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

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, 7th Floor, Acharya Donde Road, Parel, Mumbai, Maharashtra, 400 012
Type of Employment:	Contractual
Duration of Contract:	11 months
Salary:	Rs. 25,000/- per Month
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 programmes 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 shall give one months' notice prior to leaving the job.

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 **20th 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 Program Assistant cum Data Entry Operator'**.

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

06/11/26

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: