

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

Name of the post:	Director
Number of posts:	01 Only
Place of work:	ROTTO-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 or till NOTP Program is terminated whichever is earlier.
Salary:	Rs. 1,50,000/- per Month
Age Limit:	Up to 65 years
Essential Qualification:	1) MD/MS or DM/MCH in medical or surgical speciality/super speciality with 6 years' experience in the respective department speciality for non-teaching cadre and 13 years for GDO cadre. 2) In service personnel serving in govt or semi govt institutions are also eligible to apply.

EXPERIENCE:

- 1) Experience in organ donation and procurement at supervisory level for at least 5 years.

DESIRABLE EXPERIENCE:

- 2) Participation in global/regional/national meetings/symposia/workshops on deceased/living organ donation, and organ transplantation

Job Description:

- 1) Administration of ROTTO-SOTTO office and Mumbai activities.
- 2) Coordinating and interlinking activities of various SOTTOs under the jurisdiction of ROTTO.
- 3) Monitoring and surveillance of transplantation activities of SOTTOs.
- 4) Interstate and intrastate allocation of organs.
- 5) Conduct and monitor Information Education and Communication (IEC) activities.
- 6) Supervision of data maintenance.
- 7) Candidate should be ready to travel for official work interstate and intrastate.
- 8) Any other related work deemed necessary towards the implementation of the ROTTO-SOTTO objectives.

NOTE: The person her or his immediate family member should not be actively involved with any transplant program in the State of Maharashtra and he/she should not have any civil, criminal or consumer cases in any court in relation to transplant/medical negligence.

Conditions for Appointment:

- a) TA for official work of ROTTO-SOTTO will be applicable as per National Health Mission rates
- b) Travel allowance as per actual for conduction any programs organized by ROTTO-SOTTO.
- c) Payment subject to raise as per NOTP guidelines.
- 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 will be required to serve a one-month notice period when leaving the organization. In the event that the candidate decides to leave shortly after joining, they may do so by either serving the one-month notice period or by providing one month's salary in lieu of notice.

Office Timings:

As per Hospital Timings (Emergency staff).

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 **24th April, 2026** before 4:00 p.m.

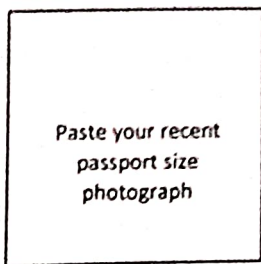
To:
Dean,
Seth GSMC & KEM Hospital,
Parel, Mumbai 400012.

The envelope containing the duly filled application form should be super scribed as '**Application for the post of Director**'.



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

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):

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:

8. Details of enclosures: 1)

2)

3)

9. References with contact details: 1)

2)

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: