

**APPOINTMENTS OF PROGRAM ASSISTANT FOR ROTTO SOTTO, KEM HOSPITAL,
PAREL, MUMBAI 400012**

Name of the post:	Programme Assistant cum Data entry operator
Place of work:	ROTTA-SOTTO Office, K.E.M. Hospital, New Building, 7 th Floor, Acharya Donde Road, Parel, Mumbai, Maharashtra, 400 012
Type of Employment:	Contractual
Duration of Contract:	11 months
Salary:	Rs. 25,000/- per Month
Qualification:	B.Com/ M.Com and equivalent accounts related degree (One or Two years' experience in accountancy)

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:

- Maintain PFMS (Public Financial Management System) – expenditure, bill, payments, reimbursements, salaries, etc.
- Undertake all work related to ROTTO-SOTTO bank accounts.
- Invite quotation/ tender make comparative statement and coordinate purchases for ROTTO-SOTTO office/ Cadaver retrieval workshop.
- Maintaining all type of ledgers.
- Maintain staff attendance, leave, contract renewal and out-of-office movement registers
- Preparing/monitoring budget and all financial communication with NOTTO/NOTP
- Assistance/coordinate in audit abiding of all statutory requirement of ROTTO-SOTTO, West
- Assist in programmes organized and conducted by ROTTOSOTTO, WEST
- Travel in India for ROTTO-SOTTO work as required (TA/DA will be paid separately)
- Any other work given and Implement the instruction by Director/ Join 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 conduction any programs organized by ROTTO-SOTTO.
- c) Payment subject to raise only with approval of Directorate General of Health Services, Minisytry of Health and Family Welfare, Government of India.
- d) Probation of 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 months' notice prior to leaving the job.

Office Timings:

Monday to Friday: 9:00 AM to 4:00 PM, Saturday: 09:00 AM to 01:00 PM
Timing 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 fro www.kem.edu
- 3) Original and self-attested photocopies of academic mark sheets.

Interested candidates can forward their application and Curriculum Vitae to the below mentioned address by January 31, 2024, 4:00 PM

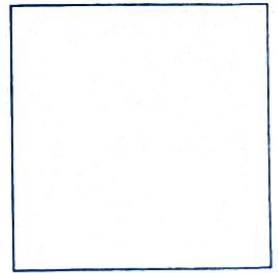
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By Order of:

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

Director
ROTTA SOTTO
KEM HOSPITAL

APPLICATION
FORM



1. Name of the Post Applied for:

Paste your recent
passport size
photograph

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

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3. Date of Birth:

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Day

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Month

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Year

4. Mailing Address (in block letters):

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..... Pin Code:

Tel. No.: Mobile:

Email ID (if any):

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: