



भारत सरकार/ GOVERNMENT OF INDIA  
Ministry of Health & Family Welfare  
डॉ. राम मनोहर लोहिया अस्पताल, नई दिल्ली

**DR. RAM MANOHAR LOHIA HOSPITAL, NEW DELHI**

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File No. 17-1(49)/2015- RMLH (HA-I) /6067

Dated: 10/05/2016

**CIRCULAR**

**Subject:- Notice for Walk-in-Interview for contractual appointment for the post of Family Centered Care (FCC) Project Coordinator for the Project of RML-NIPI Newborn Project for the Department of Neonatology in Dr. Ram Manohar Lohia Hospital, New Delhi.**

Dr. Ram Manohar Lohia Hospital, New Delhi proposes to engage Project Coordinator for the Department of Neonatology on purely contractual basis as per details given below:-

Sl. No.	Name & No. of the post	Qualification & Remuneration
1	Project Coordinator 01 (One)	Strong and working Knowledge of MS Office/Word processing/Spread sheet and of project management tools and account etc. 2 years + experience in project management in a related field. Good oral communication skills in Hindi & reasonably good in vocal and written English. Rs. 30,000/- (Consolidated) per month + on pro rata basis will be paid on holidays.

The above assignment is purely on contractual basis for one year. The incumbent selected shall have no claim what so ever for regularization of his/her service in the project or in Dr. RML Hospital, New Delhi.

Suitable and willing candidates may walk in for interview on **27<sup>th</sup> May 2016 at 10.00 A.M.** with application on prescribed proforma available on hospital's website along with Coloured passport size photographs and the candidate should submit their documents at Room No. 18, Hospital Administration-I Section (HA-I), Old Nursing Home Building, Dr. RML Hospital, New Delhi by 24<sup>th</sup> May 2016 at 2.00 PM a set of photocopies of the relevant documents, super scribing the name of the post applied for.

[Shambu Kumar]

Dy. Director Administration.



सत्यमेव जयते

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DR. RAM MANOHAR LOHIA HOSPITAL, NEW DELHI



**File No. 17-1(49)/2015 RMLH (HA-I)**

**Dated: 10<sup>th</sup> May, 2016**

**WALK IN INTERVIEW FOR CONTRACTUAL POST OF PROJECT COORDINATOR**

Applications are invited for the contractual post of project coordinator for the Family centered care RML – NIPI Newborn project in Department of Neonatology, RML Hospital , New Delhi for the year 2016-17. The engagement is purely on contractual basis initially for a period of approximately one year and does not confer any right for regularization against the post. Consolidated Remuneration will be approximately Rs 30,000/- per month for fixed duty hours as per contractual terms and conditions. Extra remuneration will be given for extra duty on holidays etc on pro rata basis.

The walk-in-interview for above said post will be held on 27<sup>th</sup> May, 2016.

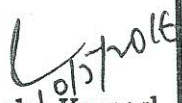
**Job Responsibilities:**

The Programme coordinator will coordinate locally with various authorities to get the model center at RML established and functional. He will coordinate with district hospitals for conduct of training and mentoring visits as well as day to day implementation of this innovation under UNDP –NIPI Newborn project. The Coordinator will also maintain all data related to FCC both the model center and 5 centres at district level. He will coordinate with purchase and accounts department for FCC procurement. He will maintain accounts for FCC program. He should be well versed with day to day organization and streamlining filing work of neonatal department including CME and workshops related to FCC at RML hospital.

**Requirements:**

- 2 years + experience in project management in a related field.
- Strong and working Knowledge of MS Office/Word processing/Spread sheet and of project management tools and account etc.
- Excellent written and verbal communication skills.
- Proficiency in English and knowledge in drafting letter.
- Confident and presentation skills. -SD-

Details are available on Hospital's web-site <http://rmlh.nic.in> & [www.Mohfw.nic.in](http://www.Mohfw.nic.in)

  
[Shambu Kumar]  
Deputy Director (Admin.)

