



CHITTARANJAN NATIONAL CANCER INSTITUTE

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

1st Campus – 37, S. P. Mukherjee Road, Kolkata - 700 026

2nd Campus - Street No.299, Plot No. DJ – 01, Premises No. 02-0321, Action Area ID, New Town, Kolkata – 700156

Advt. No.N/001/2021

Director, CNCI, Kolkata invites applications through online mode for filling up the following posts for the Hospital of the Institute:

Sl. No.	Name of Post & Pay Level as per 7th CPC	Number of post & Category	Age Limit	Mode of Recruitment
1	Medical Physicist (Radiotherapy) (Level-10)	3(UR)	Not exceeding 35 years	Direct Recruitment
2	Deputy Medical Superintendent (Level-11)	1(UR)	Not exceeding 40 years	Direct Recruitment
3	Engineer (Biomedical) (Level-10)	1(UR)	Not exceeding 40 years	Direct Recruitment

For detailed advertisement and required qualification, categories, other eligibility criteria of the above notified posts visit our website www.cnci.ac.in (under Career Link). Relaxation of age would be given as per Government of India norms. Interested candidates may visit the website <http://cnciexam.com> for online application from **19.08.2021 to 18.09.2021**.

Director

डॉ. जयंत चक्रवर्ती / Dr. Jayanta Chakrabarti
निदेशक / Director
चित्तारंजन राष्ट्रीय कैंसर संस्थान
Chittranjan National Cancer Institute
37, एस. पी. मुखर्जी रोड/37, S. P. Mukherjee Road
कोलकाता-700 026/Kolkata-700 026



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Adv.No.N/001/2021

Director, CNCI, Kolkata invites applications for recruitment to the under mentioned posts.

1. Medical Physicist(Radiotherapy)-3(UR)

Age limit – Not exceeding 35 years.

Educational and other qualification – Mentioned in Annexure – I.

Pay Level – Level 10 (₹ 56100 – 177500)

2. Deputy Medical Superintendent-1(UR)

Age limit – Not exceeding 40 years.

Educational and other qualification – Mentioned in Annexure – I.

Pay Level – Level 11 (₹ 67700 – 208700)

3. Engineer (Biomedical)-1(UR)

Age limit – Not exceeding 40 years.

Educational and other qualification – Mentioned in Annexure – I.

Pay Level – Level 10 (₹ 56100 – 177500)

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General Instructions:-

- i) COMPENSATION / PAY – Besides Basic Pay, the posts carry usual allowances as admissible to Central Government employees of similar status posted in Kolkata.
- ii) APPLICATION FEE:
• For UR, EWS and OBC - ₹ 1000/- (INR One Thousand) only.
• For SC and ST - ₹ 500/- (INR Five Hundred) only.
• However, PwD candidates are exempted from payment of Application Fees.
- iii) Interested candidates fulfilling the qualifications and experience may visit the website <http://cnciexam.com> for online application only from 19/08/2021 to 18/09/2021.
- iv) The date of determining the age limit shall be the closing date for receipt of applications from Candidates.
- v) AGE RELAXATION:

Category	Age-Relaxation
SC/ST	5 years
OBC	3 years
PwD	10 years
PwD + OBC	13 years
PwD + SC/ST	15 years
Government/Semi – Government employees	5 years

- vi) Candidates employed in Govt. Departments / PSUs / Autonomous Bodies will have to produce No Objection Certificate (NOC) at the time of personal interview otherwise their candidature will not be considered.
- vii) Category i.e. SC/ ST/ OBC/ PWD, once entered at the time of online registration, cannot be changed under any circumstances and no benefit of other category will be admissible later on.
- viii) This is to be noted that mere submission of application or receipt of Admit Card / Call Letter or appearance in examination/interview does not guarantee selection/ appointment in the respective post. The applicants will be short-listed on the basis of criteria fixed by the Institute, at the time of scrutiny. 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.
- ix) While applying for the above posts, the applicant must ensure that he / she fulfils 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 fulfil 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 even after appointment, his / her service may be terminated.

- x) 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.
- xi) 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.
- xii) Candidates are informed to check the website www.cnci.ac.in regularly for any updates.

ANNEXURE – I

Qualifications and Experience for the following position:

Sl. No.	Specialty	Minimum Qualification & Experience
1.	Medical Physicist (Radiotherapy)	M.Sc. in Medical Physics or equivalent from a recognized University/Institution. OR M.Sc. in Physics from a recognized university with a postgraduate Diploma/Degree in Radiological/Medical Physics from recognized university/Institution.
2.	Deputy Medical Superintendent	i) A recognized medical qualification included in I or II Schedule or Pan II of 3 rd Scheduled (other than the licentiate qualifications) to the Indian Medical Council Act 1956. Holders of educational Qualifications included in Part-II of the 34 th Schedule should fulfil conditions stipulated in sub section (3) of the Section 13 of the Indian Medical Council Act 1956 ii) MD (Hospital Administration) MHA recognized by Medical Council of India. OR iii) MD/MS in any clinical Speciality with 3 years' experience in Hospital Administration in 200 bedded hospital.
3	Engineer (Biomedical)	i) Bachelor's Degree in Biomedical Engineering from recognized university or equivalent. ii) At least 7 years' experience in the respective field in Central/State Government, Central Autonomous Organization, Public Sector Undertaking, Reputed Government / Autonomous Medical Institute / Hospital (NABH accredited).

Annexure-II

JOB DESCRIPTION OF MEDICAL PHYSICIST:

1. Perform Radiation Treatment planning, Commissioning, Calibration, QA and maintenance of Radiotherapy treatment machines.
2. Perform radiation dosimetry, dose calculation.
3. Radiation source procurement, radiation waste disposal and ensuring radiation safety for the patient, staff and public and implementation of radiation protection rules as per Atomic Energy Regulatory Board guidelines.
4. Perform Radiotherapy machine room designing, education and training.
5. Assist allied departments like Nuclear Medicine, Radiology and research lab regarding radiation safety.
6. All other functions and activities are general as per the existing rules and regulations of the CNCI.

JOB DESCRIPTION of Deputy Medical Superintendent:

1. Assisting MS to take care of entire operational control of hospital
2. Reports to Medical Superintendent, CNCI
3. Assist MS for improvement of existing facilities, and implementation of same.
4. Co-ordination with all unit heads and other staff members

Job Responsibilities:

1. To take ward rounds — Supervision and attend to patient and staff grievances, Inspect drugs for stock positions of medicines and other items as per requirement, arrange for replacement and defaulters. On daily basis, supervision of work of all departmental Sr. Registrars/ Sr. Residents or PGs of the hospital. Assigning work to GDMOs, SRs and JRs.
2. Routine administrative work, & arrangement of substitutes as per need.
3. Supervision of O.P.D. checking of records, admissions, and discharge.
4. Supervise working and attendance of Office Staff, R.M.O.'s and M. O.'s, Lab. Staff, M.R.D., and Nursing Staff etc.
5. Assist MS in monitoring stock of equipment, machinery, medicine, surgical items, dietary articles, and kitchen dietary facilities
6. Assist MS to attend to staff grievance, counselling of Nursing staff, Office Staff, Para Medical Staff, outsourced staff with the help of NS/Assistant Nursing Superintendent.
7. Sign Diet permission and experience certificates, etc.
8. To Assist MS, CNCI in expansion plan, development scheme, manage duties of MS in his absence if instructed.
9. Indent of non-schedule items as per delegation of powers.
10. To carry out rounds outside regular duties, and night rounds during emergency.
11. Assist MS controlling of Lab and Radiation Technical Staff.
12. Attend to notes, letters, from patient's relatives, V.I.Ps, and routine correspondence with the same.
13. Conduct enquiry and report further to MS.
14. To follow up the details of various circular kept in the notice board, time to time issued by office.
15. Member of various committees.
16. To conduct/chairing the administrative and non-administrative meeting in absence of MS.
17. Any other duty assigned by MS, CNCI and Director, CNCI

JOB DESCRIPTION of Engineer(Biomedical):

1. Effectively manage and coordinate activities of the Biomedical Engineering Department to include the evaluation, replacement, service and repair of complex biomedical patient equipment; administer policies and procedures applicable for efficient operations.
2. Preparing new Equipment feasibility, Specification, Estimated cost, Space and others utility requirement along with end user department.
3. Scheduling the procurement plan, Helping in tender documentation preparation, technical evaluation and cost justification, helping in procurement documentation preparation.
4. Planning and scheduling for equipment to be installed. Storage, checking and receiving of supplied materials. Help end user for installation and commissioning of equipment, prepare installation and handing over report to the user and enlisted in equipment maintenance plan.
5. To provide necessary support to the Doctors / Nursing Staff / Operators in terms of equipment's usage.
6. Direct all aspects of maintenance, and repair of the equipment, as well as ongoing training and education of staff related to safe medical device uses and practices.
7. Provide first hand support to the medical equipment during their breakdown and normal maintenance.
8. Direct and manage preventive maintenance on medical equipment, through adjustment or replacement of items on a scheduled basis to prevent equipment failures. Upkeep all equipment to its proper and uninterrupted working performance by planned and scheduled preventive maintenance program. Ensure the patient safety and result accuracy by measures like periodic calibration, periodic safety checks etc.
9. Provide on job training and support to the equipment users and Operators. Coordinate with the agencies for spares and service support. Establish and implement technical protocols and management functions pertaining to biomedical equipment's.
10. Advice administration on matters pertaining to equipment's purchase, performance, financial provisions etc.
11. Establish and define departmental goals and objectives to meet goals and objectives of Hospital. Plan, implement and evaluate programs to meet departmental goals.
12. Prepare departmental budget and monitor budgets and expenses to control or justify variances.

13. Establish departmental policies and procedures that are consistent with Hospital Policies and Procedures which promote organized operation of the function. Maintain standards of practice consistent throughout the hospital and ensure that the accreditation standards of NABH and other accrediting agencies are met.
14. Monitor effectiveness of departmental programs and incorporate new technology, procedures and program ideas to maintain state-of-the-art practice. Interact with HR for performance management; training and development.
15. All other functions and activities are general as per the existing rules and regulations of the CNCI.