चित्तरंजन राष्ट्रीय कैंसर संस्थान

CHITTARANJ7AN NATIONAL CANCER INSTITUTE

(स्वास्थ्य और परिवार कल्याण मंत्रालय के तहत एक स्वायत्त संस्थान, भारत सरकार)

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

प्रथम कैंपस - 37, एस. पी. मुखर्जी रोड, कोलकाता - 700 026/1ˢᵗ Campus – 37, S. P. Mukherjee Road, Kolkata - 700 026

द्वितीय कैंपस - स्ट्रीट नंबर 299, प्लॉट नंबर डीजे - 01, परिसर नंबर 02-0321, एक्शन एरिया 1डी, न्यू टाउन, कोलकाता – 700160

2ⁿᵈ Campus - Street No.299, Plot No. DJ – 01, Premises No. 02-0321, Action Area 1D, New Town, Kolkata – 700160

Phone: 033-2324-5015, Email: cncinstkol@gmail.com, Website: cnci.ac.in

No- HFW-46040(11)/174/2024   Dated: 28.08.2024

Advt. No.: N- 270/2024

Director, CNCI Kolkata invites applications through Offline mode for filling up the following posts on contractual basis under the project HBCR & POCSS initially for a period of 06 Months which may be extended based on extension of the Project and requirement of the Institute.

Sl. No.	Name of Post	Number of post & Category	Age Limit	Remuneration	Essential Qualification	Engagement
1.	Date Entry Operator	02 (01- OBC, 1- UR)	25 Years	Consolidated remuneration of Rs. 17000/- per month	1) Bachelor's Degree from a recognized University/Institute 2) Typing Speed of 8000 Key depressions per hour on computer.	Contractual basis initially for a period of 06 Months

Desirable: Candidates having experience in working in a similar project and working knowledge in Hospital Management System will be preferred.

The Crucial date for submission application from is **28.08.2024 to 10.9.2024 (17:00 Hrs).** The duly filled in application in the prescribed format may be sent to recruitment.cncik@gmail.com or the same may be sent through Speed Post

" To the Director, Chittaranjan National Cancer Institute, Street No-299, DJ Block, Action Area-1D, Newtown, Kolkata-700160".

Applications received after the due date will summarily be rejected and no correspondence in this regard will be made.

Date of Written Test/Skill Test: 14.09.2024 from 9:30 AM onwards.

DIRECTOR

i)   APPLICATION FEE:

- For UR, EWS and OBC - ₹ **200/-**

- For SC and ST, Female & PWD Nil.

ii)   Application Fee has to be paid Online in the below mentioned account details.

Account Number	:	**40382089655,**
Bank Name	:	**State Bank of India,**
Branch Name	:	**Sanjeeva Town (Code-16913),**
IFSC Code	:	**SBIN0016913,**
MICR Code	:	**700002475**

iii)   AGE RELAXATION: Age relaxation permissible as per instructions/orders issued by Government of India. Upper age limit shall be determined as on last date of receipt of application.

iv)   This is to be noted that mere submission of application does not guarantee selection/ appointment in the respective post. The applicants will be short-listed on the basis of criteria fixed by the Institute. Selection of candidates will be made strictly based on merit position, available vacancy, and verification of original documents / certificates. The decision of the Institute in this regard will be final and binding.

v)   While applying for the above posts, the applicant must ensure that he / she fulfills the eligibility criteria including academic and professional qualifications as per the NOTIFICATION and other norms mentioned above as on the specified dates. In case it is detected at any stage of recruitment / selection that a candidate does not fulfill the eligibility norms and / or that he / she has furnished any incorrect / false / wrong information or has suppressed any material fact(s), his / her candidature will automatically stand cancelled. If any of the above shortcoming(s) is / are detected may be terminated.

vi)   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.

vii)   CNCI reserves the right to cancel / restrict / enlarge / modify / alter the Recruitment Process, if needed, without issuing any further notice or assigning any reason there for. The decision of the Institute in this regard will be final and binding.

viii)   The declared vacancies are tentative and may increase/decrease.

ix)   Candidates are informed to check the website **www.cnci.ac.in** regularly for any updates.

Xl)   Legal Jurisdiction will be Kolkata in case of any dispute.

Xll)   Incomplete applications will summarily be rejected and no interim queries will be entertained in this regard.

  For clarifications please contact: Email: recruitment.cncik@gmail.com

Phone: 033 2324 5015

DIRECTOR

Method of Selection

1. The shortlisted candidates will be called for Data Entry Test. However, based on the number of applications Institute reserves the right to conduct Screening Test which will be intimated to the shortlisted candidates.
2. Merit list will be prepared based on the marks obtained by the candidates in the Skill Test.

Instructions to the Candidates for Skill Test

3. The Institute will provide the Computer for the test.

Post	Skill Test Norms
Data Entry Operator	1. Data Entry of approx. 8000 Key Depressions (Time Allowed – 15 minutes) 2. MS Excel: As per given format (Time allowed- 15 minutes)

4. Candidates are required to report half-an-hour before the commencement of the test, or at the reporting time indicated through mail.
5. Candidates are required to bring self-attested copies of the following certificates/documents along with the originals thereof at the time of typewriting test failing which they may not be admitted to the test.
   i) Metric or equivalent certificate in support of date of birth.
   ii) Education Certificate in support of educational qualification.
   iii) SC/ST/ExS/OBC certificate in the prescribed format issued by the competent authority.
   iv) A recent passport size photograph.

6. Travelling and other expenses must be borne by the candidates themselves.

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Campus-I: 37, S.P Mukherjee Road, Kolkata-700026
Campus-II: Street No-299, DJ Block, Action Area-I D, Newtown, Kolkata-700160

(Application form for the Posts of Data Entry Operator under HBCR & POCSS Project)

Please attach recent passport size photograph (not less than 3 months old)

1.	Name of the Candidate (in BLOCK CAPITAL)	
2.	Father's / Husband's Name	
3.	Address for communication, in full with telephone number, email, etc.	
4.	Permanent Address in full with telephone number, email etc.	
5.	Date of Birth	
6.	Gender (Male/Female/Others)	
7.	Category (UR/OBC/ST/ST)	
8.	Academic qualifications *	

Sl. No.	Degree / Diploma	Year of passing	University / Institute	Division /Grade

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10.	Experience	
11.	Present employment status	

I hereby declare that the information given above is true and complete to the best of my knowledge and belief.

Dated :   (Signature of the Candidate)