

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

<b>Name of the post:</b>	IEC Consultant
<b>Number of posts:</b>	01 Only
<b>Place of work:</b>	ROTTA-SOTTO Office, K.E.M. Hospital, New Building, 7 <sup>th</sup> Floor, Acharya Donde Road, Parel, Mumbai, Maharashtra, 400 012
<b>Type of Employment:</b>	Contractual
<b>Duration of Contract:</b>	11 months
<b>Salary:</b>	Rs. 60,000/- per Month
<b>Age Limit:</b>	Up to 65 years
<b>Essential Qualification:</b>	Post-graduate in mass communication/journalism/social work/medical degree with sufficient experience in handling mass media division. Fluency in Marathi and English.

**Experience:**

- At least 5 years' experience of IEC activities related to organ donation in reputed organizations.

**Additional Experience:**

- Proficiency in MS-Office essential
- Proficiency in use of Internet essential
- Capacity to handle social media.
- Good command over Marathi and English essential.

**Job Description:**

- Technical consultant (IEC, Publication and Media) shall be responsible for developing and publishing IEC materials; organising public and professional awareness programmes on organ and tissue donation and transplantation, through electronic and print media, as well as interpersonal communication; organising training programmes, including online courses, for all stakeholders; drafting annual reports, convening ROTTO-SOTTO committee meetings and drafting minutes of all meetings. Any other duty that is deemed appropriate by the Director / Joint Director.

**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 shall not remain absent without prior intimation to the Director/ Joint Director.
- h) 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).

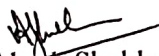
Documents required along with application form:


- 1) Passport sized photo along with latest copy of CV.
- 2) Printout of filled application form downloaded from [www.kem.edu](http://www.kem.edu)
- 3) Original and self-attested photocopies of academic mark sheets.

Interested candidates can forward their application and resume by **24<sup>th</sup> April, 2026** before 4:00 p.m.

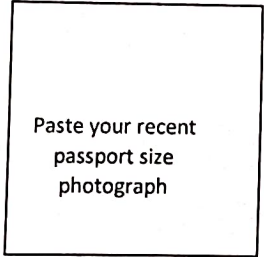
To:  
Director,  
ROTTA-SOTTO, West & Maharashtra,  
7th Floor, New M.S. Building,  
K.E.M. Hospital, Parel, Mumbai 400012.

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

  
Dr. Akash Shukla,  
Director, (Incharge)  
ROTTA-SOTTO,  
West & Maharashtra.

  
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): .....

.....

3. Date of Birth: 

--	--

--	--

--	--	--	--

Day      Month      Year

4. Mailing Address (in block letters): .....

.....

.....

..... Pin Code: .....

Tel. No.: ..... Mobile: .....

Email ID (if any): .....

5. All Educational/other professional Qualifications/Training Courses etc. from 10<sup>th</sup> 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: