

# MAMTA MEDICAL COLLEGE & HOSPITAL

Chintamanpur, Daraundha, Siwan - 841404 (Bihar)

Vacancy for Teaching, Administrative & Non Teaching Positions In MMCH, Siwan

SL.NO	POST	Minimum Qualification (Medical Context)	Experience Required	NO. POST
1	Vice Principal	MBBS + Teaching Qualification (as per NMC norms)	Minimum 5–10 years teaching + admin experience	1
2	Dy. Superintendent	MBBS	Min 5 Year	2
4	Dy. HR	Graduate + Diploma/PG in HR	Min 3 years in hospital HR support role	2(1M/1F)
5	Hospital Manager	MBA in Hospital Administration / MHA / PGDHA	Min 7 years in hospital operations	2(1M/1F)
6	Dy. Hospital Manager	BHA / BBA in Healthcare / MBA (freshers may be considered)	Min 2 years preferred in hospital setup	4 (2M/2F)
7	Matron	M.Sc Nursing / B.Sc Nursing	Min 10 yrs nursing experience	1
8	Dy. Matron	M.sc / B.Sc Nursing	Min 5 yrs in nursing, 2+ yrs as ward	3 (1M/2F)
9	P.R.O (Public Relations)	Graduate + communication & computer skills + Good Looking	Min 5 years in hospital PR / liaisoning	4 (2M/2F)
10	Librarian	B.Lib / M.Lib	Min 3 years in medical college/hospital library	2 (1M/1F)
11	Marketing Manager	MBA (Marketing) Or graduate with any stream Experience	Min 5+ years in hospital/healthcare marketing Education	2
12	Hostel Warden (M/F)	M.sc./B.sc. Or Graduate with Home sci. or Degree in Hotel Mgt. or Equivalent	Min 3 years in hospital / hostel / Hotel management	4 (2M/2F)
13	Front Office Manager (F)	Graduate + communication & computer skills with smart personality	years in hospital /Hotel / College / front desk & HMS handling	4 (F)
14	Cashier	B.Com + Tally / hospital billing software knowledge	Min 3 years in hospital billing/cash handling	4 (2M/2F)
15	Accountant	B.Com / M.Com + knowledge of GST, TDS, TPA billing	Min 3–5 years in hospital accounts	4 (2M/2F)
16	Counsellor (F)	MBA / Hospital Management / Hotel Mgt. Or Equivalent in any Stream	Min 2–3 years in patient/family counselling	4 (F)
17	Personal Secretary (M/F)	Graduate in Any Stream + Computer Skill & Smart Looking / personality With Experience	Min 2+ years as PA/Secretary in medical office	4 (2M/2F)
18	Telecallers	12th + Good communication	Min 1–2 years Working Exp.	10 ( F )
19	Receptionist	12th / Graduate + computer & communication skills	Min 1–2 years in hospital reception/OPD services	4 ( F )
20	Hospital Attendant	10 th pass		30 (20M/10F)
21	Driver (M)	10th pass + valid Commercial DL (LMV/HMV)	Min 5 years driving ambulance/hospital vehicle / Car & Other Light Moter vehicle	10 (M)
22	Man Power Agency	Registered manpower supplier	Must supply verified & trained hospital support staff	4