

RECRUITMENT RULES FOR THE POST OF MEDICAL SUPERINTENDENT

1.	Name of the post	:	Medical Superintendent
2.	Number of post	:	1 (one)
3.	Classification of post	:	Group 'A'
4.	Scale of Pay	:	PB-4 Rs.37400-67000 +10000 Grade Pay + Special Pay of Rs.1000/-
5.	Whether selection post or non-selection post	:	Not applicable
6.	Age limit for Direct Recruitment	:	Not exceeding 59 years
7.	Age for Superannuation	:	62 years
8.	Period of probation, if any	:	1 year
9.	Education Qualification	:	<p>i) A medical qualification included in Schedule I & II or Part II of the third Schedule of the Indian Medical Council Act of 1956 (candidates possessing the qualifications included in Part-II of the third Schedule should also fulfill the conditions specified in Section 13(3) of the Act).</p> <p>ii) A postgraduate qualification, e.g., MD/MS or a recognized qualification equivalent thereto.</p> <p>Experience: Minimum of ten years in a major recognized hospital in a senior administrative capacity.</p>
10.	Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotion	:	Not applicable
11.	Method of recruitment, whether by direct recruitment or by promotion or by absorption / deputation and percentage of post to be filled by various departments	:	Direct Recruitment failing which by Deputation and failing both by contract for two years who are fulfilling the age, educational qualification and experience prescribed by MCI. For contract appointment, the remuneration will be on lump sum as prescribed for Direct Recruits.
12.	In case of recruitment by promotion / absorption / deputation, grade from which promotion / absorption / deputation is to be made	:	Not applicable
13.	Tenure of the post	:	5 years or on attaining the age of 62 years whichever is earlier
14.	In case of recruitment by Deputation, grade from which the deputation is to be made	:	Deputation is to be made from the Professors working in Govt./Autonomous Bodies who are fulfilling the age, educational qualification, experience prescribed for Direct Recruitment.
15.	Composition of the Recruitment/Selection Committee	:	<p>Chief Secretary to Government-Chairman</p> <p>Secretary to Govt. (Health) – Member</p> <p>Director, JIPMER – Member</p> <p>Director, DHFWS – Member</p> <p>One expert to be nominated by the Vice Chancellor of Pondicherry University to which the college is affiliated. – Member</p>

MEDICAL SUPERINTENDENT

1. The Medical Superintendent is the chief executive officer of the hospital and leader of the hospital team.
2. He/she is directly accountable to the Director in all matters pertaining to patient care, management of the hospital and health of the staff.
3. He/she will be assisted by Deputy Medical Superintendent, Heads of the Departments, Chief Nursing Officer, and Officers in charge of stores and maintenance.
4. He/she will monitor the functioning of the hospital departments and supportive services and Rural Health Centre and Urban Health Centre and sub-centres.
5. He/she will monitor the induction training of the new staff, orientation training of the transferred, upgradation training of those who are due for promotion and continuing education of all staff other than Directors.
6. He/she will inculcate punctuality and discipline among all staff and appropriate disciplinary action will be initiated against the defaulters.
7. He/she will initiate welfare measures for patients, visitors and staff without sacrificing the organizational interests.
8. He/she will be responsible for the redressal of genuine grievances of all hospital staff within his powers.
9. The Medical Superintendent will be responsible for preparation and implementation of a hospital disaster management plan.
10. He/she will conduct periodical evaluation of all staff, hospital policies, equipments, buildings, etc. with a view of improvement.
11. He/she will conduct patients satisfaction survey to find out the strength and weaknesses of the hospital.
12. He/she will undertake any other duties or projects as desired by the Director.

