



# SGT UNIVERSITY

SHREE GURU GOBIND SINGH TRICENTENARY UNIVERSITY

(UGC Approved)

Gurugram, Delhi-NCR

## Vacancy for Hospital Information System (HIS) Executive

**SGT University (NAAC+)**, in its campus spread over 70 acres near Gurgaon, offers around 160+ programmes in Medical and Non-Medical domains. It nurtures more than seven thousand students and is a hub of activities involving the nation's who's who. It is a part of a group spanning the fields of education and hospitality. The University employs close to three thousand people. The campus has accommodation for employees and hostels for students and offers excellent support facilities such as shopping complex, medical facilities, sports, entertainment, and transportation. The campus is located less than 5 km from the Delhi border of Daurala and offers convenient access to Indira Gandhi International Airport, Delhi.

**Name of the Post:** Hospital Information System (HIS) Executive  
**No. of vacancies:** 2 (Two)  
**Salary**

### **Qualification & Experience:**

Essential Knowledge area:

- Bachelor's degree in Information Technology, Computer Science, Healthcare Administration, or a related field. Master's degree preferred.
- Minimum of 5 years of experience in managing hospital information systems or healthcare IT.
- Proven track record of successful project management and system implementation.
- Proficiency with HIS software and healthcare information technologies.
- Knowledge of data security standards and healthcare regulations.
- Strong analytical and problem-solving skills.

### **Function / Role:**

The Hospital Information System (HIS) Executive is responsible for overseeing the effective implementation, maintenance, and management of the hospital's information systems. This includes ensuring the seamless integration of technology to support clinical, administrative, and operational functions. The HIS Executive will collaborate with various departments to enhance the efficiency and quality of healthcare delivery through robust information systems.

### **Job Responsibilities:**

1. HIS (Hospital Information System) support to all the Hospital users.
2. Module wise User Training on the functionality of HIS (Hospital Information System) to all HIS users.
3. Support to all the users on each functionality of HIS (Hospital Information System) for following modules:
  - Administration
  - EMR
  - LIS Setup
  - SGTU
  - Inventory
  - Inventory Setup



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- Inventory Reports
  - Emergency
  - Dietary Management
  - Insurance
  - Equipment Maintenance
  - Reports
  - MIS Dashboard
  - Billing
  - Phlebotomy
  - LIS
  - MRD
4. Coordinate with the Akhil Systems for HIS software and PACS Vendor for ensuring proper working of PACS integration with HIS.
  5. Coordinate with the Akhil Systems for HIS software and Laboratory machines Vendors for interfacing of machines and proper working of interfacing of machines with LIS/HIS and its further publish in application.
  6. Ensuring Change Management Process for managing changes in the processes in HIS Application as per the hospital requirement.
  7. New ID creation in HIS and providing the rights to users as per the approval of the management.
  8. LIS / RIS report formatting as per user/doctor requirement.
  9. Ensuring proper functioning of all day-to-day operations of Hospital through software.
  10. Solve and support for end user queries.

### **How to apply:**

Candidates are required to visit the careers web page <https://sgtuniversity.ac.in/careers/> and apply online. Or by Registered Post to the following Address:

HR Department (Non-Teaching)  
SGT University  
(Shree Guru Gobind Singh Tricentenary University)  
Gurgaon-Badli Road, Budhera,  
Gurugram, Haryana 122505

The last date of submission of online applications is 31<sup>st</sup> December 2024.

### **General Conditions:**

1. The University shall process the applications entirely based on information/ documents submitted by the candidates. In case the information/documents are found to be false/ incorrect by way of omission or commission, the responsibility and liability shall lie solely with the candidate.



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2. All appointments shall be made provisionally subject to verification of certificates. The University shall verify the documents and antecedents of the applicant at the time of test/interview/joining or at any stage during the period of service. In case, it is found at any point of time that any document/ information submitted by the applicant is false or the applicant has suppressed/concealed any relevant information, the services of the selected applicant shall be terminated forthwith without assigning any reason. The University may also initiate appropriate action under the provisions of Indian Panel Code,1860 for production of false information.
3. All correspondence from the University including test/interview letter, if any, shall be sent only at the e-mail address provided by the applicant in the application form. The applicants are advised to check the website of the University regularly for updates.
4. The University reserves the right to revise/ reschedule/ cancel/ suspend/ withdraw the recruitment process in part or full without assigning any reason. The decision of the University shall be final and no appeal in this regard shall be entertained.
5. The posts advertised are tentative. The University reserves the right not to fill up the vacancy as advertised if the circumstances so warrant. Vacancies may increase or decrease.
6. In case of any inadvertent mistake in the process of selection, which may be detected at any stage even after issuing an appointment letter, the University reserves the right to modify/ withdraw/ cancel any communication made to the applicant in this regard.
7. In case of any dispute/ ambiguity that may occur in the process of selection, the decision of the University shall be final.
8. Candidates should possess the essential qualifications as on the closing date of application.
9. Working knowledge of latest computer applications and good communication skills are mandatory for all positions and the University reserves its right to test the skill of a candidate at the time of selection.
10. Mere fulfilling the minimum educational qualification and experience shall not entitle a candidate to be necessarily called for the test/interview.
11. Applicants who do not meet the qualifications given in this advertisement and/or incomplete applications will be rejected summarily.
12. Canvassing in any form will lead to disqualification.