

**URGENT REQUIREMENT OF PROGRAMME ASSISTANT CUM DATA ENTRY OPERATOR**  
**2 NOS FOR PROJECT ROTTO SOTTO AT KEM HOSPITAL, PAREL, MUMBAI-12 ON**  
**CONTRACT BASIS**

**Posts:**

**1. Programme Assistant cum Data Entry Operator (Post 2)**

**1. Programme Assistant cum Data Entry Operator:**

**WORK PROFILE:**

- 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
  - 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 meeting
  - 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 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.