

**QUALITY COUNCIL OF INDIA NEW  
DELHI**

**Advertisement for recruitment against the vacant positions in QCI**

| Board/Div./Dept. | Name of the Post                                | No. of the Post | Mode                  |
|------------------|---|-----------------|-----------------------|
| NABH             | Sr. Director/ Director                          | 02              | Direct<br>Recruitment |
|                  | Assistant Director                              | 02              |                       |
|                  | Accreditation Officer                           | 01              |                       |
| PPID             | Sr. Director/ Director                          | 01              |                       |
|                  | Assistant Director                              | 06              |                       |
|                  | Executive Officer/ Executive<br>Officer Trainee | 03              |                       |
| Admin.           | Executive Assistant                             | 03              |                       |
|                  | Office Assistant                                | 02              |                       |

| Position                        | Sr. Director (NABH)   |
|---------------------------------|---|
| <b>Nature of Engagement</b>     | Short term contract for 2 years *   |
| <b>Minimum Qualification</b>    | MBBS or equivalent healthcare professional degrees from a recognized institute/ university  |
| <b>Desirable Qualification</b>  | MD or its equivalent may be referred as desirable qualification<br>and / or<br>Ph.D / MBA in Hospital Management may be considered as additional qualification  |
| <b>Age (Desirable)</b>          | Preferably upto 50 years  |
| <b>Starting CTC (per annum)</b> | Rs. 34.0/- Lakhs  |
| <b>Essential Experience</b>     | Minimum 20 years in a structured system / government/ industry / PSUs out of which at least 8 years should be in accreditation/ quality systems/ standards implementation.<br><br>(Private practice during this period not to be counted)<br><br>OR<br><br>5 years in AGP / GP Rs. 10000/-  |
| <b>Qualifying experience</b>    | Minimum 3 years at top level of reputed organization / HOD  |
| <b>Competencies</b>             | <ul style="list-style-type: none"> <li>• Knowledge and skills of quality issues in Healthcare and Quality Management System including ISO/NABH/ NABL</li> <li>• Ability to prepare policy papers on accreditation as inputs to government/regulators</li> <li>• Ability to establish networking within government/ regulators and industry/ business associations</li> <li>• Leadership and team development – evidence of leading teams</li> <li>• Communication and presentation skills</li> <li>• Decision making ability</li> <li>• Sensitivity to customer</li> <li>• Problem solving skills</li> <li>• Team Player, progressive and motivator</li> <li>• Evidence of having handled administrative and financial functions</li> <li>• Proficiency in working on laptops/ computers</li> </ul> |

\*if any internal candidate of NABH selected for the post, it shall be presumed to be a regular post.

|                                 |   |
|---------------------------------|---|
| <b>Position</b>                 | <b>Director (NABH)</b>  |
| <b>Nature of Engagement</b>     | Short term contract for 2 years *   |
| <b>Minimum Qualification</b>    | MBBS or equivalent healthcare professional degrees from a recognized institute/ university  |
| <b>Desirable Qualification</b>  | MD or its equivalent may be referred as desirable qualification<br><br>and / or<br><br>Ph.D / MBA in Hospital Management may be considered as additional qualification  |
| <b>Age (Desirable)</b>          | Preferably upto 50 years  |
| <b>Starting CTC (per annum)</b> | Rs. 30.8/- Lakhs  |
| <b>Essential Experience</b>     | Minimum 18 years in a structured system / government/ industry / PSUs out of which at least 5 years should be in accreditation/ quality systems/ standards implementation.<br><br>(Private practice during this period not to be counted)<br><br>OR<br><br>3 years in AGP / GP Rs. 10000/-  |
| <b>Qualifying experience</b>    | Minimum 2 years at top level of reputed organization / HOD  |
| <b>Competencies</b>             | <ul style="list-style-type: none"> <li>• Knowledge and skills of quality issues in Healthcare and Quality Management System including ISO/NABH/ NABL</li> <li>• Ability to prepare policy papers on accreditation as inputs to government/regulators</li> <li>• Ability to establish networking within government/ regulators and industry/ business associations</li> <li>• Leadership and team development – evidence of leading teams</li> <li>• Communication and presentation skills</li> <li>• Decision making ability</li> <li>• Sensitivity to customer</li> <li>• Problem solving skills</li> <li>• Team Player, progressive and motivator</li> <li>• Evidence of having handled administrative and financial functions</li> <li>• Proficiency in working on laptops/ computers</li> </ul> |

\*if any internal candidate of NABH selected for the post, it shall be presumed to be a regular post.

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|---------------------------------|--|
| <b>Position</b>                 | <b>Assistant Director (NABH)</b>   |
| <b>Nature of Post</b>           | Regular  |
| <b>Nature of Engagement</b>     | Regular / Initially on contract for 2 years (regularization shall be subject to evaluation by Cadre Review Committee)  |
| <b>Starting CTC (per annum)</b> | Rs. 13.8/- Lakhs   |
| <b>Age (Desirable)</b>          | Preferably upto 40 years   |
| <b>Minimum Qualification</b>    | MBBS or equivalent healthcare professional degrees from a recognized institute/ university   |
| <b>Desirable Qualification</b>  | MD or its equivalent may be referred as desirable qualification<br><br>and / or<br><br>Ph.D / MBA in Hospital Management may be considered as additional qualification   |
| <b>Essential Experience</b>     | Minimum 5 years in a structured system/government/ industry/ PSUs  |
| <b>Competencies</b>             | <ul style="list-style-type: none"> <li>• Knowledge and skills of quality issues in Healthcare and Quality Management System including ISO/NABH/ NABL</li> <li>• Ability to prepare policy papers on accreditation as inputs to government/regulators</li> <li>• Ability to establish networking within government/ regulators and industry/ business associations</li> <li>• Leadership and team development – evidence of leading teams</li> <li>• Communication &amp; presentation skills</li> <li>• Time Management and excellent team worker</li> <li>• Decision making ability</li> <li>• Sensitivity to customer</li> <li>• Problem solving skills</li> <li>• Evidence of having handled administrative and financial functions</li> <li>• Proficiency in working on laptops/ computers</li> </ul> |

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|---------------------------------|---|
| <b>Position</b>                 | <b>Accreditation Officer (NABH)</b>   |
| <b>Nature of Post</b>           | Regular   |
| <b>Nature of Engagement</b>     | Regular / Initially on contract for 2 years (regularization shall be subject to evaluation by Cadre Review Committee)   |
| <b>Starting CTC (per annum)</b> | Rs. 12.5/- Lakhs  |
| <b>Age (Desirable)</b>          | Preferably upto 40 years  |
| <b>Minimum Qualification</b>    | MBBS or equivalent healthcare professional degrees from a recognized institute/ university  |
| <b>Desirable Qualification</b>  | MD or its equivalent may be referred as desirable qualification<br><br>and / or<br><br>Ph.D / MBA in Hospital Management may be considered as additional qualification  |
| <b>Essential Experience</b>     | Minimum 3 years in a structured system/ government/ industry/ PSUs  |
| <b>Competencies</b>             | <ul style="list-style-type: none"> <li>• Knowledge and skills of quality issues in Healthcare and Quality Management System including ISO/NABH/ NABL</li> <li>• Ability to prepare policy papers on accreditation as inputs to government/regulators</li> <li>• Ability to establish networking within government/ regulators and industry/ business associations</li> <li>• Leadership and team development – evidence of leading teams</li> <li>• Communication &amp; presentation skills</li> <li>• Time Management and excellent team worker</li> <li>• Sensitivity to customer</li> <li>• Problem solving skills</li> <li>• Evidence of having handled administrative and financial functions</li> <li>• Proficiency in working on laptops/ computers</li> </ul> |

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|---------------------------------|---|
| <b>Position</b>                 | <b>Sr. Director (PPID)</b>  |
| <b>Nature of Post</b>           | Regular   |
| <b>Nature of Engagement</b>     | Regular / Initially on contract for 2 years (regularization shall be subject to evaluation by Cadre Review Committee)   |
| <b>Starting CTC (per annum)</b> | Rs. 34/-Lakhs   |
| <b>Age (Desirable)</b>          | Preferably upto 50 years  |
| <b>Minimum Qualification</b>    | Graduation from a recognized institute / university or equivalent   |
| <b>Desirable Qualification</b>  | Post-Graduation from a recognized institute / university or equivalent  |
| <b>Essential Experience</b>     | <p>Minimum 20*/22** years of relevant experience in a structured private system / government/ industry/ PSUs</p> <p>OR</p> <p>For candidates from government organization, at least working experience of 5 years in AGP / GP Rs. 10000/-</p>   |
| <b>Competencies</b>             | <ul style="list-style-type: none"> <li>• Ability to prepare policy papers on accreditation as inputs to government/regulators</li> <li>• Ability to establish networking within government/ regulators and industry/ business associations</li> <li>• Leadership and team development – evidence of leading teams</li> <li>• Communication and presentation skills</li> <li>• Sensitivity to customer</li> <li>• Problem solving skills</li> <li>• Team Player, progressive and motivator</li> <li>• Evidence of having handled administrative and financial functions</li> <li>• Proficiency in working on laptops/ computers</li> </ul> |

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|---------------------------------|---|
| <b>Position</b>                 | <b>Director (PPID)</b>  |
| <b>Nature of Post</b>           | Regular   |
| <b>Nature of Engagement</b>     | Regular / Initially on contract for 2 years (regularization shall be subject to evaluation by Cadre Review Committee)   |
| <b>Starting CTC (per annum)</b> | Rs. 30.8/-Lakhs   |
| <b>Age (Desirable)</b>          | Preferably upto 50 years  |
| <b>Minimum Qualification</b>    | Graduation from a recognized institute / university or equivalent   |
| <b>Desirable Qualification</b>  | Post Graduation from a recognized institute / university or equivalent  |
| <b>Essential Experience</b>     | <p>Minimum 18*/20** years of relevant experience in a structured private system / government/ industry/ PSUs</p> <p>OR</p> <p>For candidates from government organization, at least working experience of 5 years in AGP / GP Rs. 10000/-</p>   |
| <b>Competencies</b>             | <ul style="list-style-type: none"> <li>• Ability to prepare policy papers on accreditation as inputs to government/regulators</li> <li>• Ability to establish networking within government/ regulators and industry/ business associations</li> <li>• Leadership and team development – evidence of leading teams</li> <li>• Communication and presentation skills</li> <li>• Sensitivity to customer</li> <li>• Problem solving skills</li> <li>• Team Player, progressive and motivator</li> <li>• Evidence of having handled administrative and financial functions</li> <li>• Proficiency in working on laptops/ computers</li> </ul> |

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|---------------------------------|---|
| <b>Position</b>                 | <b>Assistant Director (PPID)</b>  |
| <b>Nature of Post</b>           | Regular   |
| <b>Nature of Engagement</b>     | Regular / Initially on contract for 2 years (regularization shall be subject to evaluation by Cadre Review Committee)   |
| <b>Starting CTC (per annum)</b> | Rs. 13.8/-Lakhs   |
| <b>Age (Desirable)</b>          | Preferably upto 40 years  |
| <b>Minimum Qualification</b>    | Graduation from a recognized institute / university or equivalent   |
| <b>Desirable Qualification</b>  | Post Graduation from a recognized institute / university or equivalent  |
| <b>Essential Experience</b>     | Minimum 5*/7** years of relevant experience in a structured private system / government/ industry/ PSUs   |
| <b>Desirable Experience</b>     | Working/worked at a responsible middle level position in large/reputed organization<br>OR<br>For candidates from government organization, at least working experience of 3 years in GP Rs. 5400/- or equivalent of PSU  |
| <b>Competencies</b>             | <ul style="list-style-type: none"> <li>• Ability to prepare policy papers on accreditation as</li> <li>• inputs to government/regulators</li> <li>• Ability to establish networking within government/regulators and industry/business associations</li> <li>• Leadership and team development – evidence of leading teams</li> <li>• Communication &amp; presentation skills</li> <li>• Time Management and excellent team worker</li> <li>• Decision making ability</li> <li>• Evidence of having handled administrative and financial functions</li> <li>• Proficiency in working on laptops/ computers</li> </ul> |

| <b>Position</b>                 | <b>Executive Officer (PPID)</b>   |
|---------------------------------|---|
| <b>Nature of Post</b>           | Regular   |
| <b>Nature of Engagement</b>     | Regular / Initially on contract for 2 years (regularization shall be subject to evaluation by Cadre Review Committee)   |
| <b>Starting CTC (per annum)</b> | Rs. 10.9/-Lakhs   |
| <b>Age (Desirable)</b>          | Preferably upto 40 years  |
| <b>Minimum Qualification</b>    | Graduation from a recognized institute / university or equivalent   |
| <b>Desirable Qualification</b>  | Post Graduation from a recognized institute / university or equivalent  |
| <b>Essential Experience</b>     | Minimum 2*/4** year of relevant experience in a structured private system / government/ industry/ PSUs  |
| <b>Desirable Experience</b>     | Experience of 1 year in large/reputed organization<br>or<br>For candidates from government organization, at least working experience of 1 years in GP Rs. 4600/- or equivalent of PSU   |
| <b>Competencies</b>             | <ul style="list-style-type: none"> <li>• Knowledge of various accreditation standards.</li> <li>• Proficient in MS Office including MS Excel,</li> <li>• experience in analysis, proposal writing,</li> <li>• presentations, data analysis</li> </ul> |

| <b>Position</b>                 | <b>Executive Officer Trainee (PPID)</b>  |
|---------------------------------|--|
| <b>Nature of Post</b>           | Regular  |
| <b>Nature of Engagement</b>     | Regular / Initially on contract for 2 years (regularization shall be subject to evaluation by Cadre Review Committee)  |
| <b>Starting CTC (per annum)</b> | Rs. 8.6/-Lakhs   |
| <b>Age (Desirable)</b>          | Preferably upto 40 years   |
| <b>Minimum Qualification</b>    | Graduation from a recognized institute / university or equivalent  |
| <b>Desirable Qualification</b>  | Post Graduation from a recognized institute / university or equivalent   |
| <b>Essential Experience</b>     | Minimum 1*/3** year(s) of relevant experience in a structured private system / government/ industry/ PSUs  |
| <b>Competencies</b>             | <ul style="list-style-type: none"> <li>• Good communication</li> <li>• Networking</li> <li>• PR / Marketing</li> <li>• Writing / editing / designing skills</li> </ul> |

\* Professional degree (any degree of morethan 3 years duration such as Engineering / Medicine / Law / Architecture duly approved by UGC/AICTE/NMC/BCI/DCI/PCI and/or any other relevant statutory body)

\*\* non-professional degree (any degree of 3 years duration duly approved by UGC).

Note: for any degree obtained from foreign university, the first test shall be equivalence/recognition by AIU. In absence of same equivalency committee constitute by SG shall take a decision.

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|---------------------------------|---|
| <b>Position</b>                 | <b>Executive Assistant</b>  |
| <b>Nature of Post</b>           | Regular   |
| <b>Nature of Engagement</b>     | Regular / Initially on contract for 2 years (regularization shall be subject to evaluation by Cadre Review Committee)   |
| <b>Starting CTC (per annum)</b> | Rs. 7.5/-Lakhs  |
| <b>Age (Desirable)</b>          | Preferably upto 40 years  |
| <b>Minimum Qualification</b>    | Graduate in any discipline from a recognized institute/ university  |
| <b>Desirable Qualification</b>  | Post Graduate in any discipline from a recognized institute/ university   |
| <b>Essential Experience</b>     | Minimum 3 year of relevant experience in a structured private system / government/ industry/ PSUs/Pvt.  |
| <b>Competencies</b>             | <ul style="list-style-type: none"> <li>• Good communication and writing skills</li> <li>• Good typing speed on laptop/computer</li> <li>• Proficient in MS Office experience in analysis, presentations, data analysis</li> <li>• File management/record keeping/data management</li> </ul> |

|                                 |   |
|---------------------------------|---|
| <b>Position</b>                 | <b>Office Assistant</b>   |
| <b>Nature of Post</b>           | Regular   |
| <b>Nature of Engagement</b>     | Regular / Initially on contract for 2 years (regularization shall be subject to evaluation by Cadre Review Committee)   |
| <b>Starting CTC (per annum)</b> | Rs. 5.5/-Lakhs  |
| <b>Age (Desirable)</b>          | Preferably upto 35 years  |
| <b>Minimum Qualification</b>    | Graduate in any discipline from a recognized institute/University   |
| <b>Desirable Qualification</b>  | Post Graduation from a recognized institute / university or equivalent  |
| <b>Essential Experience</b>     | Minimum 1 year of relevant experience in a structured private system / government/ industry/ PSUs/Pvt.  |
| <b>Competencies</b>             | <ul style="list-style-type: none"> <li>• Good communication and writing skills.</li> <li>• Good typing speed on laptop/computer</li> <li>• Proficient in MS Office experience in analysis, presentations, data analysis</li> <li>• File management/record keeping/data management.</li> </ul> |