

Hiring Requirements

Shri Shyam Hospital, Kotputli, Jaipur (Rajasthan) - 303108

Hiring Requirement:

Hospital is currently looking to hire suitable candidates in below roles. Hospital appreciates utmost ethics and integrity. Only those candidates shall apply who realize the importance of above values.

IT Support Executive

Job Description:

Qualification: Minimum Diploma / Graduation

Experience: Minimum 1 years of experience in IT Support, Basic troubleshooting in Computer, Laptop, LAN, Wi-Fi, Printer, Operating System, MS-Office, Email etc.

Skills:

- Basic troubleshooting in Computer, Laptop, Printer, LAN, Wi-Fi, Router, Operating System, MS-Office
- OS & Drivers installation
- Basic repair like RAM / Battery / FAN replacement
- LAN and Internet connectivity
- Wi-fi set-up installation and management
- CCTV, Biometric security and attendance
- Hospital management software administration and other similar tasks

This role is expected to carry out minimum below responsibilities independently and in a satisfactorily manner.

1. Upkeep of all computers and peripherals
2. Maintain network and internet connectivity and uptime
3. Software installation and administration including OS, Drivers, MS-Word, Excel, Outlook, Hospital management software etc.
4. Basic admin tasks like data entry, excel sheet reporting, patient registration, MIS preparation etc.

Interested and relevant candidates should send their resume at admin@shyamhospitals.com

Brief about Organization:

- Shri Shyam Hospital is located in Kotputli town in Jaipur district in Rajasthan. It's 110 kms away from Jaipur, 70 kms away from Alwar, 125 kms away from Sikar and 125 kms away from Gurgaon, making it an important location to cater to all the areas within 50-60 kms peripheral.
- It's a 30-bedded hospital, established in year 2006, with specialities in Trauma, Orthopaedics, Laparoscopy, Urology and Head Injury.
- Hospital is equipped with state of the art facilities like C-Arm machine, 2 modular OTs, ICU, X-Ray Lab, Cottage wards and General wards. Hospital has its own MRI center, the only MRI center in nearby areas to ensure patients do not have to travel to Jaipur and entire treatment can be provided right here in Kotputli.

- Hospital believes in providing quality services at affordable rates to all its patients. It's one of the top hospitals running in Kotputli.
- Hospital is run by promoters, Dr. Manoj Gupta (MS Ortho) and Dr. Nidhi Jain (Anaesthetist).
- Hospital has tie-ups with leading doctors from Jaipur who perform complex surgeries and transplants (Knee transplant, Hip transplant, Spine surgeries, Neuro surgeries, General surgeries and Uro surgeries etc.) at hospital in Kotputli at better rates in Jaipur and other big cities.
- On an average hospital does 6-10 surgeries per day, making it one of the best hospitals in Kotputli and nearby areas.

Website: <http://shyamhospitals.com/>

Google Map: <https://goo.gl/maps/uciMQuzymGdMhuG18>

Facebook: <https://www.facebook.com/shyamhospitals/>

Instagram: <https://www.instagram.com/shyamhospitals/>

Twitter: <https://twitter.com/shyamhospitals/>

LinkedIn: <https://www.linkedin.com/company/shyamhospitals/>