

**Advertisement for the Post of Field worker in Department of Plastic Surgery at Seth GS Medical College & KEMH via DJST.**

The starting stipend would be Rs. 15,000/-

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: 10.00 a.m. to 6.00 p. m. Monday to Friday  
10.00 a.m. to 2.00 p.m. on Saturday**

**Duties:**

- IEC activities for transplants (Composite & Tissue)
- Complete accurate daily reports of IEC activities for transplants
- Help Bio technician with any assistance during processing
- Update your own knowledge regularly to keep up with latest updates of tissue banking, and Composite transplants
- 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.) for transplant related activities
- Answer phones and assist callers with inquiries. You should have basic information about procedures followed for Tissue and organ 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).
- Take minutes of meetings and dictations
- 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
- Perform other office duties as assigned time to time.

**Qualifications:**

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

Preferably graduate from any stream / in last year of graduation

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 should be submitted at above said address on (09:00am to 05:00pm) or before 25<sup>th</sup> Feb 2026 (04: 00pm.)

The interview date will be intimated telephonically.



Dr. Vinita Puri  
HOD, Plastic Surgery Dept.

**Dr. VINITA PURI**  
Professor & Head  
Department of Plastic Surgery  
Seth G.S. Medical College &  
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Dean  
Seth GS Medical College and KEM Hospital.

**Dean (Academic)**  
**Seth G. S. Medical College**  
**& K. E. M. Hospital**  
Parel, Mumbai - 400 012.