



DR. BHUBANESWAR BOROOAH CANCER INSTITUTE

A Grant-in-Aid Institute of Department of Atomic Energy, Govt. of India

And a unit of Tata Memorial Centre (Mumbai)

Gopinath Nagar : Guwahati-781016

No. BBCI-TMC/Misc-27/ Adv. / 2209 / 2023

Date : 09/06/2023

WALK-IN-INTERVIEW FOR CONTRACTUAL POST OF 'REGIONAL CO-ORDINATOR'

Dr. B. Borooah Cancer Institute, Guwahati requires 'REGIONAL CO-ORDINATOR' to be recruited on contractual basis for ICMR funded research project "*Women Empowerment-Cancer Awareness Nexus (WE-CAN): An Implementation Research Study of Cervical Cancer Prevention through HPV Self-Sampling and Education in India*" – an multicenter National and International collaborative research project".

Name of post : Regional Coordinator

Eligibility : Qualification:

Masters in Social Work (specialization in community development / public health / management in development organization will be given preference)

Required:

Diploma in Computer Education (DCA)

Experience:

At least two years' work experience in coordinating / managing community health programs / projects, data entry & data handling.

Mandate Language

Candidate should know English reading and writing and spoken Assamese

No. of post : 1 (one)

Age limit : 35 years

Salary : Rs. 35,000/- (Rupees thirty-five thousand only) per month

Duration : 1 year, subjected to extension.

Job description :

- 1) Help in overall implementation of project under regional team
- 2) Help in preparing progress report for the regional team
- 3) Help in data entry in SPSS and uploading of important documents on Google drive
- 4) Maintaining project accounts and help in preparing financial report
- 5) Coordinating for all logistics, helping in indents, for regional team, including HPV DNA testing

Appointment will be made initially for 6 months, subjected to performance based extension.

Interested eligible candidates may report for **walk-in-interview** with complete bio-data supported by attested copies of certificates and other testimonials before the Selection Committee on the date & time given below.

| Date | Time | Venue |
|---------------------------|----------|--------------------------|
| 21-06-2023 (Wednesday) | 10:00 AM | Conference Hall, BBCI |

The candidates must reach the venue of Interview at least half an hour prior to commencement of the interview.. | i.e. last reporting time for interview – 9:30 AM |

Contd..2/p.

All the original testimonials relating to age, educational qualification, other qualification, experience, NOC (where applicable) etc. should be brought for necessary verification at the time of interview.

Candidates, who are serving under Central / State Government / Public Authority, must produce permission letter from their present employer for appearing in the interview.

The candidates shall also carry a set of photocopy of the documents / certificates (self-attested) which will be retained by the Document Verification Team on the date of interview.

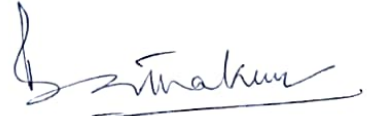
The decision of the Institute as to eligibility or otherwise of a candidate will be final.

The decision of the Selection Committee shall be final and binding as regards the modalities of selection.

Selected candidate / appointee will not have any claim for regular appointment at BBCI.

No TA/DA would be paid for appearing in the interview.

Please note that canvassing / bribing in any form will be a disqualification and would lead to cancellation of candidature.



Director

Dr B Borooah Cancer Institute

Copy to:

- 1) BBCI website (advertisement section)
- 2) Notice Board
- 3) Concerned file