



## Kerala State Organ and Tissue Transplantation Organization (K-SOTTO)

Registered under Travancore Cochin Literary, Scientific & Charitable Societies Act 1955

Reg. No. TVM/TC/669/2021

Instituted under sec 31(2) of the THO&TR 2014 and notified as per SRO No. 691/2022

Old House Surgeon Quarters, Near Super Specialty Block

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No.1115/D/2023/K-SOTTO

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### NOTIFICATION

KERALA STATE ORGAN AND TISSUE TRANPALNT ORGANISATION (K-SOTTO) under Department of Health and Family Welfare, Government of Kerala, with an objective to strengthen the institutional capacity and service delivery systems for deceased donor multi organ transplantation programme in Kerala invites applications from suitable and eligible candidates for the following positions on contract basis for a period of one year (Duration of contract – 11 months 29 days). Interested candidates may apply direct to the Executive Director, only by filling the prescribed application form given in the website of Kerala State Organ and Tissue Transplant Organization, Thiruvananthapuram ([www.ksotto.kerala.gov.in](http://www.ksotto.kerala.gov.in)).The applications will be accepted from 14/02/2024 10:00 AM onwards. The last date for submitting application is 28/02/2024 (05.00 PM). The details regarding the qualification and experience required, number of vacancies, upper age limit and remuneration are given in the table below.

SL No	Name of the Post	Qualification & Experience*	Upper Age Limit (as on 29/01/2024)	Monthly Remuneration (in INR)
1	Joint Director (Technical) Vacancy -01	<u>Essential</u>  1. MBBS with MD/MS/MPh/MHA 2. Registry and data management experience. Knowledge in Statistical Software (SPSS/R/ Python) 3. Proficiency in Office Suite.	65	1,20,000/-

		<u>Desirable</u> <ol style="list-style-type: none"> <li>1. Not less than 5 years experience in health-related administration in Govt./Private institutions</li> <li>2. Expertise as evidenced by relevant research publications</li> <li>3. Experience in organ transplantation activities.</li> </ol>		
2	IEC Consultant Vacancy -01	<u>Essential</u> <ol style="list-style-type: none"> <li>1. Post Graduate Degree / MBA in any discipline from a recognized University.</li> <li>2. Post Graduate Diploma in Computer Application.</li> <li>3. Three year experience in organ donation/ transplantation activities/ IEC and Registry Management (Govt/Private reputed organizations)</li> <li>4. Proficient in Office Suite</li> </ol> <u>Desirable</u> <ol style="list-style-type: none"> <li>1. Hardware and Networking Certification.</li> <li>2. Knowledge in graphic designing</li> <li>3. Knowledge in Hospital based software and database management</li> </ol>	45	60,000/-

\*Only post qualification work experience of the candidate will be considered

### **General Instructions:**

1. Candidates should apply using the prescribed application form available in the website of K-SOTTO or procured from the office during working hours (10:00AM to 05:00) No other means/mode of application will be accepted.
2. Work experience will be considered until 28.02.2024.
3. Please note that no change of application data will be permitted at any stage after the submission of the application form. Merely applying for the post and being shortlisted in the subsequent processes does not imply that a candidate will necessarily be offered employment. No request for considering the candidature under any category / post other than the one in which applied will be entertained.
4. Educational qualifications should be from a University/ Institution/ Board recognized by Govt. of India/ approved by Govt. Regulatory Bodies.
5. The candidate must possess valid Degree/PG Certificate/Provisional Certificate of the necessary qualification at the time of submission of application.
6. The candidates should have a valid personal email ID and mobile no., which should be kept active till the completion of this Recruitment Process. All official communication will be sent to the registered e-mail id of the candidate.
7. Candidates are advised to carefully fill and verify the details filled in the application themselves as no change will be possible/ entertained after the submission.
8. The Name of the candidate should be spelt correctly in the application as it appears in the Certificates/ Mark sheets/Identity proof. Any change/alteration found may disqualify the candidature.
9. Please note that all the particulars mentioned in the application including Name of the Candidate, Category, Date of Birth, Address, Mobile Number, Email ID, qualification, experience etc. will be considered as final and no change/modifications will be allowed after submission of the application form. Candidates are hence advised to fill in the application form with utmost care as no correspondence regarding change of details will be entertained. K-SOTTO will not be responsible for any consequences arising out of furnishing of incorrect and/or

incomplete details in the application or omission to provide the required details in the application form.

10. If the applicant possesses an equivalent qualification, he/she should also produce the equivalency certificate along with the qualification certificate or else the application will not be considered.

11. Any information submitted by an applicant in his/ her application shall be binding on the candidate personally and he/she shall be liable for prosecution/ civil consequences in case the information/ details furnished by him/ her are found to be false at a later stage.

12. Applicants need to produce a valid certificate for every experience he/she mentioned at the time of interview. In the case of the latest/current experience an affidavit bearing all details (name of organization, designation, period, task and duties) shall be produced. The copy of appointment letters, salary certificates, pays slips etc. will not be accepted in lieu of work experience certificate.

13. Decision of the concerned authority in all matters relating to recruitment will be final and binding on the candidates. No correspondence or personal enquiries shall be entertained in this regard.

14. Instances of providing incorrect information and/or process violation by a candidate detected at any stage of the selection process will lead to disqualification of the candidate from the selection process and he/she will not be allowed to appear in any recruitment process in the future. If such instances go undetected during the selection process but are detected subsequently, such disqualification will take place with retrospective affect.

15. While applying for the post, the applicant should ensure that he/she fulfils the eligibility and other norms mentioned above as on the specified dates and that the particulars furnished by him/her are correct in all respects. In case it is detected at any stage of recruitment that a candidate does not fulfil the eligibility norms and/or that he/she has furnished any incorrect/false information or has suppressed any material facts, his/her candidature will stand cancelled. If any of

these shortcomings is/are detected even after appointment, his/her services are liable to be terminated.

16. K-SOTTO reserves the right to call for any additional documentary evidence from candidates in support of educational qualifications/experiences/other notified eligibility requirements.

17. Intimations will be sent by email and/ or sms only to the email ID and mobile number provided in the application form. K-SOTTO shall not be responsible if the information/ intimations does not reach candidates in case of change in the mobile number, email address, technical fault or otherwise, beyond the control of K-SOTTO and candidates are advised to check their registered e-mail account from time to time during the recruitment process.

18. If the number of applications to any of the posts is more than twenty, there will be a written test comprising of topics covered under the essential qualifications standards.

19. The validity of the rank list will be six months since its publication.

20. Provisionally selected candidates will have to submit police clearance certificate as a mandatory criteria for induction to the selected posts.

21. Canvassing in any form will be a disqualification.



Executive Director

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