

**URGENT REQUIREMENT OF PROGRAM ASSISTANT CUM DATA ENTRY OPERATOR  
FOR ROTTO SOTTO, KEM HOSPITAL, PAREL, MUMBAI-12**

**POST: PROGRAM ASSISTANT CUM DATA ENTRY OPERATOR (CONTRACT BASIS)**

**NUMBER OF POSTS: 1**

**WORK PROFILE:**

- a) Age: 30 to 60 years
- b) Minimum Education: BA/B. Com/B.Sc.
- c) Additional experience:
  - Telephone/Fax handling
  - Medical/Paramedical background compulsory
  - Basis computer/Internet handling.
  - **Working in word and excel is a compulsion.**
  - **Basic accounts handling**
  - **Good command over English is essential.**
  - **Should be able to take dictations.**
  - **Should be able to type letters, E-mails and type minutes of meeting.**
- d) Responsibilities:
  - Telephone: Calls & information of Brain Stem Death organ donation, proper guidance of all programs.
  - Co-ordinate between authorities and hospitals, MSW, NGO, patient or general public for awareness programs, public education, data collection, data compilation and forwarding of data.
  - Taking dictation and typing letter, emails, receiving fax & sending fax.
  - Taking down minutes of meeting
  - All implementation of orders of committee
  - Minor repair maintenance, cleanliness of office area and furniture
  - If need be travel to different places in Maharashtra to collect data/service awareness program (TA/DA will be paid separately)

- e) Office time:
- Morning 8 a.m. to 3 p.m., but will be changed as per ROTTO Advisory Committee.
- f) Daily Duties
- Cleanliness of office
  - Check mails/typing
  - Designated hospital/MSW to be visited as per schedule.
  - Data forwarding to committee, DHS, DMER, NOTTO on twice monthly basis
  - Attend meetings
  - Give presentation to patients/relatives in seminar hall/OPD
  - Inward/outward register
  - Expenses and bank work
  - Bill payments
  - Minor repairs
- g) Payment:
- Rs.15,000/- per month
  - Telephone allowance Rs. 250 per month
  - Travel allowance as per actual for conducting or supervising program
  - No pension or other benefits
  - No bonus for Diwali etc.
  - Payment subject to raise only with Government of India approval or rules.

Interested candidates can forward the CV to:

The Secretary  
ROTTA SOTTO, KEM Hospital  
Department of Urology  
8<sup>th</sup> Floor, M.S. Building  
KEM Hospital  
Parel, Mumbai 400012