



Pokhara Metropolitan City
Office of the Municipal Executive
Newroad, Kaski
Gandaki Province, Nepal



NOTICE FOR STANDING LIST

For Consultant Obstetrics and Gynecologist/MDGP Specialist

Date of Publication: 6th Jan 2026

Sishuwa Hospital Located at PMC-30, Operated under Pokhara Metropolitan City, Office of Municipal Executive, Newroad, Pokhara intends to hire qualified individual Consultant on Obstetrics and Gynecologist/MDGP Specialist for Primary Hospital with Comprehensive Obstetric and Neonatal Services (CEmONC) for the current fiscal year.

As per the provision made in PPA, 2063, Clause 6 (Ka), all interested and eligible individual expert are intended to submit their application for enlistment in the standing list, along with the following documents via email on pokharamunppm1@gmail.com or by hand at office.

Requirements for Enlistment:

- Application letter.
- Detailed Curriculum Vitae (CV).
- Copy of citizenship certificate.
- Copies of academic qualification certificates.
- Nepal Medical Council registration certificate.
- Minimum Qualification and Experience certificates (if any) as stated in ToR. The detailed ToR can be accessed from the office website <http://pokharamun.gov.np>.
- PAN/VAT registration certificate.
- Latest tax clearance certificate or its Extension.

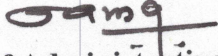
Deadline for Submission:

One or before 21st Jan 2026 During official office hours.

The office will prepare the standing list based on the qualifications and experience of the applications. Selected experts will be nominated as per PPR, 2064.

For Further Information, Please Contact:

Procurement Section
Pokhara Metropolitan City
Office of Municipal Executive
Newroad, Pokhara
Email: pokharamunppm1@gmail.com


Chief Administrative Officer

Chief Administrative officer

TERMS OF REFERENCE (ToR)

Consultant Obstetrics and Gynecologist/ MDGP Specialist

Primary Hospital with Comprehensive Obstetric and Neonatal Services (CEmONC)

1. Position Title:

Consultant Obstetrics and Gynecologist/ MDGP Specialist

2. Duty Station:

Shishuwa hospital, Pokhara -30]

3. Reporting To:

Medical Superintendent / Hospital In-charge

4. Overall Purpose of the Position

To provide high-quality, evidence-based, comprehensive obstetric and gynecological services including emergency obstetric care, surgical services, family planning, and neonatal stabilization as part of a CEmONC-designated primary hospital.

5. Key Responsibilities

A. Clinical Responsibilities

1. Provide 24/7 emergency obstetric services including:
 - Management of obstetric emergencies (eclampsia, PPH, obstructed labour, sepsis, etc.)
 - Conduct and supervise normal and assisted vaginal deliveries
 - Perform operative deliveries including cesarean section
 - Perform emergency obstetric surgeries (evacuation, laparotomy where indicated)
2. Provide comprehensive gynecological services:
 - OPD evaluation and management
 - Emergency management of gynecological conditions (ectopic pregnancy, torsion, acute pelvic pathologies)
 - Gynecological procedures (D&C, hysterosalpingography guidance, minor OT procedures)

3. Provide family planning services including counselling, IUCD insertion, implant insertion/removal, and sterilization procedures.
4. Ensure newborn care after delivery, including:
 - Immediate newborn assessment
 - Neonatal resuscitation
 - Identification and stabilization of sick newborns before referral

B. Administrative Responsibilities

1. Maintain accurate and complete patient records, partographs, surgical notes, and reporting as per hospital policy.
2. Participate in duty roster, on-call system, and emergency response.
3. Supervise and mentor medical officers, staff nurses, ANMs, and interns.
4. Assist in developing and updating clinical protocols, guidelines, and SOPs.
5. Ensure timely reporting of maternal and neonatal deaths, near-miss cases, and complications.

C. Quality Assurance & Program Support

1. Ensure compliance with national CEmONC standards and clinical protocols.
2. Participate in maternal and perinatal death review (MPDR) meetings.
3. Conduct regular audits (CS rate, PPH rate, infection control audits).
4. Support hospital quality improvement initiatives.
5. Ensure proper infection prevention and patient safety standards in maternity and OT settings.

D. Training & Capacity Building

1. Conduct on-the-job training for staff in:
 - Emergency obstetric care
 - Newborn care
 - Use of partograph
 - PPH management, AMTSL, eclampsia protocol
2. Mentor nursing and paramedical staff on essential obstetric and newborn care.
3. Participate in CMEs, drills (eclampsia, neonatal resuscitation), and simulation exercises.

E. Coordination & Communication

1. Coordinate with referral hospitals for complicated case referral and back-referral.
2. Liaise with local health authorities.
3. Communicate effectively with patients and families ensuring informed consent and respectful maternity care.

6. Required Qualifications

1. स्त्री तथा प्रसुति रोग विशेषज्ञ : मान्यता प्राप्त शिक्षण संस्थाबाट एम.बी. बी.एस. वा सो सरहको उपाधि प्राप्त गरी अब्स्ट्रेटिक गाइनोकोलोजीमा स्नातकोत्तर वा पोष्टग्राजुयट डिप्लोमा वा सो सरह
2. कन्सल्टेन्ट जनरोलिष्ट: मान्यता प्राप्त शिक्षण संस्थाबाट एम.बी. बी.एस. वा सो सरहको उपाधि प्राप्त गरी एम.डि.जि.पि. वा सो सरह उपाधि प्राप्त

7. Competencies

- Skilled in obstetric surgery and emergency care
- Strong communication and team-coordination skills
- Ability to work under pressure and handle emergencies
- Commitment to respectful maternity care
- Knowledge of national MNH guidelines and protocols

8. Working Conditions

- Shift duties, night duties, and on-call responsibilities
- High workload during emergencies and peak delivery times
- Work in maternity ward, OT, emergency room, and OPD settings

9. Duration of Assignment

Contract and renew as per requirement

10. Performance Evaluation

Performance will be reviewed based on:

- Clinical outcomes
- Record-keeping
- Quality of care indicators
- Teamwork, punctuality, and patient satisfaction