

Chittaranjan National Cancer Institute
37, S.P. Mukherjee Road
Kolkata – 700026

Advertisement No : 606 /2020

Director, CNCI, Kolkata invites application for appointment as mentioned below on absorption /deputation basis to the post as follows :-

S/No	Name of Post	No of Post	Classification	Pay Band & Grade Scale	Mode of Recruitment
1	2	3	4	5	6
1.	Senior Administrative Officer	01(One)	(Group - A)	Pay level as per 7 th CPC (Pay Level - 11)	Not Applicable

Age Limit for direct recruitment	Educational and other qualifications required for direct recruitments	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	Period of probation, if any
7	8	9	10
Not Applicable	Not Applicable	Not Applicable	Not Applicable

Method of recruitment whether by direct recruitment or by promotion or by absorption and the percentage of the vacancies to be filled by various methods.	In case recruitment by absorption/deputation to be made
11	12
Absorption / Deputation	Officer holding analogous posts on regular basis or with at least 5 years service in the grade rendered after appointment there to on a regular basis in posts with pay scale of Pay Band-3 with Grade Pay of Rs. 5400/- OR With 6 years service in the grade rendered after appointment there to on a regular basis in posts with pay scale of Pay Band-2 with Grade Pay of Rs.4800/- OR With 7 years service in the grade rendered after appointment there to on a regular basis in post with pay scale of Pay Band 2 with Grade Pay of Rs. 4600/- OR equivalent in a Central / State Govt. / Autonomous Organisation /

	<p>Research Institutes / Universities etc, with atleast 5 years of experience in Administration / Accounts / Establishment work in Central / State Govt. / Autonomous Organisation / Public Sector Undertakings/Research Institutes / Universities etc.</p> <p>Note: 1 :- The period of deputation including period of deputation spent in any other ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Govt./State Govt. shall ordinarily not exceed 3 years. The maximum age limit for appointment on deputation shall not be exceeding 56 years as on the closing date of receipt of applications.</p> <p>Note: 2 :- For the purpose o appointment on deputation or absorption basis, the service rendered on a regular basis by an officer prior to 1st January, 2006 (the date from which the revised pay structure based on the Seventh Central Pay Commission recommendations has been extended) shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the pay commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay or pay scale and where this benefit extend only for the post for which that grade pay or pay scale is the normal replacement grade without any upgradation.</p>
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Functions and Duties of Sr. AO.

- In-charge of Establishment Section of the Institute;
- Shall co-ordinate between the administration, Hospital and Research wing of the Institute to ensure smooth functioning;
- Shall supervise and direct the maintenance and project related jobs of the Institute,
- Shall assist the Director of the Institute in all administrative and other related matters;
- Shall maintain liaison with the Ministry of Health & Family Welfare, Govt. of India in regular functioning of the Institute;
- Shall arrange and/or attend departmental, inter-departmental meetings including meetings viz. Governing Body, Standing Finance Committee etc. as convened or any other meetings convened by the Ministry of Health & Family Welfare, Govt. of India
- Shall look into all matters pertaining to the Institute as arisen from time to time and take necessary step(s) in consultation with the authority (ies) of the Institute so as to settle the same;
- Shall undertake the jobs related to Public relations;
- Shall supervise general administration, recruitment, promotion, transfer, discipline, employees' welfare, settlement of disputes within the ambit of extant rules of Govt. of India /Bye Laws of this Institute.
- Shall ensure proper execution of agreements, deeds, contracts and other documents and their enforcement;
- Shall exercise such other powers and perform such other duties as assigned to him by the Bye-Laws and Regulations of the Institute, as amended from time to time, and as may be assigned to him by the Director from time to time.

13) GENERAL CONDITION

The institute reserves the right to cancel the recruitment without assigning any reason. The prescribed essential qualification & Emp; experience are minimum and the mere possession of the same does not entitle candidates to be called for interview. If the number of application received in response to the advertisement is large, it will be not convenient or possible for the selection committee to interview all those candidates. So, the screening Committee of the Institute may restrict the number of candidates to be called for interview to a reasonable limit on the basis of desirable qualification and / or experience prescribed in the advertisement as per the specific recruitment of the Institute. No correspondence will be entertained with candidates who are not called for interview/selected for appointment.

Last date of receipt of application – 31.08.2020

Director

PTO

Application for the post of Senior Administrative Officer on deputation / absorption basis

01) Name of the post applied for :

02) Name of the applicant :

03) Date of Birth :

04) Father's Name :

05) Nationality :

06) Marital Status :

07) Educational Qualification :

S. No	Examination Passed	Board / University	Year of Passing	Division with percentage of marks
01				
02				
03				
04				

08) Permanent Address (residential) :

09) Name of the present Office in which working and Complete Postal Address:

10) Post held :

11) Total Emoluments per month now drawn :

12) Contact No. & email address :

13) Details of Employment in chronological order :

S L. N o	Office / Institute Department / Organisation	Post Held (Regular)	From	To	Pay Band and Grade Pay	Nature of Duties
I.						
II.						
III.						
IV						

14) Details of Indian Postal Order (IPO) :

The applications in the prescribed proforma duly filled in alongwith self-attested copies of supporting documents may be sent to **“The Director, Chittaranjan National Cancer Institute, 37, S.P. Mukherjee Road, Kolkata – 700 026”**. The envelope should be superscribed with the name of the post applied for and reach CNCI, Kolkata within 31.08.2020(5pm) alongwith a Demand Draft **(Non-Refundable)** of Rs. 500/-, drawn in favour of “Director CNCI”, **payable at Kolkata and SC, ST, PH & Female candidates** of Rs. 200/-. 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 31.08.2020.(5 P.M.)**

Certified that the information furnished above is true to the best of my knowledge.

Date :

Place :

(Signature of the candidate)

Particulars of documents to be enclosed :

1. Photocopies of all certificates reg. educational qualifications & age.
2. Photocopies of APARs for the last five years.
3. Statement reg. suitability for the post applied for.
4. Certificate Vigilance Clearance ' Integrity Certificates issued by the competent authority.
5. IPO for an amount of Rs 500/-
6. NOC will be carried by the applicant at the time of interview.