



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***

No. of posts	1 (one)
Educational Qualification	Post Graduate Degree in Hospital Administration from a recognized Indian University with commerce background.
Experience	Minimum 01 (One) year of working experience in an established hospital with knowledge of working in software packages like Hospital Information System (HIS), Tally, etc.
Salary	Consolidated Salary of Rs. 45000/- per month. 'Trainee' 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.
Pay scale	VKNRL Hospital Pay Scales which is in line with the recommendation of the 7 th Central Pay Commission.
Upper Age Limit	30 years as on 31.12.2019.

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 15.01.2020.
