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 1st August to 14th August 2017 (during 10.00 a.m to 4.00 p.m)

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<td>Medical Record Officer for Hospital</td>
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All other details are available on college website: 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