

**Regional and State Organ & Tissue Transplant Organization
(ROTTOT SOTTO, WEST & MAHARASHTRA)
K.E.M. Hospital, Parel, Mumbai – 400012**

Advertisement

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|------------------------------|---|
| Name of the post: | Transplant Co-Ordinator |
| Number of posts: | 01 Only |
| Place of work: | ROTTOT-SOTTO, West & Maharashtra Office, K.E.M. Hospital, New M. S. Building, 7 th Floor, Parel, Mumbai, Maharashtra - 400012. |
| Type of Employment: | Contractual |
| Duration of Contract: | 11 months (Renewable after a break of one day. contingent upon satisfactory performance in the previous contract period.) |
| Remuneration: | Rs. 35,000/- (All inclusive) |
| Age Limit: | 25 - 45 years |

Essential Qualifications:

1. MSW degree from any university recognized by the Government of India.
2. MS-CIT Certificate.
3. Minimum work experience of 2 – 3 years.
4. Fluency in English, Marathi and Hindi essential.

Job Description:

- a) Interstate and intrastate distribution and allocation of organs through ROTTO-SOTTO and maintaining related reports. (*availability online 24x7.)
- b) Facilitating the identification of potential brain stem death organ donors.
- c) Maintaining registers of deceased organ and tissue donations.
- d) Counseling 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 whenever necessary. (TA 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 4:45 p.m.

Please Note: Timings may be changed as per requirement.

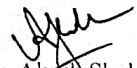
Documents required along with application form:

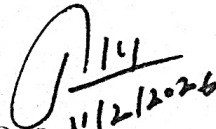
- 1) Passport sized photograph along with latest copy of resume.
- 2) Printout of filled application form attached with this Advertisement
- 3) Original and self-attested photocopies of academic marksheets.

Interested candidates can forward their application and resume by **20th February, 2026** before 4:00 p.m.

To:
Director,
ROTTOSOTTO, 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 Transplant Co-Ordinator'.


Dr. Akash Shukla,
Director,
ROTTOSOTTO,
West & Maharashtra.


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

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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):

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: