

DR. B. BOROOAH CANCER INSTITUTE

(Regional Institute for Treatment & Research)

Gopinath Nagar, Guwahati-781016

Website : www.bbcionline.org; E-mail : bbc_info@yahoo.co.in

ADVERTISEMENT

Applications from the Indian citizens are invited in prescribed format for the following posts at Dr. B. Borooah Cancer Institute (Regional Cancer Centre), Guwahati-781016 (Assam).

Sl.	Post	Eligibility Criteria / Job description	Salary	No. of posts
1.	Medical Counselor (regular)	<p>Master Degree in Clinical Psychology from recognized University.</p> <p>Job description :</p> <p>*To help patient deal with mental, emotional and behavioral difficulties.</p> <p>*To provide advice on the best strategies and techniques to overcome such difficulties.</p> <p>*Rehabilitation counseling, Psycho-therapy & pain management.</p> <p>*Counseling for tobacco cessation.</p>	Rs. 8000 - 35000 + Rs.4300/- (GP) per month + other allowances	1
2.	Assistant Material Officer (regular)	<p>Commerce Graduate with 2 years PG Management qualification. The candidate having similar experience in a recognized & reputed Institute will be given preference.</p> <p>Job Description:</p> <ul style="list-style-type: none">• Inventory control• Vendor Development and supplier accreditation• Effective proactive liaison with other departments in order to forecast / plan and meet the supply demand• Maintaining purchasing information such Vendor performance, capabilities, etc.• Compliance with relevant statutory guidelines	Rs. 5200 - 20200 + Rs.3100/- (GP) per month + other allowances	1

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Sl.	Post	Eligibility Criteria / Job description	Salary	No. of posts
3.	Social Investigator (regular)	<p>Master degree in Sociology / MSW from recognized university.</p> <p>Job description: *To provide support to patient on social issues. *Follow-up of patients. *Field visit for community based cancer control programme. *To assist in Tobacco Cessation Clinic. *To participate in hospital / patient related activities.</p>	Rs. 8000 - 35000 + Rs.4300/- (GP) per month + other allowances	1
4.	Statistical Assistant (regular)	<p>Post Graduate Qualification in Statistics with special paper in Bio-statistics / Demography with computer application knowledge.</p> <p>Job description: *To check hospital registration source data in order to verify its completeness and accuracy. *To check survey responses for errors *Code data as necessary prior to computer entry, using lists of codes. *Compile reports, charts, and graphs that describe and interpret findings of analyses. *Compile statistics from source materials, quality-control and test records, time sheets, and survey sheets. *Compute and analyze data, using statistical formulas and computers or calculators. *Enter data into computers for use in analyses and reports. *Feed response sheets through optical scanners that read responses and store data in a format that computers can read. *File data and related information, and maintain and update databases. *Organize paperwork such as survey forms and reports for distribution and for analysis. *Select statistical tests for analyzing data. *Discuss data presentation requirements with various departments. *Interview people and keep track of their responses. *Participate in the publication of data and information. *Send out surveys.</p>	Rs. 5200 - 20200 + Rs.3300/- (GP) per month + other allowances	1

Sl.	Post	Eligibility Criteria / Job description	Salary	No. of posts
5.	LDA-cum-Computer Operator (regular)	Graduate in any discipline with diploma in computer application. Job description: Clerical & secretarial works.	Rs. 5200 - 20200 + Rs.2500/- (GP) per month + other allowances	2
6.	PA to Medical Staff (regular)	Graduate in any discipline with diploma in computer application. Working experience in reputed medical institution desirable. Job description: Clerical & secretarial works of medical staff.	Rs. 5200 - 20200 + Rs.2500/- (GP) per month + other allowances	1
7.	Accounts Assistant (regular)	Commerce graduate with Accountancy with minimum one year Accountancy working experience. Job description: Correct, process and reconcile a wide variety of accounting documents such as invoices, departmental billings, employee reimbursements, cash receipts, vendor statements, and journal vouchers; review and code financial information; prepare and process documents to disburse funds, make deposits and prepare reports; compile and review information for accuracy; and maintain records. Work to be performed by applying knowledge of accounting terminology and using spreadsheets and/or automated accounting systems.	Rs. 5200 - 20200 + Rs.2500/- (GP) per month + other allowances	1
8.	Staff Nurse (regular)	3 years GNM Course with 2 years working experience. GNM candidates with additional B.Sc. Nursing qualification will be given preference. Job description: Patient care in indoor wards/OPD/ICU/OT/blood Bank/Emergency etc.	Rs. 5200 - 20200 + Rs.3000/- (GP) per month + other allowances	10

Sl.	Post	Eligibility Criteria / Job description	Salary	No. of posts
9.	ICU Technician (regular)	XII Standard in Science with one year ICU Technician course from a recognized institution. Job description: Monitoring and para-medical support to critically ill patients.	Rs. 5200 - 20200 + Rs.2500/- (GP) per month + other allowances	1
10.	Laboratory Technician (regular)	One year Diploma / Certificate course in Medical Laboratory Technology with one year working experience in Molecular Biology Laboratory / Flow Cytometry Job description: Data entry, sample collection, preparation for Molecular Biology Laboratory procedures like PCR, Hybrid Capture, Flow Cytometry, FISH, etc.	Rs. 5200 - 20200 + Rs.2500/- (GP) per month + other allowances	2

Candidates with working experience in respective field will be given preference.

Age Limit (as on 31.12.2013) : **Not exceeding 38 years.**

Persons working under Central / State Government / Public Sector Undertaking / Autonomous Organization should submit their applications through proper channel. They may, however, send one advance copy of the application along with enclosures which should reach before the prescribed last date.

The decision of the Institute as to eligibility or otherwise of a candidate will be final.

The applicants, who do not have requisite qualifications up to the last date for submission of applications, will not be considered.

Incomplete applications will not be considered.

Mere fulfilling the minimum educational qualification and experience doesn't bestow right to a candidate to be called for interview. The Institute reserves the right to reject or accept any candidature without assigning any reason thereof.

The number of vacancies indicated against each category of posts is provisional and may increase or decrease depend on the actual needs of the Institute.

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Interested and eligible candidates may submit their application in the **prescribed format** given below along with complete bio-data (supported by attested copies of certificates & mark sheets) to “**The Director, Dr. B. Borooah Cancer Institute, Gopinath Nagar, A. K. Azad Road, Guwahati-781016, Assam**” on or before **19th December 2013.**

The Management of Dr B Borooah Cancer Institute will not be responsible for rejection of applications due to late postal delivery or lost in transit.

The date and time of interview will be intimated to the eligible candidates in due course of time. No TA/DA will be paid for attending the interview.

Please note that canvassing / bribing in any form will be a disqualification and would lead to cancellation of candidature.



Director
Dr B Borooah Cancer Institute
Guwahati-16

APPLICATION FORMAT

Dr Bhubaneswar Borooh Cancer Institute

(Regional Cancer Centre)

Guwahati - 781016

Application for the post of

*Affix passport
size photograph*

1. Full name in block letters :
2. Father's / Husband Name :
3. Date of Birth :
4. Age (as on 31st December 2013):
5. Sex :
6. Permanent Address in full :
(with pin code)
7. Present address in full :
(with pin code)
8. Nationality (State whether by birth or by Domicile) :
9. Religion :
10. Details of Examination passed starting from matriculation / School Leaving Certificate onward:

Sl. No.	Name of School / College with address	Examination pass / year	Division / class obtained	Percentage of marks obtained

11. (a) Experience :

Sl. No.	Name of the Institution	Name of the employer	Post(s) held		Nature of duty	Reason of leaving
			From	To		

b) Whether No Objection Certificate from the Employer is attached. If not, reason thereof:

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Declaration

I hereby declare that the above information are true and correct to the best of my knowledge and belief.

I further declare that I shall not indulge in canvassing / bribing in any form. I understand that this will be a disqualification and would lead to cancellation of my candidature.

.....
Signature of applicant

Station :

Date :