



## COCHIN CANCER & RESEARCH CENTRE

(an autonomous centre under Government Of Kerala)

Cochin, Ernakulam- 683 503, Phone: +91 484 241 1700

e - mail: ccrckochi@gmail.com, Web: www.ccre.kerala.gov.in

MCC/225/2022-GAD

05.10.2023

### FOR EXISTING VACANCY DIRECTOR on Permanent basis

Scale of pay – Level-17 (7<sup>th</sup> CPC) 225000/- Fixed + NPA

Cochin Cancer and Research Centre is an autonomous institution under the Health and Family Welfare Department of Government of Kerala. It is one of the three designated Apex cancer centre's of the state. It is envisaged to be developed as a premier institution in the field of cancer treatment and research. The institution seeks applications from eminent oncologists with vivid vision on the development of the institution as world class institution.

Application in the prescribed CCRC form, with detailed bio data, attested copies of testimonials Certificates, Experience, etc. along with D/D worth Rs.2500/- (Rs.1000/- for SC/ST candidates) favoring Director, Malabar Cancer Centre, payable at Thalassery, should reach the undersigned on or before **15<sup>th</sup> November 2023 (5pm)**. Application form and details are available in [www.mcc.kerala.gov.in](http://www.mcc.kerala.gov.in). **Late applications will be rejected without further explanation and no claim on postal or courier delay will be accepted.**

**\*Details given in website: [www.mcc.kerala.gov.in](http://www.mcc.kerala.gov.in)**

Sd/-

**DIRECTOR**

### I. QUALIFICATION AND EXPERIENCE-DIRECTOR, CCRC

- The person should be a Medical Doctor, possessing Post Graduate Medical qualification, as included in the 1<sup>st</sup> and 2<sup>nd</sup> schedule of the Indian Medical Council Act.
- He/she should have professional experience of not less than 15 years in academic and research activities in Oncology, out of which minimum of ten years teaching experience should be as Professor/Associate Professor in a Medical College/institution, and at least five years should be as Professor in the Department. Preference for these appointments may be given to the Heads of the Departments.
- Foreign post graduate qualification approved/ recognized by National Medical Commission (NMC) shall be considered, if it is in Oncology specialties.
- Proven ability in conceptualization and implementation of major research projects, clinical and hospital projects.
- At least 10 or more original Research publications in peer reviewed oncology and medical journals (NMC approved journals)

- f. Desirable: Proven organizational ability, as evidenced by establishment of institutions, Departments and their administration.
- g. Age at the time of application shall be less than or equal to 58 years.
- h. He/she must also be registered in a State Medical Register or Indian Medical Register.

## II. TERMS AND CONDITIONS

The Director is the Chief Executive Officer of Cochin Cancer and Research Center (CCRC) and he/she shall be a full time salaried Officer and shall exercise general supervision and control over the affairs of the Institution and shall give effect to the decision of all authorities of the institution.

He/she can be an employee of:-

a) Cochin Cancer Research Center

or

b) Any other institution / organization of similar nature

1. **Provident Fund:-** Once appointed as the Director, he/she shall be allowed to continue to contribute to the Provident Fund to which he/she is a subscriber and the contribution of the CCRC shall be limited to what he is contributing immediately after his/her appointment as Director in CCRC.
2. **Remuneration: Pay scale:** The Director, CCRC is entitled to the same pay and allowances provided to Directors of RCC and MCC. The remuneration and other terms and conditions of service of the Director shall not be varied to his disadvantage. If his pay and allowances offered are less than that he/she draws in his previous institution, the difference shall be compensated as special allowance provided he has been working in a Central or State Government owned institution. Allowances shall be on par with that available for Directors of RCC and MCC.
3. **Eligibility for traveling and daily allowance,-** The Director shall be entitled for traveling on official purpose and daily allowance at such rate, as fixed by the Executive Committee/ Governing body, shall be applicable.
4. **Eligibility for leave.-** The Director shall be entitled for leave, on full pay, for one-eleventh of the period of service spent on duty. Provided that in the event of the same incumbent being re- appointed as Director, for a further term in continuation, he/she shall be entitled, in addition to the leave admissible as above, to leave on full pay for such unavailed period of leave, on full pay, as may remain to his credit at the end of previous term.
5. **Eligibility for leave without pay.-** The Director shall also be entitled, on

medical grounds or otherwise, to avail leave without allowances for a period not exceeding four months, during the term of his office. Provided that such leave may be converted into leave on full pay to the extent to which he is entitled to leave, under clause 3.

6. **Sanction of leave.**- The Director shall submit leave application to the Chairman of Executive Committee (Secretary-Health & Family Welfare, Government of Kerala) for sanctioning, except for casual leave, not exceeding ten days, which may be intimated to the Chairman, before or after availing by the Director. For all leaves, more than 10 days, or those leaves other than casual leave, shall be informed in person to the Chairman and obtain permission, except in special situations.
7. **Eligibility for casual leave.**- The Director shall be entitled to avail casual leave and such number of holidays as applicable to employees of the CCRC.
8. **Eligibility for accommodation.**- The Director shall be eligible for furnished accommodation and subject to such Rules as may be made in this behalf by CCRC. A car shall be placed at his/her disposal for use in connection with official purposes. This may be availed as rental vehicle. He/she shall be entitled to avail the services of a Driver and housemaid /domestic aid, including cook.
9. **Eligibility for medical reimbursement.** - The Director shall be entitled to medical attendance, medical treatment and medical reimbursement benefits, as applicable to the first grade officers of the State Government, from time to time.
10. **Eligibility for surrender.**- The Director shall be entitled to draw cash equivalent of leave salary in respect of earned leave at his credit.
11. **Deputation.**- Director may be deputed by the Executive Committee or Governing body of CCRC business to any part of India or abroad.
12. **Resignation.**- The Director may resign from his/her office after giving one month's prior notice in writing, of his/her intention to do so, addressed to the Secretary, Health & Family Welfare, Government of Kerala. The Secretary shall be the authority to accept the resignation and relieve him/her from the duties, with appropriate Government orders.

### **III. INSTRUCTIONS TO APPLICANTS:**

1. Candidates should download the prescribed application form from Malabar Cancer Centre (MCC) website: **[www.mcc.kerala.gov.in](http://www.mcc.kerala.gov.in)** .
2. Duly signed, hard/ print copy of downloaded application form, along with attested copies of certificates (for proving age, qualification, experience, etc.) should be forwarded to Director MCC, and should reach the Office of MCC **on or before 15<sup>TH</sup> November 2023 5 PM**
3. The envelope containing application should be superscribed as **“Application for the Post of Director- Cochin Cancer and Research Centre”**
4. The application fee is Rs.1000/- (Rupees one thousand only) for SC/ST category and Rs.2500/- (Rupees two thousand five hundred only) for others.
5. **Late applications will be rejected without further explanation and no claim on postal or courier delay will be accepted.**
6. Applications without **copy of certificates** showing age, qualification, experience, publication etc **will not be considered** and shall be rejected without any further intimation.
7. All copies of certificates and documents of proof shall be self attested
8. Selection will be based on qualification, experience, credentials, suitability and performance in the interview. Claims in respect of Qualifications, Experience, Credentials including publications, patents etc. should be supported by copies of relevant documents; Candidates shall produce the originals at the time of interview.
9. No TA/DA will be paid for the Interview
10. Communication of interview call letter from MCC, will be through e-mail/Post only. **Candidates are advised to visit the website [www.mcc.kerala.gov.in](http://www.mcc.kerala.gov.in) regularly for updates/ notices and announcements.**
11. Canvassing in any form will lead to automatic disqualification. Candidates are advised to desist from such unholy practices.
12. Age at the time of application shall be less than or equal to 58 years
13. Late applications will not be considered after the last date of submission, as mentioned.
14. Interview will be conducted by regular process **offline or through online**, depending on the situation. Information in this regard shall be updated in our website and candidates are requested to regularly visit MCC website for such updates.
15. Director, Malabar Cancer Centre will hold the right to reject any application if found in eligible without any further information.



# COCHIN CANCER & RESEARCH CENTRE

(An Autonomous Institution under Government of Kerala)  
Govt. Medical College Campus, HMT Colony, Kalamassery,  
Ernakulam Dist., Kerala-683503  
Phone: 0484-2411700, e-mail:kcrckochi@gmail.com

## APPLICATION FORM FOR THE POST OF DIRECTOR, COCHIN CANCER & RESERACH CENTRE

*Read the Notification carefully before filling up the application form. Incomplete applications will be summarily rejected. All the columns are to be compulsorily filled neatly in capital letters and printed on A-4 size paper. If any columns are irrelevant to the candidate mark N.A*

*Note that duly filled application form shall be submitted to **Director, Malabar Cancer Centre, Moozhikkara (PO), Thalassery, Kannur-670103, Kerala, India***

Self-Attested-  
Passport size  
photograph

1.Name of the candidate as in records (in capital letters)	
2.Full address for communication (in capital letters)	
Phone:	
Mobile	
E-mail:	
District: State: PIN:	
3.Sex: .....	4.Religion/Caste.....

<p>4.</p> <p>(a) Age (completed years) as on the date of application</p> <p>(b) Date of birth in Christian Era</p> <p>(c) Are you eligible for Age Relaxation? If yes, give details</p>	<p>Years:..... Months:.....Days:.....</p> <p style="text-align: center;"> <span style="margin-right: 40px;">DD</span> <span style="margin-right: 40px;">MM</span> <span>YY</span> </p> <p style="text-align: center;"> <span style="margin-right: 40px;"><input type="text"/><input type="text"/></span> <span style="margin-right: 40px;"><input type="text"/><input type="text"/></span> <span><input type="text"/><input type="text"/></span> </p>
<p>5.Place of birth (<i>Item marked* are mandatory</i>)</p>	<p>Place</p> <p>*Village:</p> <p>Taluk:</p> <p>District*:</p> <p>State*:</p> <p>Country*:</p>
<p>6. Are you a Citizen of India by birth and/or by domicile?</p>	<p>Yes/No</p> <p>If No, Specify</p>
<p>7. Name and address of Father/Mother/Spouse</p>	
<p>8.Present or last occupation</p>	

9.Academic Record (Medical Curriculum):

Examination passed	Discipline/ Specialization	College/ Institute	Board/ University	Year of passing

10. Research Experience:

From Date	To Date	Months/ Years	Organization	Designation	Job Profile

11. Professional Experience:

From Date	To Date	Months/ Years	Organization	Designation	Job Profile	Salary

12. Number of Publications in Peer reviewed Journals, Enumerate (Mention the number of Publications and attach the details as **Appendix-I**)

13. Number of scientific papers including posters presented after completion of PG Degree/Qualifying examinations for the post (Mention the number of Publications and attach the details as **Appendix-II**)

14. Research Project/Studies under taken, Enumerate (Mention the number of Research Project/Studies and attach the details as **Appendix-III**)

15. Extramural funded Projects- Details ( Shall be kept as separate attachments ( <b>Appendix IV</b> ))	
16. Any specialized training obtained, - the details ( <b>Appendix-V</b> )	
17. Name and Address of referee from whom testimonials are attached ( <i>Testimonial from a prominent researcher/ teacher in the field of your specializations, giving his/her assessment of your academic, scholarly and professional competence is required.</i> Attach as <b>Appendix-VI</b> )	Name & Address of Referee  Tel:..... Email:..... Mobile:.....
18. Name and Address of recent employer/Head of Education Institution or Head of another similar institution or a former Director of a Government owned cancer Centre or Regional cancer Centre in the country from whom a testimonial about your character, conduct and personal ability and integrity (Attach as <b>Appendix-VII</b> )	Name & address of referee  Tel:..... Email:..... Mobile:.....
19. Countries and major institutions visited for professional purpose:	
20. Administrative experience: Details and evidences ( <b>Appendix-VIII</b> )	
21. Core contribution in the development of an Institution or Department-Details ( <b>Appendix-IX</b> )	
22. Statement of Objectives: Please provide a brief description on how you would plan and propose to develop Cochin Cancer and Research Centre as a world renowned Cancer Centre (Attach as <b>Appendix-X</b> )	
23. Particulars of documents produced to prove payment of application fee.	
24. Particulars of documents to prove age qualification etc. (Enclose self attested copies of documents mentioned).	



25. Have you been debarred from appearing for any exam conducted by any Central/State Government/ Quasi Government bodies/ Dismissed from service or convicted by a Court of Law. Yes/ No. If yes give details:
25.Is there any Vigilance and Anticorruption case filed against you?
26.Any criminal cases filed against you?
27.Any ongoing Enquiries (Vigilance/criminal )against you?
28.Any other information that is likely to be relevant to this application directly or in directly, either in support or otherwise.
29.List of Enclosures

## DECLARATION

I hereby declare that I have carefully read and fully understood all the instructions and details pertaining to the post being applied by me and all statements made and information furnished in this application are true and complete to the best of my knowledge and belief. I also declare that I have not concealed any material information which may debar my candidature for the post applied for. In the event of suppression or distortion of any fact including category or educational qualification, etc. made in my application form, I understand that I will be denied the employment in the Institute and if already employed on any of the posts in the Institute, my services will be terminated forthwith.

Place: \_\_\_\_\_

Date: \_\_\_\_\_

**Signature of the candidate**

*NB: All applicants are informed that canvassing in any form will lead to their applications being rejected. Defective applications in any respect will be summarily rejected. If the space provided in the application form is insufficient, separate sheets of paper may be attached and pinned to the main application form and reference to the same made in the relevant column.*

## Check List

Sl. No	Documents	Nature	Yes	No
1	Main application form	Mandatory		
2	Valid Demand Draft	Mandatory		
3	Certificates to prove educational qualification/s	Mandatory		
4	Certificates to prove professional experience	Mandatory		
5	Certificate to prove age (Aadhaar/SSLC or higher secondary leaving certificate/a government certificate)	Mandatory		
6	Documents/Certificates to prove administrative experience as required	Mandatory		
7	Copies of major five publications	As applicable		
8	Proof of patents	As Applicable		
9	Annexures - I-X	Mandatory		
10	List of enclosures	Mandatory		





**Give list of books published. Indicate edited works specifically. Year of publications, no of editions, publisher, no of pages and ISBN may be provided.**

**Give list of patents filed/granted. Give title, year, file number/patent number, details of any licensing, full details.**