### **HR Assistant:**

- A Bachelors / Master's especially in Human Resource Management
- 3 to 5 years' experience in the relevant field.
- Shall be well versed with maintaining personal files / data of the employees, leave policies / employee Attendance system etc.
- Shall be a good communicator

### **Rector for Boys & Girls Hostel:**

- Any Graduate / Post Graduate with a relevant experience of 5 to 10 years in handling teenage / adult students.
- Shall be good at pastoral care

## **Medical Record Officer**

- Medical graduate with experience of holding analogous post in a reputed medical college.
- A degree in medical record keeping (duration 1 year) from recognized University/Institution is desirable.
- Ability of use computer in office applications, spread sheets and presentation required.

## **Statistician for Medical Record Section**

- M.Sc. Statistics/M.Sc. Health Statistics with minimum 55% marks
- Minimum 2 years of experience in handling medical statistics in reputed medical colleges.

## **Marketing Executive for Hospital**

- MBA Marketing with 3 to 5 year of work experience of marketing in health care industry.
- Shall possess good communication skill.

## **Nursing Staff**

- B.Sc. Nursing
- GNM

## **Dialysis Technician**

- Graduate/Diploma/Training course in Dialysis Technology with 2-3 years of work experience as Dialysis Technician.

## **Operation Theater Technician**

- Diploma /Training course in Operation Theater Technology with 2-3 years of work experience as Operation Theater Technician