

## **Advertisement for the Post of Clerk in Tissue Bank at Seth GS Medical College & KEMH via DDF.**

The starting stipend would be Rs. 20,000/-

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 / MCGM 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**

### **Duties:**

- Maintain files, SOP papers and records so they remain updated and easily accessible
- Sort and distribute incoming mail and prepare outgoing mail (envelopes, packages, emails, etc.)
- Answer phones and assist callers with inquiries. You should have basic information about procedures followed for skin donation and distribution. You should be able to guide people seeking this information.
- Utilize office appliances such as printers, computers for word processing, spreadsheet creation etc.
- You should be able to compute, MS office. You should be able to edit existing annexures /forms from time to time as per changing needs. You should be able to create, manage social media accounts as and when necessary for tissue bank.
- Maintain appointment calendar and schedule meetings accordingly. Maintain the records pertaining to skin, tissue donations (checklist, forms, compliance, closure report, statistics).
- Undertake basic bookkeeping tasks and issue invoices, checks etc.
- Take minutes of meetings and dictations
- Complete accurate daily reports
- Assist in office management and organization procedures
- Monitor stocks of office supplies (paper clips, stationery etc.) and report when there are shortages.
- Assist in making arrangements for conferences, events, training CMEs.
- Go to post office or courier office or market if needed to buy items as instructed
- Maintain internal accounts, make vouchers, check bills, process them for DDF
- Help with making ICE
- Perform other office duties as assigned time to time.
- Update your own knowledge regularly to keep up with latest updates of tissue banking.

**Qualifications:**

We invite application from sincere, honest and dedicated persons who are fluent in English, Marathi and Hindi

He / She should be able to read, write and type in English and Marathi

Graduate from any stream, MSCIT 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 20<sup>th</sup> Feb.....(4 pm.)

The interview date will be intimated telephonically.



Dr. Vinita Puri  
HOD, Plastic Surgery Dept.



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