

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

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|---------------------------------|--|
| Name of the post: | Program Assistant cum Data Entry Operator |
| 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 |
| Salary: | Rs. 25,000/- per Month |
| Age Limit: | 25 - 45 years |
| Essential Qualification: | B. Com/ M. Com and MS-CIT and equivalent accounts related degree (One- or Two-years' experience in accountancy) |

Additional Experience:

- Proficiency in MS-Office essential
- Proficiency in use of Internet essential
- Ability to maintain accounts (Tally)
- Good command over Marathi and English essential.
- Ability to record and type minutes of meetings

Job Description:

- Maintain PFMS (Public Financial Management System) – expenditure, bill, payments, reimbursements, salaries, etc.
- Undertake all work related to ROTTO-SOTTO bank accounts.
- Invite quotation/ tender make comparative statement and coordinate purchases for ROTTO-SOTTO office.
- Assist & oversee Cadaver retrieval surgical workshops.
- Maintaining all type of ledgers.
- Maintain staff attendance, leave, contract renewal and out-of-office movement registers
- Preparing/monitoring budget and all financial communication with NOTTO/NOTP
- Assistance/coordinate in audit abiding of all statutory requirement of ROTTO-SOTTO, West
- Assist in programmed organized and conducted by ROTTOSOTTO, WEST
- Travel in India for ROTTO-SOTTO work as required (TA will be paid separately)
- Any other work given and Implement the instruction by Director/ Join Director/ Consultants

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 only with approval of Directorate General of Health Services, Ministry of Health and Family Welfare, Government of India.
- 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
- 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:
Director,
ROTTTO-SOTTO, West & Maharashtra,
7th Floor, New M.S. Building,
K.E.M. Hospital, Parel, Mumbai 400012.

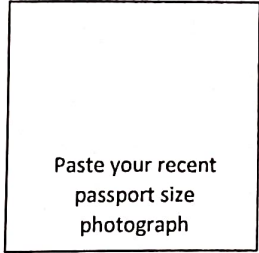
The envelope containing the duly filled application form should be super scribed as '**Application for the post of Program Assistant cum Data Entry Operator**'.


Dr. Akash Shukla,
Director, (Incharge)
ROTTTO-SOTTO,
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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|--|--|--|--|--|--|--|--|
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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: