

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

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| Name of the post: | IEC Consultant |
| Number of posts: | 01 Only |
| Place of work: | ROTTA-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. 60,000/- per Month |
| Essential Qualification: | Post-graduate in mass communication/journalism/social work/humanities/medical sciences 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).

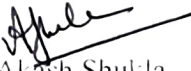
Documents required along with application form:

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


Interested candidates can forward their application and resume by **15th July, 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**'.

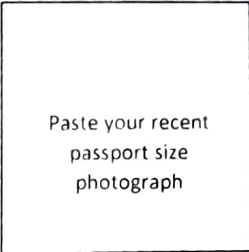

Dr. Akash Shukla,
Director, (Incharge)
ROTTA-SOTTO,
West & Maharashtra.

**Director
ROTTA SOTTO
KEM HOSPITAL**


Dr. Harish Pathak
Dean,
Seth GSMC & KEM Hospital
Parel, Mumbai.


DEAN
Seth G. S. Medical College
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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Day Month Year

4. Mailing Address (in block letters):

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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 |
|-------|-------------------------|------------------------------|--------------------|------------------------------------|-------------------|---------|------------------------------|
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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:

14. Details of enclosures: 1)
- 2)
- 3)

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: