

Rogi Kalyan Samiti
Office of the Member Secretary (RKS)
NAMO Hospital

No.MS/RKS/NH/Appointment/2025/57/1954

Silvassa
Date: 26 / 12 / 2025

ADVERTISEMENT

Rogi Kalyan Samiti invites applications from eligible candidates for below mentioned posts to be filled on Short term contract basis under NAMO Hospital, Silvassa. The application should reach the undersigned on or before **02/01/2026**.

A: Cardiologist:		
1.	Name of the post	Cardiologist
2.	No. of Post	01
3.	Period of contract	Initially for Six months with two days break. The contract may be extended further for another six months upon satisfactory performance and mutual willingness.
4.	Job Location	NAMO Hospital, Silvassa.
5.	Qualification or specialized Knowledge Experience required.	DM/DNB in Cardiology
6.	Remuneration.	Rs. 3,00,000/- (salary will be negotiated as per experience)
7.	Scope of work	<ul style="list-style-type: none">• Comprehensive Cardiac Care Service• Perform diagnostic angiography (coronary ± peripheral).• Perform angioplasty (PTCA) with stent placement.• Manage peri-procedural care and complications.• Interpret cath-lab findings and prepare reports.• Provide post-procedure care and follow-up.• Coordinate with Cath Lab, ICU, and Emergency teams.• Ensure protocol compliance, documentation, and patient safety.
8.	Other Terms and Conditions	The engagement of the Cardiologist will be purely on contract basis. The Department may terminate the engagement of Cardiologist in case s/he is unable to achieve the assigned works within the time-frame, the work assigned to him is not satisfactory to the Department and/or found lacking in honesty and integrity. Department shall also reserve the right to terminate the service of Cardiologist at any time giving one month notice without assigning any reason.
B: Nephrologist:		
1.	Name of the post	Nephrologist
2.	No. of Post	01
3.	Period of contract	Initially for Six months with two days break. The contract may be extended further for another six months upon satisfactory performance and mutual willingness.

4.	Job Location	NAMO Hospital, Silvassa.
5.	Qualification or specialized Knowledge Experience required.	DM/DNB in Nephrology
6.	Remuneration.	Rs. 3,00,000/- (salary will be negotiated as per experience)
7.	Scope of work	<ul style="list-style-type: none"> • Diagnose and manage acute & chronic kidney diseases. • Supervise hemodialysis and peritoneal dialysis services. • Manage AKI, CKD, electrolyte and acid–base disorders. • Perform/interpret renal procedures (dialysis access care, kidney biopsy* as per facility). • Provide emergency renal care and ICU consultation. • Prescribe treatment, dialysis plans, and follow-up. • Maintain clinical records and reports. • Coordinate with ICU, Medicine, Surgery, and Transplant teams. • Participate in teaching, audits, and quality programs (teaching hospitals). • Follow ethical standards and hospital protocols.
8.	Other Terms and Conditions	<p>The engagement of the Nephrologist will be purely on contract basis.</p> <p>The Department may terminate the engagement of Nephrologist in case s/he is unable to achieve the assigned works within the time-frame, the work assigned to him is not satisfactory to the Department and/or found lacking in honesty and integrity.</p> <p>Department shall also reserve the right to terminate the service of Nephrologist at any time giving one month notice without assigning any reason.</p>
C: Gastroenterologist:		
1.	Name of the post	Gastroenterologist
2.	No. of Post	01
3.	Period of contract	Initially for Six months with two days break. The contract may be extended further for another six months upon satisfactory performance and mutual willingness.
4.	Job Location	NAMO Hospital, Silvassa.
5.	Qualification or specialized Knowledge Experience required.	DM/DNB in Gastroenterology
6.	Remuneration.	Rs. 3,00,000/- (salary will be negotiated as per experience)
7.	Scope of work	<ul style="list-style-type: none"> • Diagnose and manage GI, liver, pancreas, and biliary disorders. • Perform endoscopic procedures (UGI endoscopy, colonoscopy, ERCP* as per facility). • Manage GI emergencies (GI bleed, acute hepatitis, pancreatitis). • Interpret endoscopy findings and prepare reports. • Prescribe treatment, follow-up, and dietary advice. • Coordinate with Emergency, ICU, Surgery, and Radiology teams. • Maintain clinical documentation and discharge summaries.

		<ul style="list-style-type: none"> • Participate in teaching, audits, and quality programs (teaching hospitals). • Follow patient safety, infection control, and hospital protocols.
8.	Other Terms and Conditions	<p>The engagement of the Gastroenterologist will be purely on contract basis.</p> <p>The Department may terminate the engagement of Gastroenterologist in case s/he is unable to achieve the assigned works within the time-frame, the work assigned to him is not satisfactory to the Department and/or found lacking in honesty and integrity.</p> <p>Department shall also reserve the right to terminate the service of Gastroenterologist at any time giving one month notice without assigning any reason.</p>
D: Senior Consultant/ Technical Advisor		
1.	Name of the post	Senior Consultant/ Technical Advisor
2.	No. of Post	01 (One)
3.	Period of contract	Initially for Six months with two days break. The contract may be extended further for another six months upon satisfactory performance and mutual willingness.
4.	Job Location	U.T. of Dadra & Nagar Haveli and Daman & Diu.
5.	Qualification or specialized Knowledge Experience required.	<p><u>Possessing the following essential:</u></p> <p>Qualification:</p> <p>i. MBBS ii. Post Graduate Course/ Diploma/ Degree in Hospital & Health Care Management iii. Knowledge of speaking, reading and writing in Gujarati/Hindi/English.</p> <p>Experience:</p> <p>Minimum Twenty (20) years of experience in managing various programmes and projects of the Hospital & Healthcare, IT and Healthcare Insurance</p>
6.	Remuneration.	Salary from Rs. 80,000/- to Rs. 1,00,000/- (salary will be negotiated as per experience)

7.	Scope of work	<p>The Senior Consultant/ Technical Advisor shall consult or assist the department in following matters:</p> <ul style="list-style-type: none"> • Project Planning & Design: Preparation of detailed project reports (DPRs), drawings, and cost estimates. • Construction Supervision: On-site monitoring, quality checks, and progress reporting. • Capacity Building: Training Hospital/Institute staff on best practices. • Conceptualization of projects upon rational assessment. • Compliance of the SOPs, rules, regulations pertaining to the Hospital and Healthcare Management and infrastructural projects related to Healthcare. • Liaison with Ministries of Government of India and senior officials, will significantly enhance the effectiveness, efficiency, and accountability of project execution. • To provide supportive and complementary role to the hospital administration in ensuring the provision of universal, equitable and high-quality services keeping the centrality of patient welfare. • There may be several incidental services & assignments which are not mentioned herein but will be necessary to provide holistic care to patient.
8.	Other Terms and Conditions	<ul style="list-style-type: none"> • The engagement of the Senior Consultant/ Technical Advisor will be purely on contract basis. • The Department may terminate the engagement of Senior Consultant/ Technical Advisor in case s/he is unable to achieve the assigned works within the time-frame, the work assigned to him is not satisfactory to the Department and/or found lacking in honesty and integrity. • Department shall also reserve the right to terminate the service of Senior Consultant/ Technical Advisor at any time giving one month notice without assigning any reason.
E:	Audiologist:	
1.	Name of the post	Audiologist
2.	No. of Post	01
3.	Period of contract	Initially for Six months with two days break. The contract may be extended further for another six months upon satisfactory performance and mutual willingness.
4.	Job Location	NAMO Hospital, Silvassa.
5.	Qualification or specialized Knowledge Experience required.	<p>1. Bachelor of Science in Audiology and Speech-Language Pathology from a recognised university with five years of experience from a recognised institute</p> <p style="text-align: center;">OR</p> <p>1. Master's degree in Audiology Speech-Language and Pathology.</p>
6.	Remuneration.	Rs. 30,000/-
7.	Scope of work	<ul style="list-style-type: none"> • Conduct hearing assessments (PTA, Speech Audiometry, Tympanometry, OAE, ABR/BERA). • Perform newborn, pediatric, adult, and geriatric hearing screening.

		<ul style="list-style-type: none"> • Diagnose hearing disorders and prepare clinical reports. • Recommend, fit, and program hearing aids and assistive devices. • Provide auditory rehabilitation, counseling, and tinnitus management. • Coordinate with ENT and clinical teams. • Maintain audiology equipment, records, and quality standards.
8.	Other Terms and Conditions	<ul style="list-style-type: none"> • The engagement of the Audiologist will be purely on contract basis. • The Department may terminate the engagement of Audiologist in case s/he is unable to achieve the assigned works within the time-frame, the work assigned to him is not satisfactory to the Department and/or found lacking in honesty and integrity. • Department shall also reserve the right to terminate the service of Audiologist at any time giving one month notice without assigning any reason.
F: Cashier Cum Accountant		
1.	Name of the post	Cashier Cum Accountant
2.	No. of Post	01
3.	Period of contract	Initially for Six months with two days break. The contract may be extended further for another six months upon satisfactory performance and mutual willingness.
4.	Job Location	NAMO Hospital, Silvassa.
5.	Qualification or specialized Knowledge Experience required.	1. B.Com from a recognized University/ Institutes with 5 years experience in the reputed field. OR 1. MBA (Finance)/ M.Com from a recognised University/ Institutes with 3 years experience in the reputed field.
6.	Remuneration.	Rs. 30,000/-
7.	Scope of work	<ul style="list-style-type: none"> • Maintain accounts, cash book, ledger, vouchers, and bills. • Handle data entry in accounting software (Tally/ERP/MS Excel). • Prepare salary bills, payments, bank reconciliation, and statements. • Maintain records, files, registers, and MIS reports. • Assist in budgeting, audits, and financial reporting. • Handle correspondence, emails, typing, and office documentation. • Support procurement records, stock entries, and office administration. • Perform other duties assigned by the competent authority.
8.	Other Terms and Conditions	<ul style="list-style-type: none"> • The engagement of the Cashier Cum Accountant will be purely on contract basis. • The Department may terminate the engagement of Cashier Cum Accountant in case s/he is unable to achieve the assigned works within the time-frame, the work assigned to him is not satisfactory to the Department and/or found lacking in honesty and integrity. • Department shall also reserve the right to terminate the service of Cashier Cum Accountant at any time giving one

		month notice without assigning any reason.
G	Driver:	
1.	Name of the post	Driver
2.	No. of Post	02
3.	Period of contract	Initially for Six months with two days break. The contract may be extended further for another six months upon satisfactory performance and mutual willingness.
4.	Job Location	NAMO Hospital, Silvassa.
5.	Qualification or specialized Knowledge Experience required.	1. HSC from a recognized Board. 2. Driving Licence of Heavy Vehicle (the Driving Licence should be at least 3 years old from date of advertisement)
6.	Remuneration.	Rs. 12,935/-
7.	Scope of work	<ul style="list-style-type: none"> • Driver ambulance / hospital vehicles safely for patient transport, staff duty, and official work. • Ensure timely reporting, route planning, and emergency responsiveness. • Maintain vehicle cleanliness, hygiene, and basic upkeep. • Perform daily vehicle checks (fuel, oil, brakes, lights, tyres). • Maintain log books, trip records, and fuel records. • Follow traffic rules, hospital protocols, and emergency procedures. • Assist patients during boarding and deboarding when required. • Report mechanical issues promptly and coordinate for repairs. • Perform duties assigned by hospital authorities as needed.
8.	Other Terms and Conditions	<ul style="list-style-type: none"> • The engagement of the Driver will be purely on contract basis. • The Department may terminate the engagement of Driver in case s/he is unable to achieve the assigned works within the time-frame, the work assigned to him is not satisfactory to the Department and/or found lacking in honesty and integrity. • Department shall also reserve the right to terminate the service of Driver at any time giving one month notice without assigning any reason.
H	Health Check-Up Assistant	
1.	Name of the post	Health Check-Up Assistant
2.	No. of Post	01
3.	Period of contract	Initially for Six months with two days break. The contract may be extended further for another six months upon satisfactory performance and mutual willingness.
4.	Job Location	NAMO Hospital, Silvassa.
5.	Qualification or specialized Knowledge Experience required.	1. HSC from a recognized Board and Diploma in Health Checkup Assistant from a recognised University 2. One year of experience
6.	Remuneration.	Rs. 13,195/-
7.	Scope of work	<ul style="list-style-type: none"> • Assist in routine health check-up services and screening programs.

		<ul style="list-style-type: none"> • Measure and record vital signs (BP, pulse, temperature, height, weight, BMI). • Support doctors and nurses during health examinations. • Register patients and maintain records, forms, and reports. • Guide patients for investigations, consultations, and report collection. • Ensure cleanliness, hygiene, and patient flow management in check-up area. • Assist in corporate, school, and community health check-up camps. • Follow hospital protocols, infection control, and confidentiality norms. <p>Perform other duties assigned by the competent authority.</p>
8.	Other Terms and Conditions	<ul style="list-style-type: none"> • The engagement of the Health Check-Up Assistant will be purely on contract basis. • The Department may terminate the engagement of Health Check-Up Assistant in case s/he is unable to achieve the assigned works within the time-frame, the work assigned to him is not satisfactory to the Department and/or found lacking in honesty and integrity. <p>Department shall also reserve the right to terminate the service of Health Check-Up Assistant at any time giving one month notice without assigning any reason.</p>
I	Data Entry Operator	
1.	Name of the post	Data Entry Operator
2.	No. of Post	01
3.	Period of contract	Initially for Six months with two days break. The contract may be extended further for another six months upon satisfactory performance and mutual willingness.
4.	Job Location	NAMO Hospital, Silvassa.
5.	Qualification or specialized Knowledge Experience required.	1. Graduate from recognized Institute/University 2. Skill test on Computer English typing @35 w.p.m (Time allowed - 10 minute) (35 w.p.m.correspond to 10500 KDPH/9000 KDPH on an average of 05 key depressions for each word. 3. Basic Knowledge in Computer.
6.	Remuneration.	Rs. 13,195/-
7.	Scope of work	<ul style="list-style-type: none"> • Enter and update data accurately in computer systems/software. • Maintain electronic records, registers, and databases. • Verify data for accuracy and completeness. • Generate reports, summaries, and MIS as required. • Handle typing, scanning, printing, and file management. • Maintain confidentiality of records and data security. • Coordinate with departments for data collection and correction. • Follow hospital guidelines and perform duties assigned by authority.
8.	Other Terms and Conditions	<ul style="list-style-type: none"> • The engagement of the Data Entry Operator will be purely on contract basis. • The Department may terminate the engagement of Data Entry Operator in case s/he is unable to achieve the assigned works within the time-frame, the work assigned to

		<p>him is not satisfactory to the Department and/or found lacking in honesty and integrity.</p> <ul style="list-style-type: none"> • Department shall also reserve the right to terminate the service of Data Entry Operator at any time giving one month notice without assigning any reason.
J	Telemedicine Technician	
1.	Name of the post	Telemedicine Technician
2.	No. of Post	01
3.	Period of contract	Initially for Six months with two days break. The contract may be extended further for another six months upon satisfactory performance and mutual willingness.
4.	Job Location	NAMO Hospital, Silvassa.
5.	Qualification or specialized Knowledge Experience required.	<ol style="list-style-type: none"> 1. Matriculation (Std. 12th pass or equivalent) 2. Diploma in Computer Application 3. One year experience in a reputed hospital
6.	Remuneration.	<ul style="list-style-type: none"> • Rs. 13,195/-
7.	Scope of work	<ul style="list-style-type: none"> • Set up and operate telemedicine systems for remote consultations. • Assist doctors during tele-consultations (patient registration, vitals, documentation). • Manage audio-video equipment, computers, cameras, and connectivity. • Upload and maintain electronic medical records, reports, and images. • Coordinate scheduling between patients and consulting specialists. • Ensure data privacy, confidentiality, and consent as per guidelines. • Troubleshoot basic technical issues during tele-consultations. • Maintain equipment, logs, and telemedicine records. • Support telemedicine camps, outreach programs, and training sessions. • Perform duties assigned by the competent authority.
8.	Other Terms and Conditions	<ul style="list-style-type: none"> • The engagement of the Telemedicine Technician will be purely on contract basis. • The Department may terminate the engagement of Telemedicine Technician in case s/he is unable to achieve the assigned works within the time-frame, the work assigned to him is not satisfactory to the Department and/or found lacking in honesty and integrity. • Department shall also reserve the right to terminate the service of Telemedicine Technician at any time giving one month notice without assigning any reason.

Eligible and desirous candidates may forward their applications in the prescribed format (download from website) to the **Office of the Member Secretary (RKS), NAMO Hospital, Silvassa-396230**, with one set of attested photocopy of educational qualification and experience certificate. Details regarding eligibility, Recruitment rules, Salary details and the prescribed format of application are available on the official website: www.dnh.gov.in or www.vbch.dnh.nic.in


Note:

1. No TA/DA will be paid to the candidates for attending the interview.
2. Application will be summarily rejected if found deviant from the prescribed format and required criteria without assigning any reason
3. The Member Secretary (RKS), NAMO Hospital, Silvassa reserves the right to terminate the selection process without assigning a reason.

Contact No. **(0260) 2642940**

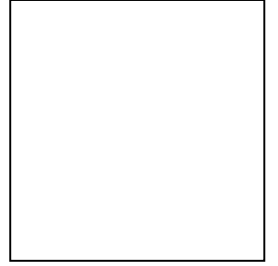
Website: www.dnh.gov.in & www.vbch.dnh.nic.in

E-mail: silvassarogikalyansamiti@gmail.com



Member Secretary
Rogi Kalyan Samiti
NAMO Hospital, Silvassa

APPLICATION FORM
ROGI KALYAN SAMITI
OFFICE OF THE MEMBER SECRETARY
NAMO HOSPITAL
UT OF DADRA & NAGAR HAVELI AND DAMAN & DIU



Name of Post applied for.....

Name of candidate (in block letters)

Father's name:

Address for
communication:.....
.....
.....
.....
.....

Phone No. : Mobile No:

Email Address:

Date of birth:(attested copy of valid Proof should be enclosed)

Age (as on / /2025) Years..... MonthsDays.....

Category : ST/ SC/ OBC / Others (attested copy of valid Proof should be enclosed)

Domicile of D&NH : Yes / No. (attested copy of Domicile Certificate issued by Mamlatdar,
Dadra and Nagar Haveli should be enclosed)

Language Known:

Educational Qualification:

Academic	Name of School/College	Board/ University	Stream/ Special Subject	Year of Passing	Grade/ Percentage
S.S.C					
H.S.C					
Graduation in					
Post Graduation in					
Any other Please specify					

Work Experience:

Sr. No.	Designation	Organization	Duration			Nature of Duties
			From	To	Total Exp.	

I hereby declare that all the statements made by me in the application form and information sheet are true and complete to the best of my knowledge and belief. I also understand that in case, any of my statements is found untrue during any stage of recruitment and thereafter, I shall be disqualified for the post applied for and I shall be liable for any penal action.

Date:

Place:

Signature of candidate

Attested Copies of Relevant Certificate / Documents should be attached along with application Form Incomplete or Unsigned Application will be rejected