



**State Organ & Tissue Transplant Organization – U. P.  
Department of Hospital Administration  
Sanjay Gandhi Post Graduate Institute of Medical Sciences  
Raebareli Road, Lucknow, U.P.  
Phone: 0522-2495365, 2495361**

**NEWSPAPER ADVERTISEMENT: CONTRACTUAL ENGAGEMENT OF WORKERS FOR  
SOTTO – U. P., DEPARTMENT OF HOSPITAL ADMINISTRATION, SGPGIMS**



**State Organ & Tissue Transplant Organization – U. P.  
Department of Hospital Administration  
Sanjay Gandhi Post Graduate Institute of Medical Sciences  
4<sup>th</sup> Floor, New Library Complex, Raebareli Road, Lucknow – 226014  
EPBX No.: 0522 – 2495365, 2495361**

**Contractual Engagement of Consultant (IEC/MEDIA), Transplant Coordinator & Program  
Assistant cum DEO for SOTTO – U. P., Deptt. of Hospital Administration, SGPGIMS**

Attention of prospective applicants is being drawn towards the detailed advertisement, active on the Institute website [www.sgpgims.org.in](http://www.sgpgims.org.in), inviting application for the above mentioned completely temporary positions, to be filled-in, on contract. Last date for receipt of application completed in every way is 17<sup>th</sup> February, 2025 on email [recruitmentSOTTOUP@gmail.com](mailto:recruitmentSOTTOUP@gmail.com) with relevant attachments.

Advt. No.

HoD, Hospital Administration

*Handwritten signature/initials in blue ink.*





**State Organ & Tissue Transplant Organization – U. P.**  
**Department of Hospital Administration**  
**Sanjay Gandhi Post Graduate Institute of Medical Sciences**  
**Raebareli Road, Lucknow, U.P.**  
**Phone: 0522-2495365, 2495361**

**CONTRACTUAL ENGAGEMENT OF CONSULTANT (IEC/MEDIA),**  
**TRANSPLANT COORDINATOR & PROGRAM ASSISTANT CUM DATA ENTRY**  
**OPERATOR FOR SOTTO – U. P., DEPARTMENT OF HOSPITAL**  
**ADMINISTRATION, SGPGIMS**

Applications are invited for vacant positions of Consultant (IEC/Media), Transplant Coordinator & Program Assistant cum Data Entry Operator in SOTTO – U. P., Department of Hospital Administration, purely on contractual basis, through Walk-in-Interview as per the details mentioned vide infra:

Document Verification	Interview Schedule
<b>Date:</b> 24 <sup>th</sup> February, 2025 <b>Time:</b> 10:00 am onwards <b>Venue:</b> O/o SOTTO – U. P. Department of Hospital Administration 4 <sup>th</sup> Floor, Central Library Complex SGPGIMS, Lucknow, U. P. - 226014	<b>Date:</b> 25 <sup>th</sup> February, 2025 <b>Time:</b> 11:00 am onwards <b>Venue:</b> Seminar Room Department of Hospital Administration 4 <sup>th</sup> Floor, Central Library Complex SGPGIMS, Lucknow, U. P. – 226014

Sl. No.	Name of Position	No. of Positions	Essential Qualification (Based on Information made available by ROTTO PGI Chandigarh)	Fixed Consolidated Remuneration Per Month per Position (INR)
01.	Consultant (IEC/Media)	01	Postgraduate in Mass Communication/Journalism with sufficient experience of handling Mass Media Division in a Govt. setup/ Public Sector Undertaking	60,000.00  (Rupees Sixty Thousand only)
02.	Transplant Coordinator	01	A Postgraduate in Health Sciences/ Social Sciences with experience and background of Social Sciences preferably with sufficient training in Tissue Banking. Persons with previous work experience of working in the Tissue Bank will be preferred.	35,000.00  (Rupees Thirty Five Thousand only)
03.	Program Assistant cum Data Entry Operator	01	Graduate from recognized University. Diploma in Computer Proficiency from a Govt. Recognized Institute for one year. Preference to the experienced person working in the health-related institute.	25,000.00  (Rupees Twenty Five Thousand only)





**State Organ & Tissue Transplant Organization – U. P.  
Department of Hospital Administration  
Sanjay Gandhi Post Graduate Institute of Medical Sciences  
Raebareli Road, Lucknow, U.P.  
Phone: 0522-2495365, 2495361**

**TERMS AND CONDITIONS FOR THE CONTRACTUAL DEPLOYMENT FOR THE ABOVE SAID POSITIONS ARE AS UNDER:-**

1. **How to Apply:** The interested applicants must apply via email with their Bio-Data (CV), duly filled in scanned copy of the application form downloaded from institute website, address and contact details of two referees along with scanned copies of their Degree / Mark sheets from 10<sup>th</sup> standard onwards & all other documents / academic credentials on [recruitmentSOTTOUP@gmail.com](mailto:recruitmentSOTTOUP@gmail.com), before or latest by 17<sup>th</sup> February, 2025.
2. The engagement is purely on Contract Basis (fixed wages) for a period of eleven (11) months only. If the contract is not extended further, the same will lapse automatically without assigning any reason thereof. The contractual deployment can also be terminated any time, on either side, by giving one month's notice within the currency of eleven (11) months.
3. The worker will perform the duties as assigned to him/her. The competent authority reserves the right to assign any duty as and when required. No extra/additional remuneration will be admissible in case of all such assignments.
4. The worker will not be entitled to any benefit like Provident Fund, Pension, Gratuity, Medical Attendance Treatment, Seniority, Promotion etc, or any other benefits available to the Government Servants appointed on regular basis.
5. The contractual worker will not be granted any claim or right for regular appointment to any post of SGPGIMS, Lucknow.
6. The worker will be whole time worker of the SGPGIMS and must not accept any other assignment, paid or otherwise and must not engage himself/herself in a private practice of any kind during the duration of contract.
7. The contractual engagement to the said position will be subject to medical fitness from the competent medical board for which he/she will be sent to the designated medical authority of the institute, at their own cost.
8. Leave entitlement of the worker will be governed in terms of instructions contained in DoPT&T's O.M. No. 12016/3/84-Estt. (L) date the 12<sup>th</sup> April, 1985 as amended by PM No. 12016/1/96- Estt(L) dated 5<sup>th</sup> July, 1990 and OM No. 12016/2/99- Estt(L), dated 12<sup>th</sup> July, 1999.
9. On contractual engagement the worker will be required to give a written undertaking that they agree to all the Terms & Conditions of the advertisement in absolute sense upon their free will.
10. The applicant will not be entitled to any TA/DA for attending the interview and reporting for contractual engagement.





**State Organ & Tissue Transplant Organization – U. P.  
Department of Hospital Administration  
Sanjay Gandhi Post Graduate Institute of Medical Sciences  
Raebareli Road, Lucknow, U.P.  
Phone: 0522-2495365, 2495361**

11. Other conditions of contractual deployment will be governed by relevant rules & orders issued by Government of India/ NOTTO, MoHFW, GoI/Govt. of U.P./SOTTO-U. P./SGPGIMS from time to time with regard to contractual worker.
12. If any declaration given or information furnished by him/her turns out to be false or if he/she is found to have wilfully suppressed any material information he/she will be liable for removal from contractual deployment and also such other action as the Institute may deem necessary.
13. The contractual worker will not be entitled to avail any allowances/facilities being extended to the adhoc/regular/permanent faculty/staff of the SGPGIMS, Lucknow.
14. Interested applicants must apply for the position under reference in the prescribed application form available on the institute website appending there with copies of self-attested certificates/testimonials, as required, as per Sl. No. 1 mentioned vide supra.
15. It is being emphatically brought to the notice of both prospective applicants & subsequent contractual workers (who will report to work under SOTTO – U. P. after due selection process) for the completely temporary positions of Consultant (IEC/Media), Transplant Coordinator & Program Assistant cum Data Entry Operator under SOTTO – U. P. that the regularity of release of Grants – in – Aid (through which monthly wages are paid) by the NOTTO, MoHFW, GoI, can't be ensured & there may be disruption in the regularity/continuity of payment of wages which solely depends on decision as appropriate; by NOTTO, MoHFW, GoI. Merely application to the above mentioned contractual position, by prospective applicants for all three positions, it will be considered that applicants are aware of this Clause/Terms & Conditions of contractual engagement under SOTTO – U. P. and have completely understood its meaning & implications and have accepted the same in absolute sense upon their free will.

**GENERAL INSTRUCTIONS**

16. The applicant must ensure that they fulfil eligibility criteria. If at any stage, it is found that the applicant has furnished any incorrect information his/her candidature will stand cancelled. If any of these shortcoming(s) is/are detected even after the contractual deployment his/her contractual engagement will be terminated forthwith.
17. The applicant must bring their application/bio-data in triplicate along with all the document/certificates in support of their claim & 03 photocopies of each document including 03 passport size latest photographs at the time of document verification & interview.
18. The eligibility of the applicants will be checked by the Appropriate Committee before the interview and the decision of the Director, SGPGIMS will be binding upon the applicant in





**State Organ & Tissue Transplant Organization – U. P.  
Department of Hospital Administration  
Sanjay Gandhi Post Graduate Institute of Medical Sciences  
Raebareli Road, Lucknow, U.P.  
Phone: 0522-2495365, 2495361**

this regard. Further, only eligible applicants will be informed by email. Institute will not entertain any communication with the applicants who are not eligible.

19. The applicants must bring their original documents on the date of document verification & interview.

20. The period of experience wherever prescribed will be counted after obtaining the prescribed qualifications.

21. The contractual positions are purely temporary and can be terminated with one month notice or can cease to exist in case of non-availability of budget for wages.

22. The Director reserves the right to cancel the advertisement/ selection without assigning any reason, at any stage.

**DIRECTOR**  
SGPGIMS, Lucknow





State Organ & Tissue Transplant Organization – U. P.  
Department of Hospital Administration  
Sanjay Gandhi Post Graduate Institute of Medical Sciences  
Raebareli Road, Lucknow, U.P.  
Phone: 0522-2495365, 2495361

### APPLICATION FORM

**CONTRACTUAL ENGAGEMENT OF CONSULTANT (IEC/MEDIA),  
TRANSPLANT COORDIANTOR & PROGRAM ASSISSTANT CUM DATA ENTRY  
OPERATOR FOR SOTTO – U. P., DEPARTMENT OF HOSPITAL  
ADMINISTRATIION, SGPGIMS**

1. Position applied for:.....
2. Name of the Applicant:.....
3. Name of Father:.....
4. Name of Mother:.....
5. Date of Birth (dd/mm/yyyy):.....
6. Gender:.....
7. Marital Status:.....
8. Contact Details (Mobile No./Email):.....
9. Address for Correspondence:.....  
.....  
.....
10. Permanent Address:.....  
.....  
.....

Please affix your  
recent passport  
size photograph





State Organ & Tissue Transplant Organization – U. P.  
Department of Hospital Administration  
Sanjay Gandhi Post Graduate Institute of Medical Sciences  
Raebareli Road, Lucknow, U.P.  
Phone: 0522-2495365, 2495361

11. Examination Passed: (Matriculation/Grade X onwards)

Examination Passed	Institution/School	Board	Year of Passing	% Marks	Subjects	Division/Grade	Awards

12. Work Experience

Position	Institution	Date of Joining	Date of Leaving	Experience Month/Days	Job Description





**State Organ & Tissue Transplant Organization – U. P.**  
**Department of Hospital Administration**  
**Sanjay Gandhi Post Graduate Institute of Medical Sciences**  
**Raebareli Road, Lucknow, U.P.**  
**Phone: 0522-2495365, 2495361**


**13. Professional Achievements:**

--

**14. Attachments:**

- .....
- .....
- .....
- .....
- .....

**Declaration**

I certify the above particulars submitted are correct and in case they are inaccurate, the Institute would be free to take action against me.

Place :

Date :

**Signature of Applicant**