



U. N. Mehta Institute of Cardiology & Research Centre

Civil Hospital Campus, Asarwa, Ahmedabad - 380016.

Ph : 22682395, 22684220 Fax : 22682092

Job Profiles :

Professor of Radiology :

- 1 They have to work as required by the Institute for the Radiology.
- 2 They have to Report for all the X-Ray and other Procedures, if required.
- 3 They have to do urgent Sonography and special work required by the Institute.
- 4 They have to attend Emergency Meeting.
- 5 They have to attend an emergency as and when required by the Institute.
- 6 They have to work in up-gradation for any responsible Research work.
- 7 They have to give training to the X-Ray Technicians if required.
- 8 They have to work for up-gradation data of Radiology Department and also CT Angio.
- 9 They have to supervise cardiology like Echo and any other duty assigned by the Director.
- 10 They have to do the work related in cardiology Hospital like Casualty, ICCU, Post Recovery and all Wards.
- 11 Any other work allotted by the Director.

Prof./Associate Prof/Assistant Professor in Paediatrics

1. HE/SHE will be directly posted under the Director of the Institute.
2. HE/SHE will have to work in O.P.D to treat all Paediatrics and School Health Programme patients in O.P.D. and Paediatrics and School Health Programme patients related references in Institute and to treat Paediatrics and School Health Programme cardiac patients also.
3. HE/SHE will have to take daily rounds of the admitted (Indoor) Paediatrics and School Health Programme patients in the morning and evening before leaving the Institute.
4. HE/SHE will have to assist his colleagues and Seniors in the Department of Cardiology/ Cardiothoracic Surgery.
5. This is a Emergency related Cardiac Hospital and HE/SHE will have to perform duties beyond 5 p.m. as long as his services are needed and also at any hours during day or night as per requirement of the Institute.
6. HE/SHE will have to attend duties in emergency.
7. HE/SHE will have to attend duties in Paediatrics and School Health Programme Critical Care.
8. HE/SHE will have to attend duties in Paediatrics and School Health Programme OPD / Cath Lab / OT / Recovery Room / SICU / ICCU / Step Down Room / MICU / Paediatrics and School Health patients Wards / 2D Echo / TMT / Executive Check up / Training Programme / Seminar /Camps/ Mobile ICCU Van/Workshops/Research activities, etc. where and when needed
9. HE/SHE will have to attend teaching/training programmes.
10. HE/SHE will have to assist in research activities keeping in view the aims and objectives of the Institute decided by the Government.
11. Timing of duties will be from 8.00 A.M. daily, but the same can be changed by the Institute.

12. HE/SHE will have to attend duties including VIP/VVIP visits, Social Marketing, Drugs trials, Camps, etc.
13. If needed by the Institute HE/SHE will have to give his services out side of the Institute.
14. HE/SHE will have to report for duties immediately on call at any time.
15. HE/SHE will have to work as per protocol of the Institute for working of the Paediatrics and School Health Programme OPD / Cath Lab / OT / Recovery Room / SICU / ICCU / Step Down Room / MICU / Paediatrics and School Health patients Wards / 2D Echo / TMT / Executive Check up / Training Programme / Seminar / Camps / Mobile ICCU Van / Workshops / Research activities, etc.
16. HE/SHE will have to stay at night to assist Cath Lab / OT Procedures of any Paediatrics and School Health Programme patients after any procedure, if required.
17. HE/SHE shall have to do dressing of patients in Wards / OPD / Cath Lab / OT / Casualty etc, if required.
18. HE/SHE shall have to carry out all the formalities of the pre-procedure patients including arrangement of Blood, stores material & financial aspect.
19. In case of His/Her resignation or leaving the Institute, HE/SHE will have to hand over complete charge including all the properties of the Institute with Him/Hir and details of the patient under his treatment
20. HE/SHE will have to pay all the dues to be recovered from Him/Her including an amount equal to the total remuneration of a month (Gross) and to give bindings to accept the result of pending departmental inquiry, if any.
21. HE/SHE will have to attend other duties assigned by the Director.

Associate Professor in Radiology :

1. They have to work as required by the Institute for the Radiology.
2. They have to Report for all the X-Ray and other Procedures, if required.
3. They have to do urgent Sonography and special work required by the Institute.
4. They have to attend Emergency Meeting.
5. They have to attend an emergency as and when required by the Institute.
6. They have to work in up-gradation for any responsible Research work.
7. They have to give training to the X-Ray Technicians if required.
8. They have to work for up-gradation data of Radiology Department and also CT Angio.
9. They have to supervise cardiology like Echo and any other duty assigned by the Director.
10. They have to do the work related in cardiology Hospital like Casualty, ICCU, Post Recovery and all Wards.
11. Any other work allotted by the Director

Asstt. Prof. in Cardiothoracic Surgery:

1. HE/SHE will have to do regular pre-operative assessment of the patients.
2. HE/SHE will have to take daily rounds of the admitted (Indoor) patients in the morning and evening before leaving the Institute.
3. HE/SHE will have to assist his/her colleagues.
4. This is a Cardiac Hospital and HE/SHE will have to perform duties till Operation is over after 5:00 p.m. as long as needed and also at any hours during day or night as per requirement.
5. HE/SHE shall have to carry out minimum 2 major or 5 minor Operations per day to ascertain from time to time that there should be no long waiting list.
6. HE/SHE will have to work in group of Doctors of the Institute, if Institute desires.
7. HE/SHE will have to attend duties in emergency.

8. HE/SHE shall have to sign Store Bills and Medical Reimbursement Bills of the patients.
9. HE/SHE will have to attend duties in Critical Care.
10. HE/SHE will have to attend duties in O.P.D./O.T./Recovery Room /SICU/ ICCU/Wards/ Casualty/ Training Programmes/Mobile ICCU Van/ Seminars / Camps, Workshops, etc. where and when needed and shift duties.
11. HE/SHE will have to attend teaching/training programmes.
12. HE/SHE will have to assist in research activities keeping in view of the aims and objectives of the Institute decided by the Government.
13. His/Her timing of duties will be from 8.00 A.M. daily, but the same can be changed by the Institute.
14. HE/SHE will have to attend duties including VIP/VVIP visits, Social Marketing, Drugs trials, Camps, etc.
15. If needed by the Institute, HE/SHE will have to give his/her services out side of the Institute.
16. HE/SHE will have to report for duties immediately on call at any time.
17. HE/SHE will have to work as per protocol of the Institute for working of the O.T./OPD/Ward/SICU/ICCU/Casualty/Recovery Room, etc and in shift duties - round the clock.
18. HE/SHE will have to stay back at the Institute at night to carry out operation of any patient or after any operation, if required.
19. HE/SHE shall have to do dressing of patients in wards, if required.
20. HE/SHE shall have to organize all the formalities of the preoperative patients including arrangement of Blood, stores material & financial aspect.
21. His/Her posting is directly under the Director.
22. In case of his/her resignation or leaving the Institute, HE/SHE will have to hand over complete charge including all the properties of the Institute with Him/Her and details of the patient under his/her treatment and have to pay all the dues to be recovered from him/her including an amount equal to the total remuneration of a month (Gross) and to give bindings to accept the result of pending departmental enquiry, if any.
23. HE/SHE will have to attend other duties assigned by the Director.

Assistant Professor in Surgery (Critical Care) :

1. HE/SHE will have to do regular pre-operative assessment of the patients.
2. HE/SHE will have to take daily rounds of the admitted (Indoor) patients in the morning and evening before leaving the Institute.
3. HE/SHE will have to assist his/her colleagues and Seniors at Department of C. T. Surgery & Cardiology.
4. This is a Emergency related Cardiac Hospital and HE/SHE will have to perform duties till Operation is over after 5 p.m. as long as needed and also at any hours during day or night as per requirement.
5. HE/SHE will have to attend duties in emergency.
6. HE/SHE will have to attend duties in Critical Care.
7. HE/SHE will have to attend duties in O.P.D / OT / Recovery Room / SICU / ICCU / Wards / Training Programmes / Seminars / Camps / Mobile ICCU Van / Workshops, etc. where and when needed and shift duties.
8. HE/SHE will have to attend teaching / training programmes.
9. HE/SHE will have to assist in research activities keeping in view the aims and objectives of the Institute decided by the Government.
10. HE/SHE will have to work in shift duty-round the clock, if required.
11. His/her timing of duties will be from 8.00 A.M. daily, but the same can be changed by the Institute.

12. HE/SHE will have to attend duties including VIP/VVIP visits, Social Marketing, Drugs trials, Camps, etc.
13. If needed by the Institute HE/SHE will have to give his/her services out side of the Institute.
14. HE/SHE will have to report for duties immediately on call at any time.
15. HE/SHE will have to work as per protocol of the Institute for working of the OT / Cath-lab / OT / RR / SICU / Mobile ICCU Van / ICCU / Wards, etc. and shift duties round the clock.
16. HE/SHE will have to stay at night to assist operation of any patient or after any operation, if required.
17. HE/SHE shall have to do dressing of patients in Wards/OPD/Operation Theatre/Casualty etc.
18. HE/SHE shall have to carry out all the formalities of the preoperative patients including arrangement of Blood, stores material & financial aspect.
19. His/her posting is directly under the Director.
20. In case of his/her resignation or leaving the Institute, HE/SHE will have to hand over complete charge including all the properties of the Institute with him/her and details of the patient under his/her treatment.
21. HE/SHE will have to pay all the dues to be recovered from him/her including an amount equal to the total remuneration of a month (Gross) and to give bindings to accept the result of pending departmental enquiry, if any.
22. HE/SHE will have to attend other duties assigned by the Director.

Assistant Professor in Medicine (Critical Care):

1. HE/SHE will be directly posted under the Director of the Institute.
2. HE/SHE will have to work in O.P.D to treat all non-cardiac patients in O.P.D. and medical related references in Institute and to treat cardiac patients also..
3. HE/SHE will have to take daily rounds of the admitted (Indoor) patients in the morning and evening before leaving the Institute.
4. HE/SHE will have to assist his/her colleagues and Seniors of Department of Cardiology.
5. This is a Emergency related Cardiac Hospital and HE/SHE will have to perform duties beyond 5 p.m. as long as his/her services are needed and also at any hours during day or night as per requirement of the Institute.
6. HE/SHE will have to attend duties in emergency.
7. HE/SHE will have to attend duties in Critical Care.
8. HE/SHE will have to attend duties in OPD / Cath Lab / 2D Echo / TMT / MICU / ICCU / Medical General Wards / Executive Check up / Training Programmes / Seminars / Camps / Mobile ICCU Van / Workshops / Research activities, etc. where and when needed and shift duties.
9. HE/SHE will have to attend teaching/training programmes.
10. HE/SHE will have to assist in research activities keeping in view the aims and objectives of the Institute decided by the Government.
11. HE/SHE will have to work in shift duty-round the clock, if required.
12. His/her timing of duties will be from 8.00 A.M. daily, but the same can be changed by the Institute.
13. HE/SHE will have to attend duties including VIP/VVIP visits, Social Marketing, Drugs trials, Camps, etc.
14. If needed by the Institute HE/SHE will have to give his/her services out side of the Institute.
15. HE/SHE will have to report for duties immediately on call at any time.
16. HE/SHE will have to work as per protocol of the Institute for working of the OPD / Cath Lab / 2D Echo / TMT / MICU / ICCU / Medical General Wards / Executive

- Check up / Training Programmes / Seminars / Camps / Mobile ICCU Van / Workshops / Research activities, etc. and shift duties round the clock.
17. HE/SHE will have to stay at night to assist Cath Lab Procedure of any patient or after any procedure, if required.
 18. HE/SHE shall have to do dressing of patients in Wards / OPD / Cath Lab / Casualty, etc, if required.
 19. HE/SHE shall have to carry out all the formalities of the pre-procedure patients including arrangement of Blood, stores material & financial aspect.
 20. In case of his/her resignation or leaving the Institute, HE/SHE will have to hand over complete charge including all the properties of the Institute with HE/SHE and details of the patient under his/her treatment.
 21. HE/SHE will have to pay all the dues to be recovered from HE/SHE including an amount equal to the total remuneration of a month (Gross) and to give bindings to accept the result of pending departmental enquiry, if any.
 22. HE/SHE will have to attend other duties assigned by the Director.

Assistant Professor in Anaesthesiology

1. HE/SHE will have to do regular pre-operative assessment of the patients on previous day.
2. HE/SHE will have to follow service guideline of working protocol of the institute.
3. HE/SHE will have to assist his/her colleagues working in cardiac anaesthesia in this Institute.
4. This is an emergency related Hospital and HE/SHE will have to perform duties till Operation is over even after 5 p.m. or as long as the operation continued and as per requirement of the institute of two operation per theatre per day. HE/SHE will have to give anaesthesia after the first operation even it is to be given even after 5.00 p.m. and also at any hours during day or night as per requirement during emergency.
5. If HE/SHE have worked beyond 5.00p.m. for operation and attending emergency, HE/SHE will not take leave on the next working day.
6. HE/SHE will have to teach the Tutors, Sr. Registrars, Residents and others students at the Institute.
7. HE/SHE will have to attend teaching / training programme.
8. In OT, minimum two operations per day per theatre and till the operation is over HE/SHE have to stay beyond 5.00 pm if OT is going on.
9. HE/SHE will have to attend duties in emergency as per departmental protocol.
10. HE/SHE will have to attend duties in Critical Care.
11. HE/SHE will have to attend duties in OT / Post recovery Room / SICU / ICCU / Wards / Casualty / Training Programmes / Mobile ICCU Van / Seminars / Camps Workshops, etc. where and when needed and shift duties.
12. HE/SHE will have to assist in research activities keeping in view the aims and objectives of the Institute decided by the Government.
13. HE/SHE will have to work in shift duty-round the clock, if required.
14. His/her timing of duties will be from 8.00 A.M. daily, but the same can be changed by the Institute.
15. HE/SHE will have to attend duties for VIP / VVIP visits, Social Marketing, Drugs trials, Camps, etc.
16. If needed by the Institute, HE/SHE will have to give his/her services out side of the Institute.
17. HE/SHE will have to report for duties immediately on call at any time.
18. HE/SHE will have to work as per protocol of the Institute for working of the OT / Cath-Lab / Ward / SICU / ICCU / Casualty / Recovery Room, etc and in shift duties - round the clock.

19. HE/SHE will have to stay back at the Institute at night to carry out operation of any patient or after any operation, if required.
20. His/her posting is directly under the Director.
21. In case of his/her resignation or leaving the Institute, HE/SHE will have to hand over complete charge including all the properties of the Institute with HE/SHE and details of the patient under his/her treatment .
22. HE/SHE will have to pay all the dues to be recovered from HE/SHE including an amount equal to the total remuneration of a month (Gross) and to give bindings to accept the result of pending departmental enquiry, if any.
23. HE/SHE have to attend emergency duty as and when required for long hours i.e. beyond 5:00 pm, HE/SHE will not take leave on next working day.
24. HE/SHE will have to take training for cardiac anaesthesia as per the desire and requirement of the institute
25. HE/SHE will have to give full co-operation as a cardiac anaesthetist for surgery of school children as this is a Government programme. For that HE/SHE will have to come on holidays or at week end as per the requirement.
26. HE/SHE will have to attend other duties assigned by the Director.

Assistant Professor in Paediatrics

1. HE/SHE will be directly posted under the Director of the Institute.
2. HE/SHE will have to work in O.P.D to treat all Paediatrics and School Health Programme patients in O.P.D. and Paediatrics and School Health Programme patients related references in Institute and to treat Paediatrics and School Health Programme cardiac patients also.
3. HE/SHE will have to take daily rounds of the admitted (Indoor) Paediatrics and School Health Programme patients in the morning and evening before leaving the Institute.
21. HE/SHE will have to assist his colleagues and Seniors in the Department of Cardiology/ Cardiothoracic Surgery.
22. This is a Emergency related Cardiac Hospital and HE/SHE will have to perform duties beyond 5 p.m. as long as his services are needed and also at any hours during day or night as per requirement of the Institute.
23. HE/SHE will have to attend duties in emergency.
24. HE/SHE will have to attend duties in Paediatrics and School Health Programme Critical Care.
25. HE/SHE will have to attend duties in Paediatrics and School Health Programme OPD / Cath Lab / OT / Recovery Room / SICU / ICCU / Step Down Room / MICU / Paediatrics and School Health patients Wards / 2D Echo / TMT / Executive Check up / Training Programme / Seminar /Camps/ Mobile ICCU Van/Workshops/Research activities, etc. where and when needed
26. HE/SHE will have to attend teaching/training programmes.
27. HE/SHE will have to assist in research activities keeping in view the aims and objectives of the Institute decided by the Government.
28. Timing of duties will be from 8.00 A.M. daily, but the same can be changed by the Institute.
29. HE/SHE will have to attend duties including VIP/VVIP visits, Social Marketing, Drugs trials, Camps, etc.
30. If needed by the Institute HE/SHE will have to give his services out side of the Institute.
31. HE/SHE will have to report for duties immediately on call at any time.
32. HE/SHE will have to work as per protocol of the Institute for working of the Paediatrics and School Health Programme OPD / Cath Lab / OT / Recovery Room / SICU / ICCU / Step Down Room / MICU / Paediatrics and School Health patients

- Wards / 2D Echo / TMT / Executive Check up / Training Programme / Seminar / Camps / Mobile ICCU Van / Workshops / Research activities, etc.
33. HE/SHE will have to stay at night to assist Cath Lab / OT Procedures of any Paediatrics and School Health Programme patients after any procedure, if required.
 34. HE/SHE shall have to do dressing of patients in Wards / OPD / Cath Lab / OT / Casualty etc, if required.
 35. HE/SHE shall have to carry out all the formalities of the pre-procedure patients including arrangement of Blood, stores material & financial aspect.
 36. In case of His/Her resignation or leaving the Institute, HE/SHE will have to hand over complete charge including all the properties of the Institute with Him/Hir and details of the patient under his treatment
 37. HE/SHE will have to pay all the dues to be recovered from Him/Her including an amount equal to the total remuneration of a month (Gross) and to give bindings to accept the result of pending departmental inquiry, if any.
 38. HE/SHE will have to attend other duties assigned by the Director.

Assistant Professor in Radiology :

1. They have to work as required by the Institute for the Radiologist.
2. They have to Report for all the X-ray and other Procedures, if required.
3. They have to do urgent Sonography and special work required by the Institute.
4. They have to attend Emergency Meeting.
5. They have to attend an emergency as and when required by the Institute.
6. They have work in up-gradation for any responsible Research work.
7. They have to give training to the X-ray Technicians if required.
8. They have to work for up-gradation data of Radiology Department and also CT Angio.
9. They have to take supervise cardiology like Echo and any other duty assign by the Director.
10. They have to do the work related in cardiology Hospital like Casualty, ICCU, Post Recovery and all Wards.
11. Any other work allotted by the Director.

Full Time Anaesthetist :

1. HE/SHE will have to do regular pre-operative assessment of the patients on previous day.
2. HE/SHE will have to follow service guideline of working protocol of the institute.
3. HE/SHE will have to assist his/her colleagues for working of the institute for cardiac anaesthesia.
4. This is an emergency related Hospital and HE/SHE will have to perform duties till Operation is over even after 5 p.m. or as long as the operation continued and as per requirement of the institute of two operation per theatre per day. HE/SHE will have to give anaesthesia after the first operation even it is to be given even after 5.00 p.m. and also at any hours during day or night as per requirement during emergency.
5. If HE/SHE have worked beyond 5.00p.m. for operations and attending emergency HE/SHE will not take leave on the next working day.
6. In OT daily minimum two operations per day per theatre and till the operation is over HE/SHE have to stay beyond 5:00 p.m. if OT is going on .
7. HE/SHE will have to attend duties in emergency as per departmental protocol.
8. HE/SHE will have to attend duties in Critical Care.
9. HE/SHE will have to attend duties in OT / Post recovery Room / SICU / ICCU / Wards / Casualty / Training Programmes / Mobile ICCU Van / Seminars / Camps Workshops, etc. where and when needed and shift duties.

10. HE/SHE will have to assist in research activities keeping in view the aims and objectives of the Institute decided by the Government.
11. HE/SHE will have to work in shift duty-round the clock, if required.
12. His/her timing of duties will be from 8.00 A.M. daily, but the same can be changed by the Institute.
13. HE/SHE will have to attend duties for VIP / VVIP visits, Social Marketing, Drugs trials, Camps, etc.
14. If needed by the Institute, HE/SHE will have to give his/her services out side of the Institute.
15. HE/SHE will have to report for duties immediately on call at any time.
16. HE/SHE will have to work as per protocol of the Institute for working of the OT / Cath-Lab / Ward / SICU / ICCU / Casualty / Recovery Room, etc and in shift duties - round the clock.
17. HE/SHE will have to stay back at the Institute at night to carry out operation of any patient or after any operation, if required.
18. His/her posting is directly under the Director.
19. In case of his/her resignation or leaving the Institute, HE/SHE will have to hand over complete charge including all the properties of the Institute with HE/SHE and details of the patient under his/her treatment and have to pay all the dues to be recovered from HE/SHE including an amount equal to the total remuneration of a month (Gross) and to give bindings to accept the result of pending departmental enquiry, if any.
20. HE/SHE have to attend emergency duty as and when required for long hours i.e. beyond 5-00p.m. HE/SHE will not take leave on next working day.
21. HE/SHE will have to take training for cardiac anaesthesia as per the desire and requirement of the institute
22. HE/SHE will have to give full co-operation as a cardiac anaesthetist for surgery of school children as this is a Government programme. For that HE/SHE will have to come on holidays or at week end as per the requirement.
23. HE/SHE will have to attend other duties assigned by the Director.

Tutor in Anaesthesia :

1. HE/SHE will have to do regular pre-operative assessment of the patients on previous day.
2. HE/SHE will have to follow service guidelines and working protocol of the Institute.
3. HE/SHE will have to assist his/her colleagues in the CTOT, Cath Lab, CT Recovery & wards
4. This is an emergency related Hospital and HE/SHE will have to perform duties till Operation is over even after 5 p.m. or as long as the operation continued and as per requirement of the institute of two operation per theatre per day. HE/SHE will have to give anaesthesia after the first operation even it is to be given even after 5.00 p.m. and also at any hours during day or night as per requirement during emergency.
5. If HE/SHE have worked beyond 5.00 p.m. for operations and attending emergency HE/SHE will not take leave on the next working day.
6. In O.T. daily minimum two operations per day per theatre and till the operation is over HE/SHE have to stay beyond 5.00 p.m., if O.T. is going on.
7. HE/SHE will have to attend duties in emergency as per departmental protocol.
8. HE/SHE will have to attend duties in Critical Care.
9. HE/SHE will have to attend duties in OT / Post recovery Room / SICU/ ICCU/ Wards / Casualty / Training Programmes / Mobile ICCU Van/ Seminars / Camps / Workshops, etc. where and when needed and in shift duties.
10. HE/SHE will have to assist in research activities keeping in view the aims and objectives of the Institute decided by the Government.

11. HE/SHE will have to work in shift duty - round the clock, if required.
12. His/her timings of duties will be from 8.00 A.M. daily, but the same can be changed by the Institute.
13. HE/SHE will have to attend duties for VIP / VVIP visits, Social Marketing, Drug Trials, Camps, etc.
14. If needed by the Institute, HE/SHE will have to give his/her services outside of the Institute.
15. HE/SHE will have to report for duties immediately on call at any time.
16. HE/SHE will have to work as per protocol of the Institute for working of the OT / Cath Lab / Wards / SICU / ICCU / Casualty / Recovery Room, etc. and in shift duties-round the clock.
17. HE/SHE will have to stay back at the Institute at night to carry out operation of any patient or after any operation, if required.
18. His/her posting is directly under the Director.
19. In case of his/her resignation or leaving the Institute, HE/SHE will have to hand over complete charge including all the properties of the Institute with HE/SHE and details of the patient under his/her treatment and have to pay all the dues to be recovered from HE/SHE including an amount equal to the total remuneration of a month (Gross) and to give bindings to accept the result of pending departmental enquiry, if any.
20. HE/SHE will have to undergo training for Cardiac Anaesthesia as per the desire and requirement of the Institute.
21. HE/SHE will have to give full co-operation as a Cardiac Anaesthetist for surgery of School Children as this is a Government Programme.
22. For that HE/SHE will have to come on Holidays or at week end as per the requirement.
23. HE/SHE will have to attend other duties assigned by the Director.

Blood Transfusion Officer :

1. BTO is responsible for all the works in person related to blood in surgery as well as in Pathology Lab.
2. They have to manage the Blood for the Surgeries at the Institute.
3. They have to attend to Blood donation Camp.
4. They have to look after Blood Transaction in department of Pathology.
5. They have to attend any emergency at any time in the Institute.
6. Any other duty assign by the Director.
7. They have to perform duty for upgradation of the blood data record of the Institute.
8. In further he has to take responsibility when starting the Blood Bank.
9. They have to help in Pathology, Microbiology and Leucotomy Deptt.of the Institute.
10. Any other work allotted by the Superiors.

Medical Officer :

1. He / She will be directly posted under the Director
2. To attend the work in Cardiology & Cardio thoracic OPD /Recovery Room/Step Down Room/ ICCU (SICU & MICU) /General Wards/Casualty/Mobile ICCU Van/ 2D Echo / TMT / Holter / Executive Check up Room/Special Rooms/Semi-Special Rooms, etc where and when needed and shift duties.
3. To take regular round for pre-operative assessment of the patients to be operated / going under procedure and post-operative care of the patients.
4. In case of emergency he / she will have to work beyond normal working hours.
5. To attend duties in emergency & to do shift duty as required by the Institute.

6. To attend duties in Critical Care / Camps / Seminars / Workshops / Research work / Drug Trial etc. if required
7. To attend duties in Recovery Room / Step down / SICU / ICCU / MICU/General Wards / Special Rooms / Semi-special rooms / Casualty / Training Programme / Mobile ICCU Van etc.
8. To assist research activities assigned by the Director
9. Timing for duties will be round the clock in shifts and till the work in OT, RR, SICU, ICCU, Wards, Sp. Rooms, Semi Sp. Rooms, OPD, Echo, TMT etc is completed.
10. Other duties including VIP visit, VVIP visit, Social Marketing, Exhibitions, Seminars, Camps etc
11. If needed by the Institute HE/SHE will have to give his/her services out side of the Institute.
12. He / She will have to do dressing of patients in wards, if required.
13. HE/SHE will have to report for duties immediately on call at any time.
14. Medical Officers have to undergo training in different departments as required by the Institute.
15. In case of his/her resignation or leaving the Institute, HE/SHE will have to hand-over complete charge including all the properties of the Institute with him/her and details of the patient under Him/Her treatment
16. Any other duty assigned by the Director.

Jr. Pharmacist:

1. To maintain store
2. Round the clock working including Night Shift.
3. Keep inventory of purchase
4. Keep the proper record of accessible items in the Institute
5. To supply medicine and requirements for patients care
6. Work in emergency and shift duty whenever there is need.
7. Knowledge about CMSO and Rate Contract
8. Attend camps and VVIP visits instructed by the Director and Management.
9. They have to work in Special Department i.e. Executive Health Check up, School Health Programme.
10. They have to do any other duty assigned by the Director or Management.

Perfusionist / Asst. Perfusionist:

1. Work in operation theatre
2. To operate Heart Lung machine and other equipment in operation theatre as per instructions guidance of Cardio Thoracic Surgeon/Chief Perfusionist.
3. Will have to work in emergency and in night, and perform duties till Operation is over after 5:00 pm as long as needed and also any hours during day and night as per requirements of the Institute or whenever needed.
4. To help the Anaesthetists and Critical care specialists whenever needed.
5. Perfusionist / Asstt Perfusionist will have to teach the Trainee Perfusionist.
6. Any other duties assigned by the Superiors.

Matron – Grade I

1. Finally responsible for all the Nursing Services of the Institute/Hospital.
2. Smooth Management of the Nursing Services in the hospital at all times and every time.

3. Planning and Organising Nursing Services in Hospital, Preparing a Philosophy and objectives for the nursing department in accordance with those of the hospital.
4. Seeing that all services areas are manned as per their needs.
5. Utilization of specially trained nurses in that particular area.
6. Planning and putting proposals to the authority for increase of staff in different categories so as to fulfill the INC recommendations.
7. Co-operation with the authorities during emergencies in setting special nursing squads, wards or any other machinery as required.
8. Preparing an organisation chart showing channels of communication.
9. Framing personnel policies, keeping with the frame work of Institution rule and regulations. Interpreting and implementing policies of the Governing Body, Hospital & INC.
10. All the administration of the Nursing Staff under the direct supervision of the CMO / ARMO and Director of the Institution.
11. All other works and correspondences, pertaining to nursing services of the Hospital.
12. Supervision of the Statistics and stock and dead stock registers to be maintained by the Nursing Staff.
13. Supervision and monitoring of Leave Record of Nurses in the Hospital.
14. Management of Shift Duties Schedules of Matron Grade-II, Asstt. Matron / Nursing Supervisors / and Sister In-Charge (Head Nurses) / Staff Nurses in consultation with the CMO / ARMO / Director.
15. Provide Data related to the patients to the MIS/IT department.
16. Any other work entrusted by the superiors.

Matron Grade II :

1. Directly responsible and will have to assist Matron Grade-I.
2. To provide for good nursing care to patients through proper nursing services and management.
3. Help the Sister In-Charge in solving problems.
4. Will have to manage nursing services and see that enough nursing staff is available in all the wards / ICCU / OPD / MICU / SICU / OT / Cath Lab / Recovery Room / Step Down Room / TMT / ECHO etc.
5. Help, guide and teach newly appointed Sister-In-Charge to arrange duties, get indents, maintain patient records.
6. Arrange duty rotation for nursing personnel in consultation with the Matron Grade-I,
7. Assist Matron Grade-I in service programmes.
8. Take rounds of wards and departments, and see that Registers/Records are maintained properly and treatment of patients are carried out as prescribed.
9. Check day - evening - night reports.
10. Maintain registers pertaining to patients of the hospital and submit data to the authorities as and when required.
11. Check duty of the nursing staff, drug cabinet, and medicine cupboards occasionally.
12. Act as liaison between the hospital and the public.
13. Carry out patient care with devotion so as to help the hospital to achieve its goal.
14. Shift duties.
15. Any other work assigned by the Superiors.

Asst. Matron:

1. Directly responsible and will have to assist Matron Grade-I.
2. To provide for good nursing care to patients through proper nursing services and management.

3. Help the Sister In-Charge in solving problems.
4. Will have to manage nursing services and see that enough nursing staff is available in all the wards / ICCU / OPD / MICU / SICU / OT / Cath Lab / Recovery Room / Step Down Room / TMT / ECHO etc.
5. Help, guide and teach newly appointed Sister-In-Charge to arrange duties, get indents, maintain patient records.
6. Arrange duty rotation for nursing personnel in consultation with the Matron Grade-I,
7. Assist Matron Grade-I in service programmes.
8. Take rounds of wards and departments, and see that Registers/Records are maintained properly and treatment of patients are carried out as prescribed.
9. Check day - evening - night reports.
10. Maintain registers pertaining to patients of the hospital and submit data to the authorities as and when required.
11. Check duty of the nursing staff, drug cabinet, and medicine cupboards occasionally.
12. Act as liaison between the hospital and the public.
13. Carry out patient care with devotion so as to help the hospital to achieve its goal.
14. Shift duties.
15. Any other work assigned by the Superiors.

Head Staff Nurse (Sister-in-Charge) :

1. The Head Staff Nurse (Sister-in-Charge) is directly responsible to the Matron/Nursing Supervisor/Assistant Matron/Night Supervisor.
2. As in-charge of the Ward/Unit she is responsible for carrying out patient care with such devotion so as to help the Institute to achieve its goal.
3. The Head Staff Nurse (Sister-in-Charge) is responsible for the smooth running of the Ward/ Cath Lab. / O.T./ ICCU / SICU / Recovery Room / Step Down ICCU / OPD/Echo/TMT/ECG,etc. where she is posted. She must know each patient individually. She must know the patient's physical condition and any special nursing problem, the treatment regimen, etc.
4. Supervise and distribute duties amongst the staff nurses and servants posted in the concerned Unit of her working.
5. Making plans for reorganization of the Wards/Unit concerned and maintain discipline.
6. Maintain receipt and supplies of the Medicine, Drugs, Disposables, Consumable, Materials, Equipments, Dead Stock, Linen, Stationary items of the concerned Ward/Unit of posting and maintain registers thereof.
7. Maintain registers of the indents, receipts and usage/disbursements of the Medicine, Drugs, Disposables, Consumable and other Materials, etc. of the concerned Ward/Unit of posting.
8. Keeping custody of the Prohibited and dangerous drugs and maintain records of its usage/administration and maintain separate register thereof.
9. Help the Staff Nurses posted under her to solve their problems.
10. Maintain good relations with all categories of hospital personnel.
11. Write out the weekly duty schedule of all the staff under her.
12. Reporting to the concerned authorities about the emergencies, accidents or deaths.
13. Maintain a clear record of admissions and discharges of patients.
14. Strictly make her staff to observe all protocols about Bio-Medical waste disposals.
15. Supervising the general cleanliness of the Ward/Unit concerned and sanitary annexes.
16. Delegating to the staff nurses such work that such staff can do.
17. Holding meetings with ward staff to workout difficulties.
18. See that the doctors orders are carried out.
19. See that the patients get good nursing care and that the necessary investigations and recording is done in each case.

20. Seeing that medications, dressings, nursing procedures, investigations and other treatments are carried out properly and in time.
21. She must observe and report patients condition to the doctors when they come on rounds.
22. See that the preparations for transportation of patients from wards/Unit to O.T./Cath Lab and vice-a-versa.
23. Act as liaison between Institute and Public.
24. Submit monthly confidential reports of the staff nurses working in the Ward/Unit/Deptt.
25. Report to the immediate authority in case of any incident of importance relating to the Ward/Unit concerned.
26. Perform any other duty assigned by the Superiors/Director.

Staff Nurse :

1. To work in OPD, Ward, Cath Lab, OT, ICCU, SICU, Echo Room, TMT Room, Executive Check-Up, and any other department prescribed by the Management.
2. Keep record of patients treatment
3. Maintain registers of the Drugs, Medicines, consumables, disposable, Linen, Equipment & Furniture etc. To receive and disburse to the patients.
4. Handle equipment and machinery taking due care.
5. Maintain records for Patient's admission and discharge etc.
6. To give medicine and take care of the patients
7. To help Doctor in examining patients
8. Working politely and smoothly with the patients
9. Working in emergency whenever requires.
10. To generate indent for receiving Medicines, Consumables, Disposables, Drugs, Linen, equipment etc. from the Stores.
11. Undergo training as required by the Institute.
12. Work in Shift Duty.
13. Help the ward/unit in-charge to carry out her work.
14. Work instead of the ward/unit in-charge in case of absence of the ward/unit in-charge.
15. Maintain poisonous/dangerous/prohibited drugs registers.
16. Maintain good inter-personnel relations with all other staff nurses working in the ward/unit.
17. Maintain all procedure trays in readiness.
18. To take over from duty nurse of the previous shift new and serious patients, instruments, supplies, drugs, etc.
19. Get patients clothes and bed linen changed as and when necessary.
20. Take rounds with doctors when called. List new orders and see that they are carried out.
21. See that all investigation specimen are sent to the proper lab in-time with form.
22. Keep I/V or Blood Transfusion tray ready and help the doctor with the procedure.
23. Observe all patients condition and report changes to the ward in charge and/or Doctor.
24. Check on every new admission before admitting the patients that all his papers are in order. This is specially when a patient is transferred to his/her ward/unit from another ward/unit of the Institute.
25. Read case papers properly and carry out orders and see that they are carried out.
26. Give expert bed-side nursing care to serious patients.
27. Maintain case papers, investigation reports, etc. in the proper case file or board. See that all reports get attached to the correct case paper. See that temperature charts and intake-output charts or any special chart are maintain properly. Case papers

- should not be allowed to be handled by anyone except the Sister-in-charge/doctor in-charge of the patient. This is specially for Medico-legal cases.
28. Write day and night orders and maintain ward statistics.
 29. Talk to pre-operative patients to reduce their tension and give them confidence.
 30. Listen to patients problems and help solve them through various means.
 31. See that a discharge patient goes home with proper understanding of the follow-up procedures and details of the diet and medication, exercises, etc.
 32. In case of a patient dying during his/her duty time, all concerned records, reports must be completed and handed over the concerned authorities or to the next shift staff nurse.
 33. Any other duties assigned by the Superiors.

Purchase Officer :

1. To keep inventory of purchase and keep the proper record of all Stores items in the Institute.
2. Knowledge about CMSO and Rate Contract at the time of purchase of medicine, drugs and other items.
3. To supply medicine and requirement for patients in the Institute and account maintained.
4. Work in emergency and shift duty, whenever required.
5. All the works pertaining to stores /Petty Supply / Linen including work of Linen to the Medical staff.
6. Overall work of the Store and Stores Accounts including supervision over subordinates.
7. Monitoring/ maintaining of Dead Stock / Petty Supply / Store Registers / Asset registers / Pharmacy Store registers.
8. Monitoring of the work of staff working in the Stores.
9. Purchase and Repair of Furniture including Office and Hospital Furniture and maintenance of registers thereof.
10. Work pertaining to the Purchase Policy adopted by the Institute keeping audit points of view.
11. Work relating to the Purchase Committee meeting – agenda, minutes and other correspondence thereof.
12. To attend Institute's and Government auditors as far as the store is concerned when the audit of the Institute is taken up by such authorities.
13. All the work pertaining to Sanitation / House Keeping / Utility / washing including tender and contract and agreement with the contractor and passing of Bills thereof.
14. Preparation and submission of Final Year ending Report.
15. Policy Matters related to store and stock.
16. Computer literacy is essential.
17. Emergency duties as and when required by the Institute.
18. Overall responsibility of the Stores and stocks.
19. Any other work assigned by the Director/ Superiors.

Medical Store Keeper :

1. All the work pertaining to Petty Supply
2. All the work pertaining to Linen including the work of Linen to the Medical staff.
3. Maintenance of Dead Stock / Petty Supply / Store Registrars / Asset registers / Pharmacy Store registers.
4. Monitoring of the work of Jr. Pharmacist.

5. Purchase and Repair of Furniture including Office and Hospital Furniture and maintenance of registers thereof
6. Work pertaining to the Purchase Policy adopted by the Institute keeping audit points in view.
7. To attend Institute's and Government auditors as far as the store is concerned when the audit of the Institute is taken up by such authorities.
8. All the work pertaining to Sanitation / House Keeping / Utility / washing including tender and contract and agreement with the contractor and passing of Bills thereof.
9. Emergency duties as and when required by the Institute.
10. Preparation and submission of Final Year ending Report.
11. Any other work assigned by the Superiors.

Site Engineer :

1. Supervision of work related to Maintenance and repairs pertaining to Civil work, Electrical work and other petty works.
2. Supervision, Maintenance and repairs of Central Air conditioning plant, window Air conditioners, Split Air conditioners, etc. and Water Coolers, water purifiers.
3. Supervision, Maintenance and repairs of Gas pipe lines, work related to Oxygen Supply, contract and bills.
4. Maintenance and repairs of building
5. Work related with Water works and water supply
6. Work related with Telephone lines
7. Day-To-Day work in the Hospital. Daily rounds in the Hospital and Campus.
8. Work in emergency when it is required.
9. Work pertaining to the Planning and Supervision of New construction work.
10. Work related to Fire Safety and other safety devices.
11. Work related to the matters pertaining to the Building Committee.
12. Work related to complying with Ahmedabad Municipal Corporation Electricity Company and other Government regulations.
13. All repairs Maintenance work at RMO quarters J – Block.
14. Maintenance and Servicing and Institute's lifts.
15. Co-ordination with all services
16. Any other work assigned by the Superiors.

Biomedical Assistant :

1. Daily monitoring of working of the entire hospital equipments in order.
2. Repairing of the different medical equipments which are not covered under Annual Maintenance Contract / Comprehensive Maintenance Contract, like :
 - BP Instrument
 - Laryngoscope
 - Flow meter
 - Wall Suction
 - Portable suction machine
 - Autoclave machine
 - Fumigation machine
3. Physical verification of Instruments like:
 - Syringe pumps
 - Pace maker
 - Monitors
4. Repairing of different instruments accessories like :
 - Cables
 - Probes

- Connectors
 - Sensors
5. In case of the breakdown he/she has to call the engineer, remain present with the company engineer, until the repairing is completed and will have to report status of the equipment.
 6. Maintain records of the instruments, with details of purchase, company value, warranty period, CMC and AMC.
 7. Follow up with the company in case of breakdown and keeping record of the same and inform higher authorities about the same.
 8. Monitoring and periodic inspection, if required, maintenance of equipment of the Institute.
 9. Preparing bills of materials for repair, AMC/ CMC, spare parts, and follow up, procedure for payment to the time.
 10. He/she has not to open any machinery / equipment without prior permission of the higher authority.
 11. He/she has to follow the orders given by the higher authority.
 12. Knowledge of computers essential.
 13. He/she has to train doctors, nurses, technicians and servants time to time for handling and maintenance of the equipment.
 14. He/she has to be ready for work at any given time.
 15. He/she has to attend other duties assigned by the Director.

Personal Assistant to Director :

1. To carry all the duties as P.A. to Director.
2. StenogrHe/Shehy, typing in English and Letter drafting
3. To maintain confidential and personal files/ work of the Director.
4. Short Hand Dictation from the Director and other officers viz.R.M.O./A.R.M.O./ Hospital Management Consultant under the instruction of the Director.
5. Excellent computer literacy essential.
6. He/Sheable to complete the work in time limit
7. Any other work allotted by the Director.

Stenographer Grade – III :

1. Stenographer, typing in English & Gujarati.
2. Knowledge of MS Office, Power Point.
3. Letter drafting.
4. Preparing time tables of Doctors, OT sheet.
5. Responsible for upgradation of files.
6. He/She should be able to work in time limit.
7. To maintain files as required by the concern Department.
8. To attend computer work when needed by the Institute.
9. To attend other duties assigned by the superiors/Directors.

X-ray technician:

To work in X-Ray Department

1. They will take X-ray; exposure and developing of the film and help the Doctors in Ultra Sound Investigation.
2. Keep record and prepare report. Keep necessary register and data in the Department. Submission of Data to authorised Person daily.
3. Work in the shift duties, and in emergency whenever required by the Institute.
4. They have to work in Special Department i.e. Executive Health Check up, School Health Programme.

5. They have to do VIP/VVIP visits or any emergency duty as instructed by the Management.
6. To keep accounts of the X-Ray plates, chemicals, developers, jellies and other consumable materials used in the department.
7. They have to do any other duty assigned by the Director or Management.

TMT Technician :

1. To work in TMT Department
2. To help the Doctors while taking TMT
3. To take care of TMT machine and Probes.
4. To Coordinate with Service Engineer of Company and Institute Biomedical Engineer about Service, Maintenance and Repairs.
5. Keep record and prepare report to keep necessary register and data in the Department, Submission of Data to authorised Person daily.
6. Work till the TMT of last patient is done and in emergency whenever required by the Institute.
7. They have to work in Special Department i.e. Executive Health Check up, School Health Programme and keep record as required.
8. They have to do VVIP visits or any emergency duty instructed by the Management.
9. To keep accounts of the consumable / disposable material used in the department.
10. They have to do any other duty assigned by the Director or Management.

Dietician :

1. To work in Diet Department of the Institute.
2. To Monitor supply of diet, milk and fruits to the Patients.
3. A good advise to patients regarding cardiac diet.
4. Care to patient for Good health.
5. To Supervise the diet instruction given to the patients by the Doctor
6. Follow up the Doctor's instruction
7. Shift Duty as required by the Institute
8. Any other work assigned by the Supervisor/ Director

Technical Assistant:

1. Working along with Head Clerk, Bio Medical Engineer, Account Officer and other officers of the Institute.
2. Provide information to the patient about Relief Funds (Chief Minister's Relief Fund, Poor Patient's Relief Fund , Prime Minister Relief Fund, etc.)
3. Working in Administration (PPRF, Advertisement, He/Sheplication process, Interviews, Leaves, correspondence, AMC / CMC, Insurance, reimbursement, Establishment, Legal matters etc.)
4. Inward of the posts received by the Institute. Outward of the Post to be issued by the Institute. Despatch and Delivery of the outward posts by Hand Delivery, Post-Office, Courier Services, Speed Post and by Registered Post, A.D.
5. To Assist CEO, Administrative Officer, O.S.D, C..M.O. , A.R.M.O. and Director and will have to work to their instructions.
6. Work relating to the Vacation to the Medical Teachers, work related to leave of the staff, etc.
7. Helping computerisation of the Hospital
8. Helping in stores
9. Maintaining records of PMRF, PPRF, CMRF and other funds

10. Maintaining record of School Health Programme and upgradation of same
11. Helping and maintaining records of AMC / CMC and Insurance
12. Computer literacy required
13. Any other work allotted by the Superiors

Assistant Accountant:

1. Work related to Petty Cash and calculations thereof.
2. Cash Book, Cheque Book, Bank Book, day to day receipts, payments, Monthly reconciliation
3. Calculation of TDS records and service Tax records.
4. Verifying the contingency bills including submission of Contingency expend fore.
5. All works related to salary statements and preparation of Pay Bills and salary statement and final balance sheet along with to verifying all the adjustment entries..
6. Trial Balance sheets.
7. Work relating to the Refund to the patients, school health accounts, and bills thereof,
8. Work related to Grants, budget estimate, audit by the auditors of the Institute, Govt. audit, etc.
9. Work related with CMRF, PPRF, PMRF & Audit
10. Any other work and duty assigned by the Superiors.

Junior Accountant:

1. Work related to Petty Cash and calculations thereof.
2. Cash Book, Cheque Book, Bank Book, day to day receipts, payments, Monthly reconciliation
3. Calculation of TDS records
4. Contingency expenses including submission of Contingency Bill.
5. Salary statements and preparation of Pay Bills and salary statement.
6. Trial Balance sheets.
7. Work relating to the Refund to the patients, school health accounts, and bills thereof,
8. Work related to Grants, budget estimate, audit by the auditors of the Institute, Govt. audit, etc.
9. Work related with CMRF, PPRF, PMRF & Audit
10. Any other work and duty assigned by the Superiors.

Echo Technician:

1. To work in Echo Department
2. To help the Doctors while taking Echo
3. To take care of Echo machine and Probes
4. To coordinate with Service Engineer of Company and Institute Biomedical Engineer about service, maintenance and repairs.
5. Keep record and prepare report to keep necessary register and data in the Department, submission of Data to authorized person daily.
6. Work till the Echo of last patient is done and in emergency whenever required by the Institute.
7. They have to work in Special Department i.e. Executive Health Check up, School Health Programme and keep records as required.
8. They have to do VIP / VVIP visits or any emergency duty instructed by the Management.

9. To keep accounts of the Echo- X-Ray plates and other consumable materials used in the department.
10. They have to do any other duty assigned by the Director or Management.

ECG Technician:

1. Work in ECG Department
2. Experience of taking 12 lead ECG
3. Work in shift duties
4. Working in emergency whenever requires.
5. Working politely and smoothly with the patients
6. Attend camps and VVIP visits as instructed by the Director and Management.
7. They have to work in Special Department i.e. Executive Health Check up, School Health Programme.
8. Preparation of daily data and submission of data to authorised Person every day.
9. To keep accounts of ECG Rolls, and Jellies, Lead Wires and other consumable materials used in the department.
10. They have to do any other duty assigned by the Director or Management.