



**Vivekananda Kendra NRL Hospital**  
**NRL Township, Numaligarh, Dist: Golaghat, Assam – 785699**  
Phone: 03776-266700, email: vknrl.hospital@gmail.com / vknrl@nrl.co.in

**JOB OPPORTUNITY**

Vivekananda Kendra-NRL Hospital, an ISO 9001:2015 certified specialty hospital at Numaligarh invites applications for the following post:

Name of the post: ***Trainee – Junior Hospital Administrative Officer***

<b>No. of posts</b>	1 (one)
<b>Educational Qualification</b>	Post Graduate Degree in Hospital Administration from a recognized Indian University.
<b>Experience</b>	Minimum 01 (One) year of working experience in an established hospital in Accounts with knowledge of working in software packages like Hospital Information System (HIS), Tally, etc.
<b>Salary</b>	Consolidated Salary of Rs. 45000/- per month.  <b>'Trainee'</b> period is for 02 (Two) years. On satisfactory completion of the training period, will be placed in the Pay Scale of Rs. (56100 – 177500) with additional perks & allowances as per service rule.
<b>Pay scale</b>	VKNRL Hospital Pay Scales which is in line with the recommendation of the 7 <sup>th</sup> Central Pay Commission.
<b>Upper Age Limit</b>	30 years as on 31.03.2020.

Applications from qualified persons as stated above will only be entertained.

Interested candidates fulfilling the above criteria may **mail their applications to vknrl.hospital@gmail.com** in the application format as attached, along with scan copies of your recent passport size colour photograph and testimonials (Educational Qualification, Experience, Age, No Objection Certificate) as mentioned in the Application Form. Applications received without attached copies of testimonials will not be considered.

***Please note that the 'Application Form' should be in MS Word / PDF format only.***

**Last date of receiving application is 31.03.2020.**

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**VIVEKANANDA KENDRA NRL HOSPITAL**  
NRL TOWNSHIP, NUMALIGARH, GOLAGHAT, ASSAM

**APPLICATION FORM**

Date: \_\_\_\_\_

**POST APPLIED FOR** – \_\_\_\_\_

**A) PERSONAL DETAILS:**

S. NO.	PARTICULARS	
1	NAME	
2	FATHER'S NAME	
3	PERMANENT ADDRESS	
	PRESENT / POSTAL ADDRESS	
4	PHONE NO.	
5	EMAIL ID.	
6	a) D.O.B	
	b) AGE IN YEARS AS ON 31.12.19	
7	GENDER	
8	NATIONALITY	
9	RELIGION	
10	MARITAL STATUS	
11	HOBBIES	
12	LANGUAGES KNOWN	
13	EMPLOYMENT EXCHANGE REGISTRATION NO. (If Regst.)	

**B) EDUCATION QUALIFICATION:**

(SELF ATTESTED SCAN COPIES OF DOCUMENTS TO BE ATTACHED)

S. NO.	QUALIFICATION	YEAR OF PASSING	DIVISION	ATTEMPT	(%)	BOARD / UNIVERSITY
1	HSLC / 10 <sup>th</sup>					
2	HSSLC / 12 <sup>th</sup>					
3	GRADUATION					
4	MHA					

**C) ADDITIONAL QUALIFICATION (If any):**

(SELF ATTESTED SCAN COPIES OF DOCUMENTS TO BE ATTACHED)

S. NO.	QUALIFICATION	YEAR OF PASSING	DIVISION	(%)	BOARD / UNIVERSITY
1					
2					

**D) WORKING EXPERIENCE: (May add rows if required)**

(SELF ATTESTED SCAN COPIES OF DOCUMENTS TO BE ATTACHED)

NAME & ADDRESS OF THE ORGANISATION	POSITION /WORK DESCRIPTION	PERIOD / TENURE		SALARY DRAWN (P.M./P.A.)	REASON FOR LEAVING
		FROM	TO		

**(NO OBJECTION CERTIFICATE from employer to be attached if presently employed)**

**E) ADDITIONAL INFORMATION ABOUT YOURSELF (If any which you may feel to share)**


*(Please note that space can be adjusted in the form as per requirement).*

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