



No. 2-3/2014-Admn.I
Government of India
Ministry of Health & Family Welfare
Office of Medical Superintendent
Safdarjung Hospital

New Delhi 110029.

Dated: 20.03.2014

Safdarjung Hospital proposes to fill up the **following posts purely on contract basis** for National Organ & Tissue Transplant Organization (**NOTTO**) under National Organ Transplant Programme (**NOTP**) at Safdarjung Hospital, New Delhi, for a period of one year and **Walk in Interviews** are scheduled to be held on the dates shown against each.

S.NO	NAME OF POST	No. of Posts	Age	MONTHLY EMOLUMENT (Consolidated)	DATE OF INTERVIEW
1	Consultant(Research & Data Management)	1	Upto 63yrs	Rs.60,000/- (Medical) Rs.50,000/- (Non Medical)	21.04.2014
2	Consultant (IEC,Publication&Media)	1	Upto 63yrs	Rs.50,000/-	21.04.2014
3	Administrative Officer	1	Upto 63yrs	Rs.44,945/-	23.04.2014
4	Computer Programmer	1	Upto 45yrs	Rs.50,000/-	24.04.2014
5	Store Officer	1	Upto 63yrs	Rs42,622/-	23.04.2014
6	Private Secretary	1	Upto 45yrs	Rs.40,000/-	28.04.2014
7	Lab Technician	2	Upto 45yrs	Rs.25,000/-	30.04.2014

2. Eligibility Criteria and Requisite Qualification

(i) Consultant (Research and Data Management)

Educational Qualification: Post Graduate in Medical/Public Health/ Medical Statistics/Social Sciences with sufficient experience of Research and Data Management in a Govt. Set up / PSU/Non Government organization/Hospital. Experience in a transplant centre will be preferred.

Duties and Responsibilities:

Research work – Clinical, Basic and Applied; Publications and Dissemination.
Data base creation and analysis with regard to transplant in all aspects.

(ii) Consultant (IEC,Publication and Media)

Educational Qualification: Post Graduation in Mass Communication/Journalism with sufficient experience of handling Mass Media division in a Govt. Set up/Public sector undertaking.

Duties and Responsibilities

Responsible for developing and publishing IEC Material, awareness creation through electronic, print media and interpersonal communication.

To assist the Director and other officers in creating awareness about NOTP among general public.

(iii) Administrative Officer

Educational Qualification: Graduate Degree

Experience in administration and establishment matters and also preferably in Accounts matters.

Officers possessing MBA or PG Diploma in Personnel Management shall be given preference.

Duties and Responsibilities

Responsible for all administrative and establishment matters in accordance with Government rules and procedures.

To assist the Head of the Organization in these matters.

(iv) Computer Programmer

Educational Qualification: B.Tech/B.E./Post Graduate qualification in Computer Applications/Computer Science/Information Technology

3 years' experience in design and development of web based applications and software for Management Information System. Should be able to host and manage the dynamic information on website /portals.

Desirable

Knowledge of PHP/JAVA/DOTNET/C#/Database (Oracle/MS/Sql/Mysql/Postgreysql)

Duties and Responsibilities

Responsible for smooth functioning of NOTTO online system to host and manage dynamic information on website /portals.

To prepare inventory of consumables and for safe custody of the materials in the stores.

(v) Store Officer

Educational Qualification: Graduate with Degree /Diploma in Material Management with one year experience in handling stores and keeping Accounts in a concern of repute in Public/Private sector.

Duties and Responsibilities

Smooth running of store division.

Will ensure availability of all necessary items in store.

Preparation of inventory in accordance with Govt. rules and issue to requisitioning departments.

Handle all stores in a proper & scientific way avoiding wastage & pilferage.

(vi) Private Secretary

Educational Qualification: Graduate

One year course in computer applications

Adequate knowledge of MS Word, Excel, Power Point Presentations.

Stenography speed of minimum 80 words per minute and Typing speed of minimum 30 words per minute.

Experience of three years as Personal Assistant.

Duties and Responsibilities: To assist Director in all her routine and administrative work

(vii) Lab Technician

Essential & Minimum Qualifications:

B.Sc from a recognized University or equivalent with minimum one year diploma in Medical Lab Technology from a Govt. recognized institute with sufficient experience, working in a Govt./State Hospital Laboratory

Duties and Responsibilities: Tissue processing and upkeep of lab equipments. He/She will assist in various functions like bone cutting, washing, tablet making and ensure the proper sterilization and storage at optimum temperatures.

Candidates are requested to present themselves along with their curriculum vitae, certificates in original and other supportive documents.

Selected candidates would be required to take up the position immediately. No joining time will be permitted.

3. Consolidated remuneration: Consolidated remuneration will be given as mentioned against each post. The contractual appointee will be governed as per terms & conditions and relevant rules of Government of India. Income Tax will be deducted at source on monthly basis.

4. No TA/DA is admissible for attending the interview or for joining the post.

5. The leave entitlement of the appointee shall be governed in terms of instructions contained of DOPT & TOM No.12016/3/84-Estt. (L) Dated 05.07.1990.

6. The posts are to be filled up purely on contractual basis for a period of one year with effect from the date of joining. The appointment can also be terminated at any time on either side by giving one month's notice or by paying one month's salary without assigning any reason or failure to complete the period of three months to the satisfaction of the competent authority. The candidate will not have any right to claim for regularization of their services under any circumstances. Candidates accepting the above said terms & conditions and fulfilling the qualifications and experience may walk in for interview as mentioned against each post, with an application on plain paper super scribing the name of the post applied for along with two passport size photographs. The candidates should report to Admn.I Section, Room No.513, 5th floor, OPD building of Safdarjung Hospital, New Delhi, at 9.00 AM positively along with all original relevant testimonials/documents, two photographs & one set of attested copy of all documents including age, educational qualification, experience etc.

7. The appointee shall not be entitled to any benefit like Provident Fund, Pension, Gratuity, Medical Attendance Treatment, Seniority, Promotion, LTC, conference allowance, government accommodation, travel allowance, telephone allowance etc. or any other benefits available to the Government servants appointed on regular basis.

8. Non-practicing allowance will not be admissible.

9. The appointee will not be granted any claim or right for regular appointment to any post under Government of India.

10. The appointee shall be on the whole time appointment of the Institution and shall not accept any other appointment, paid or otherwise and shall not engage himself/herself in private practice of any kind during the period of contract.

11. Candidates should email a copy of the complete resume by **14th April 2014** nottocenter@gmail.com and will be required to appear for a walk in interview on the given date and time .

Sd/-
(Dr. Vasanthi Ramesh)
Director (NOTTO.)