

Advertisement for the post of Multipurpose Worker in Tissue Bank at Seth GS Medical College & KEMH via DDF.

The starting stipend would be Rs. 10,000/-

The contract would be for every 6 months (Renewable). The job can be terminated by either side on giving a one month notice

This is not government / BMC job.

The job description is as follow:

<p>Timings: 8.30 a.m. to 4.30 p. m. Monday to Friday 8.30 a.m. to 1.00 p.m. on Saturday</p>

Duties:

Multipurpose worker duties and responsibilities

- Housekeeping - Maintain cleanliness and hygiene of the premises. Dusting, Wet mopping, washing and drying surgical scrub, etc. He should keep the office tables, chairs and cabin clean and dry.
- Assist Bio technician and Office clerk in their duties. Should assist in any office work as may be required of him/her
- Should go for the skin donation calls and assist skin graft donations in capacity as needed by bio technician.
- Collecting and distributing couriers or dispatch to and from other departments. He should be aware of the stationery.
- Monitoring the use of office equipment and supplies within office.
- Before leaving office he should make sure all the systems are on or off as required.
- Should be able to speak Hindi, Marathi
- Cleaning and drying and packing of the surgical instruments used in the tissue bank / donation. Taking it for sterilization and bring back from Plastic Surgery OT or urology OT or as advised
- Go to post office or market if needed to buy items if instructed
- Perform other duties as and when assigned which are under the preview of the tissue bank.

Qualifications:

We invite application from sincere, honest and dedicated persons

He / She should be able to read, write in English, Marathi and Hindi.

Minimum 10th Pass

Interview Venue

Department of Plastic Surgery, 2nd floor, Near ward 16A, Gynaec wing,

Old building, KEM Hospital, Parel, Mumbai – 400 012.

Phone no. – 24107158 / 24107212

The Application alongwith Referral Letter if available, should be submitted at above said address on or before 29th October 2022 (1 pm.)

The interview date will be intimated telephonically.

Please mention your Mobile Number on above application.

Vinita
14.10.22

Dr. Vinita Puri

HOD, Plastic Surgery Dept.

Dr. VINITA PURI
Professor and Head,
Department of Plastic Surgery,
Seth G. S. Medical College and
K.E.M. Hospital, Parel, Mumbai-12.

Sangeeta
14/10/22

Dr. Sangeeta Ravat

Dean, Seth GSMC & KEMH

Dean, K.E.M.H. & Seth G.S.M.C.
Parel, Mumbai - 400 012.