

Regional and State Organ & Tissue Transplant Organisation

K.E.M. Hospital, Parel, Mumbai-400012

Name of the post:	Program Assistant cum Data Entry Operator
Place of work:	ROTO-SOTTO Office, K.E.M. Hospital, New Building, 7 th Floor, Acharya Donde Road, Parel, Mumbai, Maharashtra, 400012.
Type of Employment:	Contractual
Duration of Contract:	11 months
Salary:	Rs. 25,000/- per month
Age:	25-35 yrs
Qualifications:	Graduate

Additional experience:

- Proficiency in MS-Office essential
- Proficiency in use of Internet essential
- Ability to maintain accounts (Tally)
- Good command over Marathi and English essential.
- Ability to record and type minutes of meetings

Job Description:

- Attend to all phone calls.
- Data entry and maintenance of data registries
- Co-ordinate between Government authorities (DGHS, DHS, DMER, NOTTO), Zonal Transplant Coordination Centres (ZTCCs), transplant hospitals and non-transplant organ retrieval hospitals (NTORCs), Transplant Coordinators, NGOs, patients and general public for awareness programs, education, data collection, data compilation, data circulation, networking.
- Take dictation and type letters, emails, etc.
- Convene meetings and record the minutes of ROTO-SOTTO meetings.
- Receive and send fax.
- Implement the instructions of the Director/Joint Director/Consultants.
- Supervise minor repair maintenance, cleanliness of office area and furniture
- Maintain stock of consumables.
- Maintain register of movable and immovable assets of ROTO-SOTTO.
- Maintain inward and outward registers.
- Maintain staff attendance, leave, contract renewal and out-of-office movement registers.
- Maintain PFMS (Public Financial Management System) - expenditure, bill payments, reimbursements, salaries etc.



- Undertake all work related to ROTTO-SOTTO bank accounts.
- Invite quotations, make comparative statements and coordinate purchases for ROTTO-SOTTO Office.
- 24 hrs. allocation duties as needed.
- Travel in India for ROTTO-SOTTO work as required. (TA/DA will be paid separately)
- Any other duties as deemed appropriate by Director/Joint Director/Consultants.

Conditions for Appointment

- a) TA/DA for official work of ROTTO-SOTTO will be applicable as per National Health Mission rates.
- b) Travel allowance as per actual for conducting any programs organized by ROTTO-SOTTO
- c) Payment subject to raise only with approval of Directorate General of Health Services, Ministry of Health and Family Welfare, Government of India.
- d) Probation for the first three months without leave.
- e) Duty hours can be changed for administrative convenience.
- f) During the tenure of appointment, the candidate will not be entitled to any other benefits like Bonus, Provident Fund, Pension Benefit, Service Benefit etc.
- g) The candidate shall not remain absent without prior intimation to the Director/Joint Director.
- h) The candidate shall give one month's notice prior to leaving the job.

Office timings:

Monday to Friday: 9:00 a.m. to 4:00 p.m., Saturday: 09:00 a.m. to 01:00 p.m.

Timings may be changed as per requirement.

Documents required along with application form:

- 1) Passport sized photo along with latest copy of CV.
- 2) Printout of filled application form downloaded from www.kem.edu
- 3) Original and self-attested photocopies of academic marksheets.

Interested candidates can forward their application and Curriculum Vitae to the below mentioned address by 05/05/2022 4:00 p.m.:

The Director In-charge,
ROTTTO-SOTTO, Mumbai,
7th Floor, M.S. Building, K.E.M. Hospital,
Parel, Mumbai 400012.

The envelope containing the duly filled application form should be superscribed as "Application for the post of Program Assistant cum Data Entry Operator".

By Order Of:
Dr. Sujata Patwardhan,
Director In-charge,
ROTTTO-SOTTO, Mumbai,



APPLICATION FORM

1. Name of the Post Applied for:

2. Full Name of the Candidate (in Capitals):

Paste your recent
passport size
photograph

3. Date of Birth:

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Day

Month

Year

4. Mailing Address (in block letters):

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..... Pin Code:

Tel. No.: Mobile:

Email ID (if any):


Director
ROTTA SOTTO
KEM HOSPITAL

5. All Educational/other professional Qualifications/Training Courses etc. from 10th Standard Board Examination onwards:

Level	Exam passed/ Degree Trg.	Division/Grade % of Marks	Year of Passing	Duration of the Degree/ Diploma	Board/ University	Subject	Subject of Specialisation

6. Brief professional experience:

Office/Instt. Firm	Post held	Part time/ Contract Basis/ Ad-hoc/ regular/ Temp./pmt.	Exact dates to be given (indicate day, month & year)		Total Period (in years)			Scale of pay	Nature of duties
			From	To	Years	Months	Days		

7. Any other relevant information:

14. Details of enclosures: 1)

2)

3)

I hereby declare that all the statements made in the application are true and complete to the best of my knowledge and belief. I have informed my Head Office/Department/ Employer, in writing that I am applying for this post.

Date:

Signature of candidate

Place:

Address:



Director
ROTTO SOTTO
KEM HOSPITAL