

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

Advertisement No : 640 /2021

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

S/No	Name of Post	Pay Level as per 7 th CPC	Pay Band & Grade Pay/Pay Scale	No of Post	Mode of Recruitment
1	2	3	4	5	6
1.	Senior Administrative Officer (Group-A)	Pay Level 11	Pay Band-3 (15,600 – 39,100) Grade Pay of Rs. 6,600/-	01	Deputation

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	Criteria & Eligibility
11	12
Deputation	<p>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/-</p> <p style="text-align: center;">OR</p> <p>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/-</p> <p style="text-align: center;">OR</p> <p>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/-</p> <p style="text-align: center;">OR</p> <p>equivalent in a Central / State Govt. / Autonomous Organisation / 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</p>

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.

Note: 2 :- For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 1st January, 2016 (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.

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.

Last date of receipt of application – 31.12.2021

Director

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 **31.12.2021 (5 p.m.)** along with a **Demand Draft (non – refundable)** of ₹ **500/-**, 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 31.12.2021 (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 written test or interview (as applicable). Since, it is not possible to call all the eligible candidates for written 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

**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 basis in CNCI.

Sir,

This has reference to your advertisement published in _____ on _____ in connection with appointment to the post of Senior Administrative Officer in Chittaranjan National Cancer Institute, Kolkata on deputation basis..

I would like to apply for the post of _____ in Chittaranjan National Cancer Institute, Kolkata, on deputation basis. The requisite information 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 since joining: Enclose a separate sheet duly authenticated by your signature if the space below insufficient:

Ministry/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 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:

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

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. / APAR Dossier of the officer for the last 5 years, duly attested, are enclosed.

Signature

Name & Designation of the Forwarding Officer with seal

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. Demand Draft for an amount of Rs 500/-
6. NOC will be carried by the applicant at the time of interview.