

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

Advertisement No : 558 / 2018

Director, CNCI, Kolkata invites application for appointment in different fields as mentioned below on deputation/absorption basis to the following posts:-

S.No.	Name of Post	Pay Level as per 7 th CPC	Pay Band & Grade Pay/Pay Scale	No of posts	Mode of Recrument
1.	Administrative Officer	Level 09	Pay Band -2(9300 – 34800) + GP 5400/-	1	Deputation/absorption
2.	Assistant Administrative Officer	Level 08	Pay Band -2(9300 – 34800) + GP 4800/-	1	Deputation/absorption
3.	Office Superintendent	Level 06	Pay Band -2(9300 – 34800) + GP 4200/-	1	Deputation/absorption
4.	Head Clerk	Level 06	Pay Band -2(9300 – 34800) + GP 4200/-	1	Deputation/absorption
5.	Senior Accounts Officer	Level 11	Pay Band -3(15600 – 39100) + GP 6600/-	1	Deputation/absorption
6.	Accounts Officer	Level 10	Pay Band -3(15600 – 39100) + GP 5400/-	1	Deputation/absorption
7.	Accountant	Level 06	Pay Band -2(9300 – 34800) + GP 4200/-	2	Deputation/absorption
8.	Internal Audit Officer	Level 10	Pay Band -3(15600 – 39100) + GP 5400/-	1	Deputation/absorption
9.	Purchase Officer	Level 10	Pay Band -3(15600 – 39100) + GP 5400/-	1	Deputation/absorption
10.	Store Supervisor (Officer)	Level 06	Pay Band -2(9300 – 34800) + GP 4200/-	1	Deputation/absorption
11.	Engineer (Biomedical)	Level 10	Pay Band -3(15600 – 39100) + GP 5400/-	1	Deputation/absorption
12.	Supervisor Maintenance	Level 06	Pay Band -2(9300 – 34800) + GP 4200/-	2	Deputation/absorption

***Last date of receipt of application: 01/10/2018**

Director

Eligibility & Application Proforma:

S/N	Name of the Post	Classification (No of post & category)	Pay Band & Grade Pay/Leve	Required Age	Eligibility
1	Administrative Officer	Group 'B' (1 UR)	Pay Band - 2(9300/- 34,800 + GP Rs.	Not more than 56 Years	Officers under the Central Govt/State Govt./Union territories/Autonomous Organization/Institutions/PSUs.

			5400/-) (As per 7 th CPC Level 9)		(i) Officers holding analogous post OR (ii) A post in pay band of Rs. (9300-34800)+GP Rs. 4800/- with 5 years of regular service in the grade. OR (iii) Officers in the Pay Band-2 of Rs. (9300-34800)+GP 4600 with 7 years of regular service in the Grade OR (iv) Officers in the Pay Band – 2 Rs. (9300-34800)+GP4200/- with 9 years of regular service in the Grade.
2	Assistant Administrative Officer	Group 'B' (1 UR)	Pay Band - 2(9300/- - 34,800 + GP Rs. 4800/-) (As per 7 th CPC Level 8)	Not more than 56 years	Officers under the Central Govt./State Govt./Union territories/Autonomous Organization/Institutions/PSUs. (i) Officers holding analogous post OR (ii) A post in pay band -2 of Rs. (9300-34800)+GP Rs. 4600/- with 5 years of regular service in the grade. OR (iii) Officers in the Pay Band-2 of Rs. (9,300-34800)+GP 4200 with 7 years of regular service in the Grade
3	Office Superintendent	Group 'B' (1 UR)	Pay Band - 2(9300/- 34,800 + GP Rs. 4200/-) (As per 7 th CPC Level 6)	Note more than 56 years	Officers under the Central Govt./State Govt./Union territories/Autonomous Organization/Institutions/PSUs. (i) Officers holding analogous post OR (ii) A post in pay band -2 of Rs. (9300-34800)+GP Rs. 2400/- with 5 years of regular service in the grade. OR (iii) Officers in the Pay Band-2 of Rs. (5200-20200)+GP 1900 with 7 years of regular service in the Grade
4	Head Clerk	Group 'B' (1 UR)	Pay Band - 2(9300/- 34,800 + GP Rs. 4200/-) (As per 7 th CPC Level 6)	Not more than 56 years	Officers under the Central Govt./State Govt./Union territories/Autonomous Organization/Institutions/PSUs. (i) Officers holding analogous post OR (ii) A post in pay band -2 of Rs. (5200-20200)+GP Rs. 2400/- with 5 years of regular service in the grade. OR (iii) Officers in the Pay Band-1 of Rs. (5200-20200)+GP 1900 with 7 years of regular service in the Grade OR (iv) Officers in the Pay Band-1 of Rs. (5200-20200)+GP 1800 with 08 years of regular service in the Grade
5	Senior Accounts Officer	Group 'A' (1 UR)	Pay Band - 3(15,600/- - 39,100 +	Not more than 56 years	In case recruitment by promotion /deputation /

			GP Rs. 6600/- (As per 7 th CPC Level 11)		<p>absorption, grade from which promotion/deputation/absorption to be made.</p> <p>Officers under the Central Govt/State Govt./Union territories/Autonomous Organization/Institutions/PSUs.</p> <p>(i) Officers from any of the Central Organised Accounts Services holding analogous post OR</p> <p>(ii) Officers from any of the Central Organised Accounts Departments in the Pay Band-3 Rs.(9300-34800)+GP 5400/- with 5 years of regular service in the Grade OR</p> <p>(i) Officers from any of the Central organized Accounts Departments in the Pay Band-2 Rs. (9300-34800)+GP 4800/- with 7 years regular service in the Grade.OR</p> <p>(ii) Officers from any of the Central Organised accounts Departments in the Pay Band-2 Rs. (9300-34800)+GP 4600/- with 9 years regular service in the Grade.</p> <p>Preference will be given who have experience in Audit matter.</p>
6	Accounts Officer	Group 'A' (1 UR)	Pay Band - 3(15600-39,100 + GP Rs. 5400/- (As per 7 th CPC Level 10)	Not more than 56 years	<p>Officers under the Central Govt/State Govt./Union territories/Autonomous Organization/Institutions/PSUs.</p> <p>(i) Officers from any of the Central Organised Accounts Services holding analogous post OR</p> <p>(ii) A post in pay band of Rs.(9300-34800)+GP Rs. 4600/- with 5 years of regular service in the grade. OR</p> <p>(iii) A post in Pay Band of Rs. (9,300-34800)+GP 4200 with 7 years of regular service in the Grade</p> <p>Preference will be given who have experience in Audit matter.</p>
7	Accountant	Group 'B' N/G (2 UR)	Pay Band - 2(9300/- 34,800 + GP Rs. 4200/- (As per 7 th CPC Level 6)	Not more than 56 years	<p>Officers under the Central Govt/State Govt./Union territories/Autonomous Organization/Institutions/PSUs.</p> <p>(i) B.Com with 3 years experience in maintaining books of accounts, Balance Sheet etc. independently with knowledge of Govt. of India Rules, Budgeting inventory control etc OR</p>

					<p>(ii)UDC with 5 years service in the Grade and experience in Accounts work. OR</p> <p>(iii)LDC with 7 years in the Grade and knowledge of accounts works, preparation of pay bills etc.</p> <p>Preference will be given who have experience in Audit matter.</p>
8	Internal Audit Officer	Group 'A' (1 UR)	Pay Band - 3(15600-39100 + GP Rs. 5400/- (As per 7 th CPC Level 10)	Not more than 56 years	<p>Officers under the Central Govt/State Govt./Union territories/Autonomous Organization/Institutions/PSUs.</p> <p>(i) Officers holding analogous post OR a post in pay band of Rs.(15600-39100)+GP Rs. 4800/- with 5 years of regular service in the same field OR</p> <p>(ii)Officer in pay band -2 of Rs.(9300-34800)+GP Rs. 4600/- with 7 years of regular service in the grade. OR</p> <p>(iii)Officers in the Pay Band-2 of Rs. (9,300-34800)+GP 4200 with 9 years of regular service in the Grade</p> <p>Preference will be given who have experience in Audit matter.</p>
9	Purchase Officer	Group 'A' (1 UR)	Pay Band - 3(15600-39100 + GP Rs. 5400/- (As per 7 th CPC Level 10)	Not more than 56 years	<p>Officers under the Central Govt/State Govt./Union territories/Autonomous Organization/Institutions/PSUs.</p> <p>(i)Officers holding analogous post OR</p> <p>(ii)Assistant Store Officer in pay band - 2 of Rs.(9300-34800)+GP Rs. 4600/- with 4 years of regular service in the grade.</p> <p>OR</p> <p>(iii)Junior Store Accounts Officers in the Pay Band-2 of Rs. (9,300-34800)+GP 4200 with 6 years of regular service in the Grade</p> <p>Preference will be given who have experience in handling stores, preferably medical stores in Govt. Public or private Sectors.</p>
10	Store Supervisor	Group 'B' (1 UR)	Pay Band - 2(9300/- 34,800 + GP Rs. 4200/- (As per 7 th CPC	Not more than 56 years	<p>Officers under the Central Govt/State Govt./Union territories/Autonomous Organization/Institutions/PSUs.</p> <p>(i)Officers holding analogous post OR</p>

			Level 06)		(ii)A post in pay band -1 of Rs.(5200-20200)+GP Rs. 2400/- with 5 years of regular service in the grade. OR (iii)Officers in the Pay Band-1 of Rs. (5200-20200)+GP 1900 with 7 years of regular service in the Grade
11	Engineer(Biomedical)	Group 'A' (1 UR)	Pay Band - 3(15,600/- - 39,100 + GP Rs. 5400/- (As per 7 th CPC Level 10)	Not more than 56 years	Officers under the Central Govt./State Govt./Union territories/Autonomous Organization/Institutions/PSUs. (i) Holding analogous posts on regular basis OR (ii) A degree in Biomedical Eng. With experience of not less than 4 years in Biomedical engineering work. OR (iii) A diploma in Biomedical Eng. From a recognized institute with experience in the same field at least 7 years.
12	Supervisor Maintenance	GroupB(N/G) (2 UR)	Pay Band - 2 (9300-34800) + Grade Pay of Rs. 4200/- (As per 7 th CPC Level 06)	Not more than 56 years	In case recruitment by promotion /deputation / absorption, grade from which promotion/deputation/absorption to be made. Officer under the Central Govt./State Govt./Union territories/Autonomous Organization/PSUs. (i) Officers from any of the Central Organized holding analogous post OR (ii) a post in pay band of Rs.(5200-20200) + Grade Pay of Rs. 2400/- with 5 years of regular service in the grade OR (iii) a post in pay band of Rs. (5200-20200)+ Grade pay Rs. 1900/- with 7 years of regular service in the grade.

Contd.

CURRICULAM VITAE PROFORMA

(For the Post of _____)

1. NAME OF THE CANDIDATE :
(IN BLOCK LETTERS)
2. DATE OF BIRTH :
(IN CHRISTIAN ERA)
3. DATE OF RETIREMENT :
(UNDER CENTRAL/STATE GOVERNMENT RULE/S)

4. EDUCATIONAL QUALIFICATION/S :

Sl. No.	EXAM PASSED	BOARD/ UNIV.	YEAR	SUBJECTS/ STREAM	% OF MARKS/ GRADE

5. WHETHER EDUCATIONAL & OTHER ESSENTIAL QUALIFICATION/S REQUIRED FOR THE POST ARE SATISFIED? (IF ANY QUALIFICATION HAS BEEN TREATED AS EQUIVALENT TO ONE PRESCRIBED IN THE RULES, STATE THE AUTHORITY FOR THE SAME) YES/NO

QUALIFICATIONS- ESSENTIAL	1	2	3
DESIRED			
EXPERIENCE (TOTAL YEARS)	NAME OF THE ORGANISATION		POST/S HELD

6. PLEASE STATE CLEARLY WHETHER IN THE LIGHT OF ENTRIES MADE BY YOU ABOVE, YOU MEET THE REQUIREMENT OF THE POST. (WITH SUPPORTING DETAILS) YES/NO

7. DETAILS OF EMPLOYMENT IN CHRONOLOGICAL ORDER (ENCLOSE SEPARATE SHEET DULY AUTHENTICATED BY YOUR SIGNATURE, IF THE SPACE BELOW IS INSUFFICIENT.

Sl. No.	Organisation/ Office	Post/s held On regular basis	From	To	Scale of Pay & Basic Pay and allowances	Nature of the duties performed

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8. NATURE OF PRESENT EMPLOYMENT :
(i.e. Ad-hoc or Temporary or Casual-Permanent Or Permanent)
9. IN CASE PRESENT EMPLOYMENT IS HELD ON DEPUTATION/CONTRACT BASIS, PLEASE STATE, AS BELOW :
- A) THE DATE OF INITIAL APPOINTMENT :
- B) PERIOD OF APPOINTMENT ON DEPUTATION/CONTRACT :
- C) NAME OF PARENT OFFICE/ ORGANISATION TO WHICH YOU BELONG. :
10. ADDITIONAL DETAILS ABOUT PRESENT EMPLOYMENT. :
11. PLEASE STATE WHETHER YOU ARE WORKING IN SAME DEPARTMENT AND ARE IN FEEDER GRADE OR FEEDER TO FEEDER GRADE. :
12. ARE YOU IN REVISED SCALE OF PAY? IF YES, GIVE THE DATE FROM WHICH THE REVISION TOOK PLACE AND ALSO INDICATE THE PRE-REVISED SCALE. :
13. TOTAL EMOLUMENTS, PER MONTH, NOW DRAWN (BASIC PAY+GP & TOTAL EMOLUMENTS) WITH A COPY OF LATEST SALARY SLIP IN CASE OTHER THAN CENTRAL GOVT PAY SCALE. :
14. ADDITIONAL INFORMATION, IF ANY, WHICH YOU WOULD LIKE TO MENTION IN SUPPORT OF YOUR SUITABILITY FOR THE POST. :
(THIS AMONG OTHER THINGS MAY PROVIDE INFORMATION WITH REGARD TO) -
(I)ADDITIONAL ACADEMIC QUALIFICATION :
(II)PROFESSIONAL TRAINING, &
(III)WORK EXPERIENCE OVER AND ABOVE PRESCRIBED (IN THE VACANCY CIRCULAR/ADVERTISEMENT).
(NOTE:ENCLOSE A SEPARATE SHEET,IF THE SPACE INSUFFICIENT WITH SIGNATURE)
15. PLEASE STATE WHETHER YOU ARE APPLYING FOR DEPUTATION TO THE POST :

16. PLEASE STATE WHETHER YOU ARE SC/ST/ :
OBC/MINORITY COMMUNITY.

17. REMARKS-

(NOTE –ENCLOSE A SEPARTE SHEET IF THE SPACE IS INSUFFICIENT)

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae, duly supported by documents, as submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/details provided by me are correct and true to the best of my knowledge and to no material fact having a bearing on my selection has been suppressed/withheld.

Signature of the candidate _____
Address: _____
Contact Mobile No. _____
E-mail ID _____

Date:
Station:

Certification by the Employer/Cadre Controlling Authority

1. The information/details provided in the above application by the application are true and correct as per the facts available on records. He/She possesses educational qualifications and experience mentioned in the Advertisement. If selected, He/She will be relieved immediately.
2. Also, certified that
 - (I) There is no vigilance or disciplinary case pending/contemplated against Shri /Smt. _____
 - (II) His /Her integrity is certified
 - (iii) His/her CR Dossier in original is enclosed/photocopies of the ACRs for the last 05 years, duly attested by an officer of the rank of Under Secretary of the Government of India or above is enclosed
 - (iv) No major, inor penalty has been imposed on him/her during the last 10 years, Or a list of major/minor penalties imposed on him/her during the last 10 years is enclosed (as the case may be)

EMPLOYER/CADRE CONTROLLING AUTHORITY WITH SEAL

ADDENDUM

*Deputation Period: Initially for 3 years.