

REGIONAL ORGAN AND TISSUE TRANSPLANTATION ORGANISATION (ROTTTO)
SETH G.S.MEDICAL COLLEGE & K.E.M. HOSPITAL
PAREL, MUMBAI 400 012

ADVERTISEMENT

Date: 02.02.2017

There is an urgent requirement to fill up the following Non-MCGM post of purely temporary tenure on contractual basis in Project REGIONAL ORGAN AND TISSUE TRANSPLANTATION ORGANISATION (ROTTTO), Seth G.S.Medical College & K.E.M. Hospital, Parel, Mumbai 400 012.

Sr.No.	Name of the Post	Qualification	No. of Post	Remuneration
1.	Programme Assistant cum Data Entry Operator	Graduate in BA/B.Com/B.Sc.	1	Rs.15000/- per month
2.	Sweeper cum peon (Part Time)	8 th Pass	1	Rs.6000/- per month

I) Details:

1. Programme Assistant cum Data Entry Operator:

- a) **Age:** 30 to 60years
- b) **Minimum Educate:** BA/B.Com/B.Sc.
- c) **Additional experience:**
 - Telephone / Fax handling
 - Medical / Paramedical background compulsory
 - Basis computer / Internet handling
 - Basic account handling
- d) **Responsibilities:**
 - Telephone: Calls & information of Brain Stem Death organ donation, proper guidance of all programme.
 - Co-ordinate between authorities and hospitals, MSW, NGO, patient or general public for awareness programme, public education, data collection, data complication, 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 Maintainance cleanliness of office area and furniture
 - If need be travel to different places in Maharashtra to collect data/service awareness programme (TA/DA will be paid separately)
- e) **Office time :**
 - Morning 8am to 3pm

f) Daily Duties:

- To supervise 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.15000/- per month
- Telephone allowance Rs. 250 or more per month
- Travel allowance as per actual for conducting or supervising program
- No bonus for Diwali etc.
- Payment subject to raise only with Government of India approval or rules.

2. Sweeper-cum-peon (Post 1)

- a) **Age:** 21 to 40years
- b) **Minimum Educate:** 8th Pass
- c) **Office time :**

- Morning 8am to 1pm

d) Daily Duties:

- Cleanliness of office
- Inward / outward register
- Bank work
- Bill payments
- Minor repairs
- Maintaining of registers

e) Payment :

- Rs.6000/- per month

-Application are invited within 8 days of this announcement to be submitted by post or hand at Dept of Urology, 8th Floor,M.S.Building, KEM Hospital, Mumbai during working hours.

- Selected candidates will be called for interview. Telephonically.