

JAMIA HAMDARD
HAMDARD NAGAR, NEW DELHI-110062

Dated: 29.03.2017

VACANCY NOTIFICATION

**For the Posts of Pharmacists, Pharmacy Assistants, Junior Executive IT&Junior
Accounts executive**

Applications are invited for appointment purely on contract basis for the following positions for the expansion of HIMSRpharmacy in HAHC hospital of Hamdard Institute of Medical Sciences & Research initially for a period of one year. Eligible candidates may apply on or before 10 April 2017 to the office of the undersigned.

1. Pharmacist (6)

Education- D.Pharma/ B.Pharma (registered with DPC and pharmacist license to be made available for registration with DPC)

Experience - 2-3 years of relevant experience.

Job responsibility– To manage outflow /dispensing of products, to keep update of the inventory, to provide quality control activities, to manage outflow and manage inflow of cash. To work as a part of team and contribute to the attainment of objective.

Salary- Negotiable.

2. Pharmacy assistant (6)

Education- B.Sc. / 12th

Experience-2-3 years of relevant experience

Job responsibility– To assist in pulling, packing and dispensing of products, to work as a part of team and contribute to the attainment of objective.

Salary– Negotiable.

3. Junior executive IT (1)

Education – BCA

Experience - 1-2 years of relevant experience

Job responsibility – To assist in providing training on HIS (hospital information system) to the hospital staff.to resolve all the issue related

to IT. To work as a part of team and contribute to the attainment of objective.

Salary– Negotiable.

4. Junior Accounts executive (1)

Education – B.Com / BBA

Experience - 1-2 years of relevant experience

Job responsibility – To assist in segregation and the processing of the bills. To assist in generating vouchers and cash handling etc. To work as a part of team and contribute to the attainment of objective.

Salary– Negotiable.

Medical Superintendent

HAHC Hospital