

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

Name of the post:	Program Assistant cum Data Entry Operator
Number of posts:	01 Only
Place of work:	ROTTOT-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
Essential Qualification:	B.Com/ M.Com and MS-CIT 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.
- Assist & oversee Cadaver retrieval surgical workshops.
- 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 ROTTO-SOTTO, 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

- 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 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 4:45 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 from www.kem.edu
- 3) Original and self-attested photocopies of academic mark sheets.


Interested candidates can forward their application and resume by **22nd January, 2026** before 4:00 p.m.

To:
Director,
ROTO-SOTTO, West & Maharashtra,
7th Floor, New 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 Program Assistant cum Data Entry Operator**'.


Dr. Akash Shukla,
Director,
ROTO-SOTTO,
West & Maharashtra.

**Director
ROTO SOTTO
KEM HOSPITAL**


Dr. Sangeeta Ravat
Dean,
Seth GSMC & KEM Hospital
Parel, Mumbai.

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

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:

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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

5. All Educational/other professional Qualifications/Training Courses etc. from 10th Standard Board Examination onwards:

Level	Exam passed/ Degree.	Division/Grade % of Marks	Year of Passing	Duration of the Degree/ Diploma	Board/ University	Subject	Subject of Specialization

6. Brief professional experience:

Office/Institute/ Organization	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: