Regional and State Organ & Tissue Transplant Organization
(ROTTO SOTTO, WEST & MAHARASHTRA)
K.E.M. Hospital, Parel, Mumbai – 400012

Advertisement

Name of the post:	Transplant Co-Ordinator
Number of posts:	01 Only
Place of work:	ROTTO-SOTTO, West & Maharashtra Office, K.E.M. Hospital, New M. S. Building, 7th Floor, Parel, Mumbai, Maharashtra - 400012.
Type of Employment:	Contractual
Duration of Contract:	11 months (Renewable after a break of one day, contingent upon satisfactory performance in the previous contract period.)
Salary:	Rs. 35,000/- (All inclusive)
Age Limit:	25 - 45 years

Essential Qualifications:

1. MSW degree from any university recognized by the Government of India.
2. MS-CIT Certificate.
3. Minimum work experience of 2 – 3 years.
4. Fluency in English, Marathi and Hindi essential.

Job Description:

a) Interstate and intrastate distribution and allocation of organs through ROTTO-SOTTO and maintaining related reports. (*availability online 24x7.)
b) Facilitating the identification of potential brain stem death organ donors.
c) Maintaining registers of deceased organ and tissue donations.
d) Counseling relatives of potential organ and tissue donors for consent for organ and tissue donation.
e) Facilitating the organ and tissue donation process in deceased donors and co-ordination with the State Appropriate Authority and police when necessary.
f) Attending to queries related to deceased (BSD) organ donation and transplantation.
g) Providing guidance to the general public on NOTTO and ROTTO-SOTTO programs.
h) Assist / conduct public awareness programs to promote transplantation in the State of Maharashtra, as well as the Region.
i) Assist/ collect and coordinate for transplant and donation related data as required.

j) Co-ordinate between Government Authorities, Police, Hospitals, MSWs, NGOs, patients for ROTTOSOTTO.
k) Travel across Maharashtra and the ROTTO-SOTTO Region to collect data and conduct awareness programs whenever necessary. (TA will be paid separately)
l) Implementation of all orders of the Director/Joint Director/Consultants.
m) Any other work deemed appropriate by the Director/Joint Director/Consultants.

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 rules.
b) Travel allowance as per actual for conducting 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 for 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 photograph along with latest copy of resume.
2) Printout of filled application form attached with this Advertisement
3) Original and self-attested photocopies of academic marksheets.

Interested candidates can forward their application and resume by **30th November, 2026** before **4:00 p.m**.

To:
Director,
ROTTO-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 Transplant Co-Ordinator'**.

Dr. Ramkrishna Prabhu,
Joint Director,
ROTTO-SOTTO,
West & Maharashtra.

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

APPLICATION FORM

Paste your recent passport size photograph

1. Name of the Post Applied for: .....

2. Full Name of the Candidate (in Capitals): .....

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3. Date of Birth: ☐☐ ☐☐ ☐☐☐☐

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: