

**APPOINTMENT FOR POST OF DIRECTOR ROTTO SOTTO, KEM HOSPITAL, PAREL,  
MUMBAI-400012**

Name of the post: Director ROTTO SOTTO, KEM Hospital Mumbai

Place of work: ROTTO/SOTTO Office, KEM Hospital, Mumbai

Type of Employment: Contractual (Part/Full time)

POSTS: One

Duration of Contract: 11 months 29 days.

Renewable after break of one day subject to satisfactory performance in the previous year

Pay: Rs. 39,200 -- 67,000 + Grade pay 10,000 (No other conveyance)

**ESSENTIAL QUALIFICATION:**

- 1) Post graduate degree in any specialization.
- 2) In service personnel serving in govt or semi govt institutions are also eligible to apply.

**DESIRABLE EXPERIENCE:**

- 1) Working with any organization involved with:
  - a) Cadaver organ distribution.
  - b) Cadaver organ donation awareness programs.
  - c) Person should possess leadership qualities (Worked at government organization is desirable)

**DUTIES:**

- 1) Establishing office of ROTTO SOTTO, Mumbai.
- 2) Coordinating and interlinking activities of various SOTTOs under Jurisdiction of ROTTO.
- 3) Monitoring and surveillance of transplantation activities of SOTTOs.
- 4) Technical guidance and support to staff working in the ROTTO/SOTTO office.
- 5) Interstate allocation of organs.
- 6) To conduct and monitor IEC awareness activities.
- 7) Supervision of data keeping.
- 8) Supervision of staff.
- 9) Any other related work.

**NOTE:** The person should not be actively involved with any transplant program in the state of Maharashtra and should not have any civil, criminal or consumer cases in any court in relation to transplant/medical negligence.

**Last date of submission of application is Saturday, July 15, 2017 by 1:00 p.m.**

**APPOINTMENT FOR POST OF JOINT DIRECTOR FOR ROTTO SOTTO, KEM HOSPITAL, PAREL, MUMBAI 400012**

Name of the post: Joint Director ROTTO SOTTO, KEM Hospital, Mumbai

Place of work: ROTTO/SOTTO Office, KEM Hospital, Mumbai

POSTS: One

Type of Employment: Contractual (Part/Full time)

Duration of Contract: 11 months 29 days.

Renewable after break of one day subject to satisfactory performance in the previous year  
Pay: Rs. 39,200 -- 67,000 + Grade pay 10,000 (No other conveyance)

**ESSENTIAL QUALIFICATION:**

1. MBBS, MD/MS or DM/MCH in any medical speciality/super speciality with 6 years experience in the speciality for non-teaching cadre and 13 years for GDO cadre.
2. In service personnel serving in govt or semi govt institutions are also eligible to apply.

**DESIRABLE EXPERIENCE:**

Experience in organ donation and procurement at supervisory level.

Participation in various global/regional/country meetings/symposium/workshop on organ procurement and transplantation specially on cadaveric donation issues.

**DUTIES:**

- 1) Establishing office of ROTTO SOTTO, Mumbai.
- 2) Technical inter phase between Director and other lower functionaries.
- 3) Coordinating and interlinking activities of various SOTTOs under Jurisdiction of ROTTO.
- 4) Monitoring and surveillance of transplantation activities of SOTTOs.
- 5) Interstate allocation of organs in the absence of Director.
- 6) To conduct and monitor IEC awareness activities.
- 7) Supervision of data keeping.
- 8) Supervision of staff.
- 9) Any other related work.

**NOTE:** The person should not be actively involved with any transplant program in the state of Maharashtra and should not have any civil, criminal or consumer cases in any court in relation to transplant/medical negligence.

**Last date of submission of application is Saturday, July 15, 2017 by 1:00 p.m.**

APPOINTMENTS OF CONSULTANTS FOR ROTTO SOTTO, KEM HOSPITAL, PAREL,  
MUMBAI 400012

Name of the post: Consultants at ROTTO SOTTO, MUMBAI

Place of work: KEM Hospital

POSTS: Two

Type of Employment: Contractual (Full time)

Duration of Contract: 11 months 29 days.

Renewable after break of one day subject to satisfactory performance in the previous year

Pay: Rs. 50,000 (No other conveyance)

1. ESSENTIAL QUALIFICATION (IEC Publication and Media)

Post/graduate in mass communication/journalism, social work with sufficient experience in handling mass media division in a government/public setup.

DUTIES:

Technical consultant (IEC, Publication and Media) shall be responsible for developing and publishing IEC materials, creating the awareness about organ donation amongst the general public through electronic and print media, as well as interpersonal communication. Any other duty that is deemed appropriate by the higher-ups.

2. ESSENTIAL QUALIFICATION (Research Publication, Data Management and statistics  
Post 1)

Post graduate in mass communication/journalism, social work with sufficient experience in handling mass media division in a govt/public setup.

DUTIES:

Research work including basic and applied research in the registered transplant centers and maintaining the data related to the institutions, publishing and disseminating the research, transplantation done, follow-up and survival complications, organ donors, cadaver organ retrieval and its analysis for reporting to higher-ups. Any other duty that is deemed appropriate by the higher-ups.

#### CONDITIONS FOR APPOINTMENT

1. Travel allowance as per actual for conducting any programs organized by ROTTO
2. No bonus for Diwali etc.
3. Payment subject to raise only with Government of India approval or rules.
4. Probation for the first six months without any sort of leave.
5. Duty hours can be changed for administrative convenience and also per the ROTTO advisory committee.
6. During the tenure of appointment the candidate will not be entitled to any other benefit like Provident Fund, Pension Benefit, Service Benefit etc.
7. The candidate shall not remain absent without prior intimation to the department in charge.
8. The candidate shall give one months notice prior to leaving the job.

**Last date of submission of application is Saturday, July 15, 2017 by 1:00 p.m.**

Interested candidates can forward their CV to the below mentioned address:

The Secretary  
ROTTTO SOTTO, KEM Hospital  
8<sup>th</sup> Floor, M.S. Building  
Acharya Donde Marg  
Parel, Mumbai 400 012