

F.No.R-13/370/Admn/NOTTO/2020  
National Organ and Tissue Transplant Organization  
4<sup>th</sup> & 5<sup>th</sup> Floor, Sriramachari Bhawan  
VMMC & Safdarjung Hospital,  
New Delhi-110029

Applications are invited from interested candidates fulfilling the eligible criteria for the posts of Administrative Officer for a period of one year and Lab Technician for a period of six months or till a regular incumbent is posted purely on contract basis which may be extended further, if need be, by the competent Authority. The walk- in-interview for selection is scheduled to be held on the dates shown against the posts.

S.No.	Name of Post	No. of Post	Maximum Age	Monthly Remuneration	Date of walk-in Interview
1	Administrative Officer	01	Upto 65 years	Rs. 50,000/- *	22.03.2021
2	Lab Technician	01	Upto 45 years	Rs. 25,000/-	24.03.2021

2. The details of the posts and terms and conditions for contractual appointment and other relevant rules, may be seen at [www.notto.gov.in](http://www.notto.gov.in) .

3. Interested and eligible Candidates are requested to send their curriculum vitae duly signed on the Email-Id of Director, NOTTO i.e. [dir@notto.nic.in](mailto:dir@notto.nic.in) within 10 days from the date of issue of this advertisement.

4. Candidates accepting the terms and conditions and fulfilling the qualifications and experience may appear for a walk-in interview before the selection committee on the above mentioned dates at 09:00A.M. positively along with original certificates/testimonials, one set of attested photocopy of all documents including age, educational qualification, experience and 2 passport size photographs.

5. No TA/DA is admissible for attending the walk-in- Interview.

\* Only Retired Government servants not below the rank of Section Officer / Administrative Officer (level 10 or above) are eligible to apply for the post of Administrative Officer. However, the total monthly remuneration plus the pension drawn by the selected candidate shall not be more than the last pay drawn by him/her calculated at the current rates of dearness allowance.

(Dr. Vasanthi Ramesh)  
Director, NOTTO  
6<sup>th</sup> march ,2021

**F.No.R-13/370/Admn/NOTTO/20**  
राष्ट्रीय अंग और ऊतक प्रत्यारोपण संगठन  
चौथी और पांचवी मंजिल, श्रीरामाचारी भवन  
वी एम एम सी और संफदरजंग अस्पताल  
नई दिल्ली-110029

नोटो में एक वर्ष की अवधि के लिए प्रशासनिक अधिकारी और छः महीने की अवधि के लिए प्रयोगशाला तन्त्रज्ञ के पदों के लिए पात्रता मानदंडों को पूरा करने वाले उम्मीदवारों से आवेदन आमंत्रित किए जाते हैं। विशुद्ध रूप से अनुबंध के आधार पर, जिसे जरूरत पड़ने पर सक्षम प्राधिकारी द्वारा बढ़ाया जा सकता है। चयन के लिए तात्कालिक साक्षात्कार संबंधित पदों के सामने दर्शायी गई तिथियों पर आयोजन किया जाना है।

	पद का नाम	पद की संख्या	अधिकतम आयु	मासिक पारिश्रमिक	तात्कालिक साक्षात्कार की तारीख
1.	प्रशासनिक अधिकारी	01	65 वर्ष	*50,000 रुपये	22.03.2021
2.	प्रयोगशाला तन्त्रज्ञ	01	45 वर्ष	25,000 रुपये	24.03.2021

2 संविदा नियुक्ति के लिए पदों का विवरण, संबन्धित नियम एवं शर्तों को [www.notto.gov.in](http://www.notto.gov.in) वेबसाइट पर देखा जा सकता है।

3 इच्छुक और पात्र उम्मीदवारों से अनुरोध है कि वे अपने जीवनी विवरण को ईमेल आईडी ([dir@notto.nic.in](mailto:dir@notto.nic.in)) पर इस विज्ञापन के 10 दिन के अंदर भेजे।

4 उम्मीदवारों जिनको नियम एवं शर्तें स्वीकार्य हैं और योग्यता एवं अनुभव को पूरा करते हैं तात्कालिक साक्षात्कार के लिए आ सकते हैं। असली प्रमाण पत्र, एक सेट सभी स्वयं सत्यापित प्रमाण पत्रों की फोटोकॉपी एवं दो पास्टपोर्ट साइज फोटो के साथ चयन समिति के समक्ष 09.00 बजे (पूर्वाह्न) उपस्थित हो।

5 तात्कालिक साक्षात्कार में भाग लेने के लिए कोई टीए/डीए नहीं दिया जाएगा।

\*केवल सेवानिवृत्त सरकारी कर्मचारी जो अनुभाग अधिकारी / प्रशासनिक अधिकारी - स्तर 10 या उससे ऊपर वाले, प्रशासनिक अधिकारी के पद के लिए आवेदन करने के लिए पात्र हैं। हालांकि, कुल मासिक पारिश्रमिक और चयनित उम्मीदवार द्वारा प्राप्त पेंशन वर्तमान दर पर गणना किया गया महंगाई भत्ता सहित, उसके द्वारा लिए गए अंतिम वेतन से अधिक नहीं होगी।

(डॉ वसन्ति रमेश)  
निदेशक, नोटो  
6th मार्च, 2021

### **TORs for the post of Administrative Officer**

NOTTO proposes to fill up the following post purely on contract basis for a period of one year or till a regular officer is posted.

S.No.	Name of Post	No. of Post	Maximum Age	Monthly Remuneration	Date of walk-in Interview
1.	Administrative Officer*	01	Upto 65 years	Rs. 50,000/-**	22.3.2021

### **Essential and minimum qualifications:-**

Graduate Degree and well versed in administration and establishment matters and also preferably in accounts matters and who have served in central Ministries/subordinate offices/autonomous institutions under the Government of India.

Officers Possessing MBA or PG Diploma in personnel management shall be given preference.

The Officers with the experience in a Health related institution would be preferred.

1	Number of Post	01
2	Maximum Age Limit	Upto 65 years
3	Place of Assignment	National Organ and Tissue Transplant organization
4	Assignments	<ol style="list-style-type: none"><li>1. Framing and Amendments of Recruitment Rules</li><li>2. Handling of Court Cases; and</li><li>3. Other administrative &amp; establishment matter.</li><li>4. RTI, grievance, petitions</li></ol>

### **Consolidated Remuneration:**

Consolidated remuneration of Rs. 50,000/- will be paid per month. The contractual appointee will be governed by the terms & conditions and relevant rules of Government of India. Income tax will be deducted at source on monthly basis.

\* Only Retired Government servants not below the rank of Section Officer / Administrative Officer (level 10 or above) are eligible to apply for the post of Administrative Officer.

\*\* However, the total monthly remuneration plus the pension drawn by the selected candidate shall not be more than the last pay drawn by him/her calculated at the current rates of dearness allowance.

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

The post is to be filled up purely on contractual basis for a period of one year with effect from the date of joining which will be extended further, if need be, by the competent authority. The appointment can also be terminated at any time 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. Candidate accepting the above said terms & conditions and fulfilling the qualifications and experience are required to appear for walk-in interview on the date mentioned against the post, and report to the National Organ and Tissue Transplant Organization, 4<sup>th</sup> & 5<sup>th</sup> Floor, SriRamachari Bhawan, VMMC & Safdarjung Hospital Campus at 09:00 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.

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.

Non-practicing allowance will not be admissible.

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

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.

Candidates should email a copy of the complete resume within 10 days from the date of publication of this advertisement and will be required to appear for walk- in- interview on the given date and time.

### **TORs for the post of Lab Technician**

NOTTO proposes to fill up the following post purely on contract basis for a period of six months or till a regular officer is posted.

S.No.	Name of Post	No. of Post	Maximum Age	Monthly Remuneration	Date of walk-in Interview
1.	Lab Technician	01	Upto 45 years	Rs. 25,000/-	24.3.2021

### **Eligibility Criteria and Requisite Qualification:-**

BSc from a recognized University or equivalent qualification 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 of Lab Technician**

The post of Lab Technician is required for tissue processing and upkeep of the lab equipments. He/She will assist in various functions like bone cutting, washing, specimen labeling and specimen screening and ensure their proper sterilization and storage at optimum temperatures. Also, be responsible for monitoring the temperature of deep freezers.

### **Age:**

Upto 45 years

### **Consolidated Remuneration**

The consolidated remuneration will be Rs. 25,000/- per month. The contractual appointee will be governed by the terms & conditions and relevant rules of Government of India. Income tax will be deducted at source on monthly basis.

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

The post is to be filled up purely on contractual basis for a period of six months with effect from the date of joining which will be extended further, if need be, by the competent authority. The appointment can also be terminated at any time 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. Candidate accepting the above said terms & conditions and fulfilling the qualifications and experience are required to appear for walk-in interview on the date mentioned against the post, and report to the National Organ and Tissue Transplant Organization, 4<sup>th</sup> & 5<sup>th</sup> Floor, SriRamachari Bhawan, VMMC & Safdarjung Hospital Campus at 09:00 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.

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.

Non-practicing allowance will not be admissible.

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

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.

Candidates should email a copy of the complete resume within 10 days from the date of publication of this advertisement and will be required to appear for walk- in- interview on the given date and time.