



# CHITTARANJAN NATIONAL CANCER INSTITUTE

(An Autonomous Institute under Ministry of Health and Family Welfare, Govt. of India)

37, S. P. Mukherjee Road, Kolkata - 700 026

## **Advt. No.: 608/2020**

Director, CNCI, Kolkata invites applications for recruitment to the following posts:-

Sl. No.	Name of Post & Pay Level as per 7 <sup>th</sup> CPC	Number of post & Category	Age Limit	Mode of Recruitment
1.	<b>Internal Audit Officer</b> (Level 07)	1 (UR)	Not exceeding <b>56 years</b>	<b>Deputation</b>
2.	<b>Administrative Officer</b> (Level 07)	1 (UR)	<b>45 years</b>	<b>Direct Recruitment</b>
3.	<b>Senior Stenographer/PA</b> (Level 06)	1 (SC)	Not exceeding <b>56 years</b>	<b>Deputation/ Absorption</b>
4.	<b>Head Clerk</b> (Level 06)	1 (UR)	<b>30 years</b>	<b>Direct Recruitment</b>
5.	<b>Maintenance Supervisor</b> (Level 05)	2 (UR)	<b>30 years</b>	<b>Direct Recruitment</b>
6.	<b>Store Keeper</b> (Level 04)	2 (UR)	Not exceeding <b>56 years</b>	<b>Deputation/ Absorption</b>
7.	<b>Upper Division Clerk</b> (Level 04)	7 (UR – 5, SC – 1, ST – 1)	Not exceeding <b>56 years</b>	<b>Deputation/ Absorption</b>
8.	<b>Stenographer</b> (Level 04)	2 (UR)	<b>30 years</b>	<b>Direct Recruitment</b>

Interested applicants may visit this Institute's Website: [www.cnci.org.in](http://www.cnci.org.in) for details

Last date for receipt of applications – **31.10.2020** within **5 P.M.**

**Director**



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37, S. P. Mukherjee Road, Kolkata - 700 026

## Advt. No.: 608/2020

Director, CNCI, Kolkata invites application from the citizens of India for recruitment to the following posts and required educational qualification and experience is as under:-

Sl. No.	Name of Post & Pay Level as per 7 <sup>th</sup> CPC	No. of Positions & Category	Age Limit	Required Educational Qualification and Experience
1	<b>Internal Audit Officer</b> (Level 07) (₹ 44900 – 142400)	1 (UR)	Not exceeding <b>56 years</b>	Accounts/Audit Officer in organised Audit & Accounts Department of Govt. with at least 5 years service in the grade having experience in Statutory Audit/Internal Audit.
2	<b>Administrative Officer</b> (Level 07) (₹ 44900 – 142400)	1 (UR)	<b>45 years</b>	Graduate with 5 years experience of Establishment matter in a responsible capacity having knowledge of Govt. Rules & Regulations including Audit & Accounts Rules and Secretarial Procedure in Govt. / Semi – Govt. Organization preferably.
3	<b>Senior Stenographer/PA</b> (Level 06) (₹ 35400 – 112400)	1 (SC)	Not exceeding <b>56 years</b>	Graduate with Shorthand/typing speed 100/40 w.p.m. and 3 years experience in the post of Stenographer in Govt. / Semi – Govt. Organization preferably.
4	<b>Head Clerk</b> (Level 06) (₹ 35400 – 112400)	1 (UR)	<b>30 years</b>	Graduate with 5 years experience in establishment matter with good knowledge of Govt. of India service rules in a Govt. or Semi-Govt. Organisation preferably.

<b>5</b>	<b>Maintenance Supervisor</b>  (Level 05) (₹ 29200 – 92300)	<b>2 (UR)</b>	<b>30 years</b>	Higher Secondary or equivalent with ITI Certificate in Mechanical/ Electrical trade with over 5 years experience in a responsible capacity in Govt. / Semi – Govt. Organization preferably.
<b>6</b>	<b>Store Keeper</b>  (Level 04) (₹ 25500 – 81100)	<b>2 (UR)</b>	Not exceeding <b>56 years</b>	Graduate with 3 years experience in the post of Clerk or equivalent grade in Store & Purchase in Govt. / Semi – Govt. Organization preferably.
<b>7</b>	<b>Upper Division Clerk</b>  (Level 04) (₹ 25500 – 81100)	<b>7</b> <b>(UR – 5,</b> <b>SC – 1,</b> <b>ST – 1)</b>	Not exceeding <b>56 years</b>	Graduate with 3 years experience in the post of LDC or in equivalent post with typing speed 30 w.p.m., having the requisite work experience in Govt. / Semi – Govt. Organization preferably.
<b>8</b>	<b>Stenographer</b>  (Level 04) (₹ 25500 – 81100)	<b>2 (UR)</b>	<b>30 years</b>	Graduate with Shorthand/typing speed 80/30 w.p.m.

### **General Terms & Conditions for Deputation:-**

1. The period of deputation is initially for 03 years which may be extended or shortened.
2. Employees of Central Government/ State Government/ Autonomous Bodies/ Statutory Organisations and Semi – Government Organisations should submit their applications through proper channel. However, advance copy will be accepted. The applications should contain certified copies of ACRs/APARs for the last five years, Integrity Certificate, Vigilance Clearance and also a Certificate to the effect that no major/minor penalty was imposed on the officer during the last 10 years.
3. The applications in the prescribed proforma duly filled in along with self-attested copies of supporting documents may be sent to **“The Director, Chittaranjan National Cancer Institute, 37, S.P. Mukherjee Road, Kolkata – 700026”**. The envelope should be superscribed with the name of the post applied for and reach CNCI, Kolkata within **31.10.2020 (5 p.m.)** along with a **Demand Draft (non – refundable)** of ₹ **200/-**, drawn in favour of **“Director, CNCI”**, payable at **Kolkata**. However, the categories of applicants i.e. SC, ST, PH & Female candidates are exempted from payment of application fees as per extant practice of GOI. The applicant may send the application **by ordinary post or may drop** in the application box located in **Admin. Block (Research Wing)** of this Institute, **within 31.10.2020 (5 p.m.)**
4. With regard to upper age limits, the crucial date would be the last date fixed for receipt of application.
5. No interim queries will be entertained. The Institute Authority reserves the right to reject any/all applications without assigning any reason whatsoever. However, the number of vacancies may vary.
6. Depending on the number of applications, eligible short-listed candidates will be called for trade test or interview (as applicable). Since, it is not possible to call all the eligible candidates for trade test or interview, the applicants will be short-listed on the basis of criteria fixed by the Institute, at the time of scrutiny. The decision of the Institute in this regard will be final and binding.

## **General Terms & Conditions for Direct Recruitment:-**

1. Interested candidates who fulfil the above requirements may send their neatly typed application on plain paper as per the following format with the self – attested copies of certificate of proof of age, qualifications, caste, experience etc. and two copies of recent passport size photographs, addressed to “**The Director, Chittaranjan National Cancer Institute, 37, S.P. Mukherjee Road, Kolkata – 700 026**”, along with a **Demand Draft (non – refundable) of ₹ 200/-**, drawn in favour of “**Director, CNCI**”, payable at **Kolkata**. However, the categories of applicants i.e. SC, ST, PH & Female candidates are exempted from payment of application fees as per extant practice of GOI. The applicant may send the application **by ordinary post or may drop** in the application box located in **Admin. Block (Research wing)** of this Institute, **within 31.10.2020 (5 p.m.)**. The envelope shall be superscribed with the name of the post applied for. In case of apply for more than one post, individual application will have to be sent.
2. Those already employed under Government/Semi – Government/PSU/Autonomous Bodies, should apply through proper channel.
3. Age relaxation will be given to the applicants as per Govt. of India extant rules. With regard to upper age limits, the crucial date would be the last date fixed for receipt of application.
4. No interim queries will be entertained. The Institute Authority reserves the right to reject any/all applications without assigning any reason whatsoever. However, the number of vacancies may vary.
5. Depending on the number of applications, eligible short-listed candidates will be called for written test and/or interview (as applicable). Since, it is not possible to call all the eligible candidates for such test or interview, the applicants will be short-listed on the basis of criteria fixed by the Institute, at the time of scrutiny. The decision of the Institute in this regard will be final and binding.

**Application Format on Deputation/Absorption Basis**

**The Director,  
Chittaranjan National Cancer Institute,  
37, S.P. Mukherjee Road,  
Kolkata – 700 026**

Paste latest  
Self-attested  
Passport size  
colour  
photograph

**Sub:** Application for the post of \_\_\_\_\_ on deputation/absorption basis in CNCI.

Sir,

This has reference to your advertisement published in \_\_\_\_\_ on \_\_\_\_\_ in connection with recruitment to various posts in Chittaranjan National Cancer Institute, Kolkata, on deputation/absorption basis.

I would like to apply for the post of \_\_\_\_\_ in Chittaranjan National Cancer Institute, Kolkata, on deputation/absorption basis. The required details are furnished below:-

01) Name of the post applied for:

02) Name (in block letters):

03) Date of birth (in Christian Era):

04) Address:

Permanent Address:

Present Address :

05) E – mail id:

06) Contact Number: Phone:

Mobile:

Alternative Mobile:

07) Age as on last date of receipt of application:

08) Category (Please mention):UR/SC/ST/OBC

09) Date of retirement as per Govt. rules:

10) Educational and other qualifications:

11) Whether Educational and other qualifications required for the post satisfied:

Qualification/ Experience required	Qualification/ Experience possessed by the Applicant

12) Please state clearly whether in the light of entries made by you above, you meet the requirements of the post:

13) Details of Employment in chronological order: Enclose a separate sheet duly authenticated by your signature if the space below insufficient:

Office/ Instt./Organization	Post held	From	To	Scale of pay/ Basic pay	Nature of duties

14) Nature of present employment: Ad-hoc/Temporary/Permanent:

15) In case the present employment is held on deputation/contract basis, please state:

- a. The date of initial appointment:
- b. Period of appointment on deputation/contract:
- c. Name of the parent office/organization to which you belong:

16) Please state whether working under: Officials under the Central Govt./State Govt./Autonomous bodies/PSU :

17) Are you in revised scale of pay? If yes, give the date from which the revision took place and also indicated the pre-revised scale and revised scale:

18) Total emoluments per month now drawn:

19) Additional information, if any, which you would like to mention in support of your suitability for the post. (Enclose a separate sheet if the space is in sufficient):

20) Complete official address of the candidate including telephone number:

21) Demand Draft No., Date and Amount:

Date:

\_\_\_\_\_  
Signature of the applicant

# **CERTIFICATE**

**(To be filled by the Authority forwarding the application)**

1. Certified that the particulars furnished by the applicant have been checked from available records and found to be correct.
2. Certified that the candidate is eligible for the post as per condition mentioned in the circular.
3. Certified also that no vigilance case is either pending or being contemplated against the applicant. Integrity of the applicant is certified.
4. Photocopies of up to C.R. Dossier of the officer for the last 5 years, duly attested, are enclosed.

Signature .....

Name & Designation of the Forwarding Officer with seal .....



## Application Format for Direct Recruitment

**The Director,  
Chittaranjan National Cancer Institute,  
37, S.P. Mukherjee Road,  
Kolkata – 700 026**

Paste latest  
Self-attested  
Passport size  
colour  
photograph

Sub: Application for the post of \_\_\_\_\_ on direct recruitment basis in CNCI.

Sir,

This has reference to your advertisement published in ..... on ..... in connection with recruitment to the various posts in Chittaranjan National Cancer Institute, Kolkata, on direct recruitment basis.

I would like to apply for the post of ..... in Chittaranjan National Cancer Institute, Kolkata, on direct recruitment basis. The required details are furnished below:-

01.	Name (in Block Letters)	
02.	Father's/Husband's Name	
03.	Present Address	
04.	Permanent Address	
05.	Date of Birth	
06.	Age as on last date of receipt of application	
07.	Education Qualification	
08.	Experience	
09.	Nationality	
10.	Religion	
11.	Caste	
12.	Marital Status	
13.	Contact Number	
14.	Email Address	
15.	Present Occupation, if any	
16.	Other Information, if any	
17.	Demand Draft No., Date and Amount	

I hereby declare that the above information is true, correct and complete to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect at any stage, my application/candidature is liable to be rejected summarily.

Encl:

- a) Self-Attested Copy of Certificate As Proof of Age
- b) Self-Attested Copies of Certificates of Qualifications
- c) Self-Attested Copy of Certificate of Caste, If Any
- d) Self-Attested Copies of Certificates of Experience
- e) Two Copies of Recent Passport Size Photographs
- f) Demand Draft of ₹ 200/-

Date:

\_\_\_\_\_  
Signature of the Applicant