

Regional and State Organ & Tissue Transplant Organisation

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

Name of the post: Transplant Co-ordinator

Place of work: ROTTO-SOTTO Office, K.E.M. Hospital, New Building, 7th Floor,
Acharya Donde Road, Parel, Mumbai, Maharashtra, 400011.

Type of Employment: Contractual

Duration of Contract: 11 months

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

Salary: Rs. 35,000 (No other conveyance)

AGE LIMIT: 25-45 yrs

ESSENTIAL QUALIFICATIONS:

1. MSW degree from any university recognized by the Government of India.
2. Fluency in English, Marathi and Hindi essential.

WORK PROFILE

1. Coordinate between ROTTO-SOTTO, Government authorities (DGHS, DHS, DMER, NOTTO), hospitals, transplant coordinators, NGOs, patients and general public for awareness programmes, public education, data collection, data compilation, felicitation functions and all activities related to organ donation and transplantation.
2. Promotion of organ donation in the State.
3. Coordinate between ROTTO-SOTTO, Government authorities, hospital staff, transplant teams, donor family and recipient family during the organ/tissue donation/transplantation process.
4. 24 hr. Allocation of organs under the guidance of ROTTO-SOTTO Joint Director/Consultant.
5. Maintenance and supervision of waiting lists of patients awaiting transplants in Maharashtra.
6. Forwarding of data to Government authorities as required.
7. Travel within Maharashtra and in the Western Region for data collection, conducting awareness activities and any other work related to organ donation and transplantation.
8. Assist and participate in awareness programmes.
9. Carry out any other duties assigned by the ROTTO-SOTTO Director/Joint Director/Consultant.

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.



Director

- 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 by 05/05/2022, 4:00 p.m. to: *This advertisement will be extended till 12/05/2022.*

Director,
ROTO-SOTTO, Mumbai,
7th Floor, M.S. Building,
K.E.M. Hospital,
Parel, Mumbai 400012.

S. Patwardhan

The envelope containing the duly filled application form should be super scribed as "Application for the post of Transplant Co-ordinator".

By Order of:

Dr. Sujata Patwardhan,
Director In-charge,
ROTO-SOTTO, Mumbai.

S. Patwardhan

**Director
ROTO SOTTO
KEM HOSPITAL**

APPLICATION FORM

1. Name of the Post Applied for:

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

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3. Date of Birth:

Day

Month

Year

4. Mailing Address (in block letters):

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..... Pin Code:

Tel. No.: Mobile:

Email ID (if any):

Paste your recent
passport size
photograph



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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:



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