

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

The starting stipend would be Rs. 11,000/-

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:

**Timings: 8.30 a.m. to 4.30 p. m. Monday to Friday  
8.30 a.m. to 1.00 p.m. on Saturday  
On call 24\*7 for Tissue Donation Calls**

**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.
- 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 10<sup>th</sup> Pass

**Interview Venue**

Department of Plastic Surgery, 2<sup>nd</sup> floor, Near ward 16A, Gynaec wing,  
Old building, KEM Hospital, Parel, Mumbai – 400 012.  
Phone no. – 24107158 / 24107212

The Application alongwith your CV and Referral Letter if available, should be submitted at above said address on or before 28/03/2025.

Provisional interview date 01/04/2025 at 11.00 AM.



Dr. Vinita Puri  
HOD, Plastic Surgery Dept.  
**Dr. VINITA PURI**  
Professor & Head  
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