



M4 SOLUTIONS PRIVATE LIMITED
AN ISO 9001:2015 CERTIFIED COMPANY

रोजगार सूचना

चिकित्सा के क्षेत्र में रोजगार हेतु Delhi/NCR में निम्न पदों पर संविदा के माध्यम से कार्य करने हेतु अभ्यर्थियों की शीघ्र आवश्यकता है। यह नियुक्ति एक निश्चित अवधि केवल एक वर्ष के लिए मान्य होगी। इच्छुक अभ्यर्थी अपना आवेदन पत्र, सीवी, शैक्षिक योग्यताएं, अनुभव प्रमाण-पत्र आधार कार्ड एवं आरक्षण प्रमाण पत्र (यदि हो तो) की छाया प्रति के साथ समस्त संलग्नकों सहित ई0-मेल recruitment.m4@yahoo.com पर भेजना सुनिश्चित करें। ई0-मेल पर आवेदन करने की अन्तिम तिथि 10 अप्रैल 2022 निर्धारित है। चयनित अभ्यर्थियों को साक्षात्कार हेतु पृथक से सूचित किया जायेगा एवं चिकित्सा/स्वास्थ्य क्षेत्र में 3-7 वर्ष से कार्य करने वाले उम्मीदवारों को चयन में प्राथमिकता दी जायेगी।

Sl.	Name of the Post	No.	Educational qualification	Scope of Work & Job Description	Remuneration (in Rs.)/ PM
1	Admin Officer	3	Degree from a recognized University or Institute; and Two years experience in administration, establishment work in a Government office or Public Sector Undertaking or autonomous body or statutory body.	Framing and amendment of recruitment rules. Recruitment and personal administration. Liaison with police authorities as well as NDMC and MCD. Parliament Questions. O & M Work, Surprise check. To tackle all legal matters. Investigation of all cases of loss and theft. Overall administrative Control. Council/JCM/Associations/Unions. All cases under GFR and FR, SR Leave rules, HBA etc. Any other duty assigned by the officer from time to time.	Rs.20982/-
2	Office Assistant	2	Bachelor's Degree in business administration	Create and manages documentation in electronic and hard copy formats. Assist with program planning and development. Indicate rule position and provide advanced office support, plan and organize administrative operations. Prepare required reports, arrange travel for staff, assemble material for meetings and other supplies. Develop spreadsheets and reports to track budgets, expenditures. Provide formatting and editing for reports, proposal and presentations. Maintain departmental calendar and schedule meetings.	Rs.20982/-
3	Store Keeper	9	Bachelor's Degree from a recognized University Institution and proficiency in operation of Computer (Word Processing and Spread Sheets) and a speed of 35	Procurement of store items, Store Keeping, maintenance of store records, auction of old & unserviceable store items etc.	Rs.20982/-

			words per minute in English typing on Computer.		
4	DEO	29	Bachelor's degree in any field Proficient in Hindi and English Should possess an English Hindi typing speed of 30 words per minute. Well versed with MS Word, MS Excel and MS PowerPoint.	Handling of official communication preferably in English/Hindi. Data Entry and verification, data validation, reconciliation of validation errors. Preparation of documents, letters and tables, Power Point presentations, document conversation and computer file handling. Cataloguing filing, maintenance of files. Movement of files from one room to other as per instructions of the officers and staff. Taking regular backup of data/files on computer.	Rs.20982/-
5	Clerk	11	Bachelor's Degree from a recognized University/Institution and Proficiency in operation of Computer (Word Processing and Spread Sheets) and a speed of 35 words per minute in English typing on Computer.	Put up all cases of establishment, maintenance & record keeping of all record pertaining to establishment.	Rs.20982/-
6	MTS	7	High School	Physical maintenance of records of the section. General cleanliness & upkeep of the section/unit. Carrying of files & other papers within the building. Photocopying, sending of FAX etc. Assisting in routine office work like diary, dispatch etc. Delivering of dak (outside and inside of the building). Watch & Ward duties (Inside the premises only). Opening and closing of rooms. Dusting of furniture etc. Cleaning of rooms. Cleaning of building, fixtures etc. Serving water snacks/Tea etc. to the Officers, Staff and Guests as per the instructions of offices and staff. Cleaning utensils, kitchen items etc. Binding repairing of office documents. Organize and maintaining cleanliness of work area / desk. Assisting the housekeeping department officials to monitor in all the activities related to security services including the keys room. Other non-clerical work in the department. Any other work assigned by the superior authority.	Rs.17550/-
7	Stenographer	11	Bachelor's Degree in any field proficient in Hindi and English Should possess a shorthand/ typing speed of 50 words per	Take dictation in shorthand of correspondence, reports and other matter and operates typewriter to transcribe dictated material.	Rs.20982/-

			minute. Well versed with MS word and MS PowerPoint.		
8	Nursing Orderly	285	High School Valid Certificate of First Aid Training.	<p>Cleaning and dusting of beds, doors, windows, walls and other furniture in the ward, side rooms. Washing of sinks, Wash-basins and patients utensils. Transport of serious, critical patients to the various departments including OTS, ICU, CCU, and Radiology Deptt. Super Specialty Clinics for further management. To take blood samples to Laboratories, Blood bank and bring back their reports. Take sterilized instruments, gloves etc. from CSR.</p> <p>Send the linen to the Hospital Laundry from washing & cleaning and take them back to be used by Drs, nursing personnel & technical & paramedical staff in the care and treatment of patients including OTS, emergency, casualty ICU, CCU etc. Taking the patients for conducting ECG, EEG, X-Ray, CT, MRI, PAC, Investigations.</p> <p>Transport the various civil and electrical equipment's to the CPWD workshop for repair.</p> <p>Prepare the dead bodies and transport them to Mortuary and assist in terminal of disinfection. Assist the nursing personnel to bring the indented items from the stores. Collect the keys from the security booth, open the departments/wards/sections and deposit them back to the security booth in the closing hours.</p> <p>Deliver the letters/messages etc. to the departments /wards/ sections various including the messages of patient absconded (LAMA) to the Central Enquiry Office.</p> <p>Being polite and courteous under all circumstances.</p> <p>He will do any duty, as directed by his superiors in the interest of the patients.</p> <p>In operation Theatre to arrange cardiac monitor and ventilator connection.</p> <p>Help the nurse in treating critically ill patient.</p> <p>Any other duties as assigned by the superiors, in the interest of patients.</p>	Rs.17550/-
	Total	357			

Note: - Employer Contribution of EPF & ESIC is additional from above remuneration.