

# Government of Rajasthan

Rajasthan Health Systems Development Project  
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## LETTER OF EXPRESSION

The Project Director, Rajasthan Health Systems Development Project, Government of Rajasthan invites applications from individuals for job of **Hospital Administrator (15 posts)** on contract basis for the period of one year at District Hospitals of the State.

### **Qualification and Experience :**

- (i) The candidate should have Post Graduate Diploma in Hospital / Health Management from recognized Institute in Health & Hospital Management.
- (ii) Candidates having experience of working in health sector will be given preference.

Detailed Terms of Reference, criteria job responsibility and other conditions are available on our Website <http://rajswasthya.nic.in>. For further queries the project office can be contacted during office hours at the address mentioned above.

The appointee shall be paid a consolidated honorarium of Rs. 25000/- per month & shall not be eligible for any other allowances.

The application should contain applicant's Name, Father's Name, Age, Office and Residential Address with Telephone Number, E-mail Address, Qualification and experience supported by attested photo copies of relevant papers and must reach at project office by 5.00 PM. latest by ~~15.03.2008~~.

**Project Director  
RHSDP**

# **TERMS OF REFERENCE FOR HOSPITAL ADMINISTRATOR**

## **Background:**

The World Bank assisted, Rajasthan Health System Development Project has been launched in the state of Rajasthan in the month of July 2004. The overall objective of the project is to increase the access of the people of Rajasthan, especially the underprivileged, poor, women and children, to quality health services. The project aims at achieving the overall objective through strengthening the secondary level government health system in the state through renovations, provision of equipment and medicines and skill enhancement of the care providers; apart from undertaking Behaviour Change Communication (BCC) and implementing Public Private Partnership (PPP) models at the community level.

The District Hospitals at present are being managed by PMO's who being clinicians are unable to devote time for day to day management of the hospital. In order to assist PMO, it has been proposed to appoint Hospital Administrators in all 33 district hospitals. The hospital administrator shall report to the PMO and assist him in all administrative matters. He will develop and administer, with staff assistance, policies and directions of the hospital governing, discharge of support services in the area of finance, personnel, materials and property, housekeeping, laundry, security, transport, engineering, maintenance of building including landscaping, in particular all the matters pertaining to patient care and patients welfare including medico legal and all extension programmes and medical welfare service departments.

## **Tasks to be carried out by the Hospital Administrator:**

He shall coordinate and supervise the following services in particular:

- ⇒ Provide support services in Purchasing & Store management
- ⇒ Inventory Control
- ⇒ Laundry & Linen Supply
- ⇒ Transportation
- ⇒ Cleanliness & Sanitation of the hospital
- ⇒ MRS related issues
- ⇒ Hospital infection control
- ⇒ HCWM
- ⇒ Referral management including referral transport
- ⇒ Building maintenance
- ⇒ BPL & related issues
- ⇒ Citizen charter
- ⇒ OPD/IPD/Drug store/OT/HR/Contract services/PPP management
- ⇒ Security
- ⇒ Arranging local meetings at facility level
- ⇒ Issues related to health insurance ( where applicable)
- ⇒ Public grievances & right of information
- ⇒ To assist in developing institutional strengthening strategies and staff positioning and training status of each of the staff to trained
- ⇒ Other works as and when assigned by the PMO.

**Qualification & Experience:**

Candidate should have PG Diploma in Hospital/Health management.

Candidates having experience of working in health sector will be given preference

**Terms and Conditions:**

- (i). The tenure of appointment shall be one year.
- (ii). The appointee shall be paid a consolidated pay of Rs. 25,000/- (depending on qualification and experience) per month and shall not be eligible for any other allowances.
- (iii). In case journeys are performed in the interest of the department, he/ she shall be eligible for TA and DA as applicable to (8000-12000) scale of state service officers of Government of Rajasthan at minimum of pay scale.
- (iv). The candidate shall be eligible for 15 days casual leave in a year.
- (v). Apart from the benefit covered under the terms and conditions, the candidate is not eligible for any other benefit such as Time Bond Advance, Promotion, Pension, medical reimbursement etc.
- (vi). The contract appointee is bound to make good any loss sustained by Govt. due to his/her misbehaviour or negligence.
- (vii). This contract appointment shall not be considered as permanent for any reasons whatsoever.
- (viii). During the tenure of office the contract appointee shall keep all official information i.e., obtained or collected strictly confidential.
- (ix). In case any of the above conditions are violated the appointment automatically stands cancelled.

**Duration :**

The duration of contract appointment will be one year from the date of start of services, on retainership basis. The duration of retainership may be mutually extended for further period as per requirement. The duration of consultancy shall be reckoned from the date of appointment to the satisfactory completion of all the tasks and handing over of all deliverables. In case the consultant is found guilty of breach of the agreement his services can be terminated at a notice of 15 days without any compensation. If he gives-up the assignment in between i.e. before the contract period, he shall be required to give a prior notice of one month.

**Review Committee will consist of following members.**

- Project Director, RHSDP
- Additional Director, (HR & Training)
- FA & CAO, RHSDP
- PMO of concerned district

Review Committee will review and monitor the effectiveness of working of the hospital administrator. All final out puts, including reports submitted by the appointee will be reviewed.