ENGAGEMENT OF HOSPITAL ADMINISTRATOR

Name of Post	Hospital Administrator
No of Post	01
Essential Qualification	Retired/Superannuated officers of the Army Medical Corps (AMC) holding the rank of Colonel or above Experience: At least 05 years' experience in Hospital Administration
Nature of Engagement	Through Board
Selection procedure	Through interview, date of which shall be intimated through email.
Nature of Duties	a. Oversee day-to-day administrative and operational activities of the hospital in capacity of Officiating Chief Medical Officer. b. Ensure smooth coordination among medical, nursing, paramedical and support staff. c. Implement hospital policies, rules and standard operating procedures (SOPs). d. Manage deployment, attendance, duty rosters and performance of hospital staff. e. Address staff grievances and ensure discipline in accordance with applicable rules. f. Facilitate training and capacity-building programs for hospital personnel. g. Assist in preparation of budgets. h. Ensure optimal utilization of hospital resources and infrastructure. i. Oversee inventory management and maintenance of equipment & consumables. j. Ensure delivery of quality patient care and patient-friendly services. k. Monitor patient grievances and take corrective measures. l. Ensure compliance with clinical, safety and hygiene standards.

	m. Coordinate with regulatory bodies, inspection teams and audit authorities. n. Maintain hospital records, reports and data as prescribed. o. Oversee maintenance of hospital buildings, utilities and support services. p. Ensure availability of essential services such as sanitation, security and waste management. q. Prepare periodic reports on hospital performance and submit the same to the competent authority. r. Implementation of State/Central government health schemes. s. Perform any other duties as assigned by the CEO Delhi from time to time.
Period of engagement	The initial engagement as Hospital Administrator would be for a period of one year. The age ceiling for continuation of contract shall be 65 years as on the date of renewal of contract on year-to-year basis and shall depend on the quality of services rendered subject to satisfaction and recommendation of the Competent Authority.
Remuneration	(i) The monthly remuneration payable shall be fixed as per the formula of **"Last Pay minus Pension"**, excluding Dearness Allowance (DA). The amount of remuneration shall remain unchanged for the entire term of the contract, and no annual increment or percentage increase shall be admissible during the contract period. (ii) An appropriate and fixed amount towards Transport Allowance for commuting between the place of residence and the place of work shall be allowed, not exceeding the rate applicable at the time of retirement. The amount so fixed shall remain unchanged during the entire term of appointment.
Leave	Hospital Administrator will be eligible for 1.5 day leave for each completed month of service which may not be accumulated beyond a calendar year.
Working Hours	a) The Hospital Administrator shall be required to observe the normal office timings between 9.00 am to 5.00 pm (Monday to Saturday) and may also be called upon to attend office beyond working hours and also on Sunday or any other holiday, in case of exigencies of work. No extra remuneration shall be paid for extra hours/holidays.

	(b) The Hospital Administrator shall mark his attendance in Biometric Machine mandatorily, failing which, it may result in deduction of remuneration.
How to Apply	Apply online by visiting https://recruitment.cbdelhi.org Last date to apply online: 07.09.2026. No other mode of submission will be entertained.

Note:

- No TA/DA will be payable for appearing in the Interview.
- Selected candidate will have to abide by the terms and conditions of the Delhi Cantonment Board.
- The candidate will be required to sign an agreement of confidentiality with the Board containing a clause on Ethics and Integrity.
- The selected candidate shall be required to submit an undertaking stating that he/she shall not claim for any benefits, such as DA, accommodation, residential accommodation, conveyance/transport facilities, foreign travel, personal staff, medical reimbursement, or any other benefits, from the Delhi Cantonment Board.
- The Board may terminate the services of Hospital Administrator in case he/she is unable to achieve the assigned works within the time-frame or the work assigned to him/her is not satisfactory to the Board or he/she is found to be lacking in honesty and integrity.
- The Board shall also reserve the right to terminate the services of Hospital Administrator at any time without giving any notice and also without assigning any reason. The engagement of Hospital Administrator will not confer any right on the part of individual for permanent appointment to the post.

No. DCB/IT/HA/2026
Date: 21.08.2026

Sd/-
Chief Executive Officer
Delhi Cantonment Board