



**GOVERNMENT OF ANDHRA PRADESH  
HEALTH MEDICAL & FAMILY WELFARE DEPARTMENT**

**ANDHRA PRADESH VAIDYA VIDHANA PARISHAD  
NOTIFICATION No.01/2022, dt. 08.03.2022**

GO.Ms No.12, HM&FW(D1) Dept., dt.14.02.2022.

**1. Information to the candidates:**

Online applications are invited from eligible candidates to the post of **Hospital Administrator** in APVVP Hospitals on contract basis. Details are available in [hmfw.ap.gov.in](http://hmfw.ap.gov.in) and [cfw.ap.nic.in](http://cfw.ap.nic.in) websites.

- i. The online application will be available on the webportal (<https://dmeaponline.com>) from **12:00 noon on 08/03/2022** to **11:59 pm on 15/03/2022**.
- ii. Last Date for submission of online applications is 11:59 pm on **15/03/2022**.
- iii. Application fee: For OC and BC candidates Rs.1000/- and for SC, ST and PH candidates: Rs.750/-

**2. No.of Vacancies :** 49 (Forty Nine)

**3. Method of appointment:** On contract basis initially for two years (Not to leave the job for two years & a written commitment will be obtained from the candidate). May be extended further on need basis and on satisfactory performance of the individual as per Government instructions from time to time.

**4. Remuneration:** A consolidated remuneration of Rs.80,000/- per month.

**5. Qualifications:**

- i. Basic qualification: MBBS.
- ii. Compulsory qualification: Masters Degree in Hospital Administration or Hospital Management or MBA Hospital Management or MBA Finance or MBA-Human Resource or MBA from recognized university.
- iii. First preference will be given to Post Graduate Degree - MD/MS

(Allopathy) and next preference will be given to PG Diploma/DNB candidates (Allopathy).

- iv. Published work in the area of healthcare administration, quality, safety and processes will be preferred.
- v. Experience
  - a. At least 2 (two) years of post-qualification experience in Hospital Administration/Hospital care quality/formal quality management in Health sector in the institutions recognized by Govt. of A.P.(both private and Govt. Hospitals)
  - b. At least 1 (one) year of work experience in Administration or Leadership or Managerial roles in institutions recognized by Govt, of A.P. (both private and Govt. Hospitals)
- vi. Fluency in Telugu and English.
- vii. Computer Literacy and proficiency: with high level of familiarity with commonly used packages like MS Word, Excel, Power point & Web surfing to search relevant data & documents
- viii. Knowledge of Govt. Legislations and Hospital administration
- ix. Good communication and presentation skills both in speech and writing, analytical and interpersonal abilities, demonstrated ability to work in a multi-disciplinary team environment, which will be evaluated in interview.

**6. Age:** Upper age limit is 42 years. Shall not have completed 42 years as on 01.07.2022. Relaxations will be as follows:-

- i. For SC, ST,BC candidates : 05 (Five) years.
- ii. For Ex-service Men : 03 (Three) years in addition to the length of service in armed forces.
- iii. For differently abled persons :10 (Ten) years & the Maximum age limit is 50 years with all relaxations put together.

**7. Reservations :**

- i. Applicable as per Rule 22 of AP State and Subordinate Services Rules and instructions issued from time to time.
- ii. To woman will be as per General Rule 22-A(G.O.Ms.No.41, WD&CW(Estt) Dept., dated:-01-08-1996, G.O.Ms.No.63, GA(Ser-D) Dept, dt: 17.04.2018 & instructions issued from time to time.

- iii. To local candidates is applicable as per GO.Ms.No.674, GA(SPF.A) Dept., dt.28.10.1975, GO.P.No.763, GA.(SPF.A)Dept dt.15.11.1975 read with GO.Ms.No.124, GA(SPF-A) Dept dt.07.03.2002, instructions issued vide Govt.memo.no.1585/D1/2014 of HM&FW(D) department, dt.18.08.2014 and instructions issued from time to time. This local reservation is only for providing zonal representation. The candidates will be posted in any vacancy in the state as this is a State cadre post.

## **8. Method of Selection:**

### **Total Marks: 100**

- i. 35 marks will be allocated for aggregate of marks obtained in all the years in MBBS.
- ii. 10 marks will be allocated for aggregate of marks obtained in all the years in P.G. Degree(MD/MS in Allopathy) &5 marks will be allocated for aggregate of marks obtained in PGDiploma/DNB(Allopathy). The candidates are advised to claim whichever is beneficial to him/her.
- iii. 35 marks will be allocated for aggregate of marks obtained in all the years in Masters Degree in Hospital Administration/Hospital Management/MBA Hospital Management/MBA Finance/MBA-Human Resource/MBA/any other equivalent qualification from recognized university/competent authority.
- iv. Interview: 20 marks. Fluency in Telugu and English, computer literacy, knowledge of Govt. Legislations and good communication skills both in speech and writing etc., will be evaluated in interview.
- v. In the absence of marks memos of any of the above course, decision of the administration is final.

## **9. Copies of the documents to be closed along with application**

- i. SSC or its equivalent certificate as proof of date of birth.
- ii. Study Certificates from class IV to X from the school where the candidate studied. In case of private study local candidature certificate for that particular 7 years period preceding to the year of passing X class from competent authority in Form **Appendix I** certificate of residence prescribed vide Sub clause (ii) of clause (a) of para 7 of the Presidential Order (proforma is herewith enclosed).

Candidates migrated from Telangana shall submit certificate of Local candidature as per GO No 132 & 133 dt: 13.06.2017. In the absence of the suitable certificate, the candidate will be considered as **non local** and not eligible for appointment

- iii. MBBS marks memos.
- iv. MBBS Degree Certificate.
- v. Internship completion certificate.
- vi. MD/MS Marks memos.
- vii. MD/MS Degree Certificate.
- viii. PG Diploma/DNB marks memos.
- ix. PG Diploma/DNB certificate.
- x. A.P. Medical council registration certificate.
- xi. Marks memos of MHA/MHM/MBA-HM/MBA Fin/MBA-HR/MBA.
- xii. Degree Certificate of MHA/MHM/MBA-HM/MBA Fin/MBA-HR/MBA/any other equivalent qualification.
- xiii. Documents in support of publications if any.
- xiv. Copy of valid caste certificate. In case of non-submission of valid caste certificate, the candidate will be considered as OC.
- xv. Certificate of disability issued in SADAREM if applicable.
- xvi. Service / experience certificate from the competent authority Concerned.
- xvii. EWS certificate if applicable.

Note: Those candidates who have not submitted documents within prescribed time will be summarily rejected.

#### **10. Debarment:**

- i. Candidates should make sure of their eligibility to the post applied for and that the declaration made by them in the format of application regarding their eligibility in all aspects. Any candidate furnishing incorrect information or making false declaration regarding his/her eligibility at any stage or suppressing any information is liable to be debarred from recruitment conducted by the department and summarily rejection of their candidates for this recruitment & future recruitments.

- ii. The department is vested with duty of conducting recruitment and selection as per rules duly maintaining utmost secrecy and confidentiality in this progress and any attempt by any one causing or likely to cause breach of this duty in such manner or such action as to violate or likely to violate the fair practices followed and ensured by the department will be sufficient for rendering such questionable means ground for debarment.

**11. Department's decision to be final**

- i. The decision of the department regarding acceptance or rejection of the candidature, conduct of counseling and at all consequent stages culminating in the selection or otherwise of any candidates shall be final in all respects and binding on all concerned under the powers vested with. The department also reserves its right and modify regarding time and conditions laid down in the notification for conducting the various stages up to selection duly intimating details thereof to all concerned as warranted by any unforeseen circumstances arising during the course of this process.
- ii. All desirous and eligible candidates shall apply online after satisfying themselves that they are eligible as per the terms and conditions of this recruitment notification. Any application sent through any mode other than the prescribed online mode will not be entertained under any circumstances. Submission of application form by the candidate is authentication that he / she has read the notification and shall abide by the terms and conditions laid down there under.

Sd/-Dr.Vinod Kumar V I.A.S.,  
COMMISSIONER  
A.P VAIDYA VIDHANA PARISHAD

**ANNEXURE-1****Sanction of the post of Hospital Administrator  
(G.O.Ms. No.12, HM&FW(D1) Dept, dated 14.02.2022.**

Sl. No	Dist	Hospital		Beds	No.of Posts
		Type	Name		
1	ANANTAPUR	DH	HINDUPUR	200	1
2	ANANTAPUR	AH	KADIRI	100	1
3	ANANTAPUR	AH	GUNTAKAL	100	1
4	ANANTAPUR	AH	TADIPATRI	100	1
5	ANANTAPUR	AH	RAYADURG	100	1
6	ANANTAPUR	AH	DHARMAVARAM	100	1
7	ANANTAPUR	AH	MADAKASIRA	100	1
8	CHITTOOR	AH	KUPPAM	100	1
9	CHITTOOR	AH	SRIKALAHASTI	100	1
10	CHITTOOR	AH	PALAMANER	100	1
11	CHITTOOR	AH	NAGARI	100	1
12	CHITTOOR	AH	PILER	100	1
13	EAST GODAVARI	AH	RAMCHANDRAPURAM	100	1
14	EAST GODAVARI	AH	TUNI	100	1
15	EAST GODAVARI	AH	RCHODAVARAM (T)	100	1
16	GUNTUR	DH	TENALI	300	1
17	GUNTUR	AH	NARASARAOPETA	200	1
18	GUNTUR	AH	SATTENAPALLI	100	1
19	KRISHNA	AH	NUZIVEEDU	100	1
20	KRISHNA	AH	GUDIVADA	100	1
21	KURNOOL	AH	BANAGANAPALLI	100	1
22	KURNOOL	AH	DHONE	100	1
23	PRAKASAM	AH	CHIRALA	100	1
24	PRAKASAM	AH	KANDUKUR	100	1
25	PRAKASAM	AH	GIDDALURU	100	1
26	SPSR NELLORE	DH	ATMAKUR	150	1
27	SPSR NELLORE	AH	GUDUR	100	1
28	SPSR NELLORE	AH	KAVALI	100	1
29	SRIKAKULAM	DH	TEKKALI	200	1
30	SRIKAKULAM	AH	PALAKONDA	100	1
31	SRIKAKULAM	AH	RAJAM	100	1
32	SRIKAKULAM	AH	NARASANNAPETA	100	1
33	SRIKAKULAM	AH	SEETHAMPETA	100	1
34	VISAKHAPATNAM	AH	NARSIPATNAM	150	1
35	VISAKHAPATNAM	AH	ARAKU	150	1
36	VISAKHAPATNAM	AH	AGANAMPUDI	100	1
37	VISAKHAPATNAM	AH	CHINTAPALLI	100	1
38	VIZIANAGARAM	DH	PARVATHIPURAM	150	1
39	VIZIANAGARAM	AH	SKOTA	100	1
40	VIZIANAGARAM	AH	SALURU	100	1
41	WEST GODAVARI	DH	TANUKU	150	1
42	WEST GODAVARI	AH	TADEPALLIGUDEM	100	1
43	WEST GODAVARI	AH	JANGAREDDYGUDEM	100	1
44	WEST GODAVARI	AH	NARSAPUR	100	1
45	WEST GODAVARI	AH	BHIMAVARAM	100	1
46	YSR.KADAPA	DH	PRODDUTUR	350	1
47	YSR.KADAPA	AH	RAYACHOTI	100	1
48	YSR.KADAPA	AH	RAJAMPET	100	1
49	YSR.KADAPA	AH	JAMMALAMADUGU	100	1

Sl. No	Roster cycle	Roster Caste	No.of Posts
1	1	OC	19
2	1	SC	7
3	1	ST	3
4	1	BCA	4
5	1	BCB	4
6	1	BCCW	1
7	1	BCD	3
8	1	BCE	2
9	1	EWS	4
10	1	VHW	1
11	1	HH	1
			<b>49</b>

## Annexure-II

### **Duties, Roles and responsibilities.**

Hospital Administrator position carries responsibility of mainly Administration & Management of the hospital, which includes day to day administration (smooth and quality services) of all non-direct patient care services and departments in a District Hospital. Manage non-clinical services (like infection prevention, security, diet etc.), staff and facilitate HDS (*Rogi Kalyan Samiti*) meetings and actions. Specific duties and responsibilities will include:

1. Ensuring good quality non-clinical services like infection prevention measures etc.
2. Ensuring Cleanliness & clean surroundings through Sanitation in OPD areas, Wards, labour room, OT etc. and Patient amenities.
3. Facilitate conduct of meeting of HDS (*Rogi Kalyan Samiti*). It would include ensuring preparation of agenda notes, action taken report and minutes of the meeting as per Operational Guidelines for Quality Assurance in Public Health Facilities.
4. Coordination and monitoring all Material Management activities facilitating purchase, maintenance, repair etc. in the Institution.
5. Management of out-sourced services such as diet, security, laundry, BMW management etc.
6. Ensuring that the hospital meets all regulatory compliances such as BMW, Blood Bank/storage license, AERB regulations, etc.
7. Hospital Administrator/manager is to take a round of the hospital daily and look at the functioning of departments, equipment and ambulance. Facilitation of activities for gap closure, corrective and preventive action.
8. Keep a record of non-functional equipment and time line for its repair along with AMC for all equipment.
9. Human Resource management: Supervising punctuality, day-to-day working, supervision of other staff members, work output and channel the work input to improve overall efficiency and keep unit's morale up.
10. Conducting relevant & regular trainings in coordination with Medical Superintendent.
11. Monitoring other routine activities of the hospital.
12. Planning and work-out modalities towards upliftment, preventive maintenance of equipment and vehicles and modernization of the hospital.
13. Analyze utilization of various hospital services and equipment etc.

14. Periodic information and Assessment on utilization of untied grants, AMGs, HDS/RKS grant etc and timely submission of SOEs and UCs.
15. Finance Management
  - Analyze financial outlays and effective utilization of resources.
  - Adopt Best Financial management practices
16. Prepare yearly plan for expenditure after assessment.
17. To institute an effective grievance redressal system both for the employees and the patients.
18. Computerization of Hospital functions.
19. Strengthen District Hospital MIS, KPI and report actions taken.
20. Prepare monthly/quarterly and yearly report of hospital progress.
21. Quality assurance
  - Formulating standard operating procedures for quality systems in hospitals.
  - Assessment and gap analysis of quality systems in hospital.
  - Providing technical assistance on NQAS/NABH/LaQShya/MusQan application process.
  - Technical assistance towards NABH/NABH/LaQShya/MusQan protocols and accreditation program.
  - conducting quality and Accreditation awareness and education programs.
  - Periodical assessment of hospitals on quality check list and arrive at a score for the facility. Identification of gaps, develop action plan under the guidance of in charge of the hospital and monitor compliance.
  - Carrying out exit interviews, satisfaction surveys (external and internal customer), time motion studies etc. to keep hospital services up to quality standards.
22. Shall have to take up field visits, districts, across/beyond the State if necessary to collect technical information and ability to subsequently synthesize information into research evidence.
23. Undertaking other relevant assignments, assigned from time to time.
24. To Perform other duties and work assigned by the hospital in charge/higher authority.

**Note :** The executive shall not take any clinical decisions which are part of medical management of patients.

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APPENDIX-I

CERTIFICATE OF RESIDENCE

( Vide Sub-Clause (ii) of Clause (a) para 7 of the Presidential Order)

It is hereby certified.

(a) That Sri/Srimathi/Kumari

S/o W/o, D/o \_\_\_\_\_ appeared for the first time for the matriculation (S.SC) Examination in \_\_\_\_\_ (month) \_\_\_\_\_ year;

(b) That he/she has not studied in any educational institution during the whole a part of the 4 consecutive academic years ending with the academic year in which he/she first appeared for the a foresaid examination;

(c) That in the 4 years immediately preceding the commencement of the aforesaid examination, he/she resided in the following place/places namely,

Village Period	Taluk	District
1.		
2.		
3.		
4.		

Station:  
not

OFFICE SEAL

Officer of Revenue Department

below the rank of Tahsildhar or

Deputy Tahsildhar in

independent charge

of a Sub Taluk

Date:

\*Strike off 'whole' ' a part' , as the case may be