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

a. Interstate and intrastate distribution of organs through ROTTO-SOTTO and maintaining related reports.
b. Facilitating the identification of potential brain stem death organ donors.
c. Maintaining registers of deceased organ and tissue donations.
d. Counselling relatives of potential organ and tissue donors for consent for organ and tissue donation.
e. Facilitating the organ and tissue donation process in deceased donors and co-ordination with the State Appropriate Authority and police when necessary.
f. Attending to queries related to deceased (BSD) organ donation and transplantation.
g. Providing guidance to the general public on NOTTO and ROTTO-SOTTO programs.
h. Assist / conduct public awareness programs to promote transplantation in the State of Maharashtra, as well as the Region.
i. Assist/ collect and coordinate for transplant and donation related data as required.
j. Co-ordinate between Government Authorities, Police, Hospitals, MSWs, NGOs, patients for ROTTOSOTTO.

k. Travel across Maharashtra and the ROTTO-SOTTO Region to collect data and conduct awareness programs when necessary. (TA/DA will be paid separately)

l. Implementation of all orders of the Director/Joint Director/Consultants.

m. Any other work deemed appropriate by the Director/Joint Director/Consultants.

CONDITIONS FOR APPOINTMENT

a) TA/DA for official work of ROTTO-SOTTO will be applicable as per rules
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 by 31st January 2024, 4:00 p.m. to:

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

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

16/1/24

By Order of:

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

Director
ROTTO SOTTO
KEM HOSPITAL

APPLICATION FORM

Paste your recent passport size photograph

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): .....

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: .....

4. 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.

Signature of candidate

Date:

Address:

Place: