

Dr. B. Borooah Cancer Institute

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

And a Unit of Tata Memorial Centre (Mumbai)

A K Azad Road, Gopinath Nagar, Guwahati-781016

No. BBCI-TMC/Misc-27/ Adv. / 1540 / 2025

Date : 06/05/2025

ADVERTISEMENT

Applications are invited in prescribed format for the following contractual post for Cipla Foundation supported project “**Integrated Hospital Based Continuity of Care**” at Dr B Borooah Cancer Institute, Guwahati”. The position is temporary and on contractual basis.

[A]	Name of post	:	Counselor
	No. of post	:	01 (one)
	Consolidated salary	:	Rs. 22,000/- (Twenty Two Thousand only) per month
	Upper age limit	:	30 years (relaxable in exceptional cases)

Qualifications:

Post Graduate degree in Clinical Psychology / Psychology with specialization in Clinical Psychology or equivalent degree from recognized university.

Desirable experience :

- Experience of working in psychometric testing and interpretation, including neuropsychological tests and counselling and therapy.
- Experience in working with adults and children with cancer and / or chronic physical illness and willingness and ability to work in a multi-disciplinary mental health team dedicated to cancer patients are desirable.

Job Profile

Identify serious health related suffering and triage to address them; address critical psycho-social support to palliative care patients in their homes / OPC through the palliative care team-including bereavement support; Maintain and link up needy patients and families with the organizational support at regional, state, national and international levels; activate rehabilitation activities – physical, economic self-sufficiency; identify missing gaps of care in individual patient/ family and ensure coordination; work as part of multi-disciplinary palliative care team in ensuring excellent patient care services and carrying out quality improvement initiatives.

Essential Duties and Responsibilities

Interact with patients during 1st visit and subsequently, to record and provide psychosocial support; Maintenance of clear records pertaining to psychosocial issues; Convey concerns and work as part of a multi-disciplinary team to improve the quality of care; Provide bereavement support to family; Assess eligibility of patient / family member for rehabilitation services and coordinate for the same -

- Ration support / jobs / pensions / government schemes / fund utilization of empaneled institutions / religious community funds / vocational training / hand-cart / formal education.

Attend weekly coordination meetings at the office; Maintain and update knowledge and skills through continuing education – in-house or outstation; Assist in in-house training sessions; Perform other duties as requested; adhere to the practice of confidentiality regarding patients, families, staff, and the organization.

Additional Duties and Responsibilities

Participate in events held by the hospital for - Bereaved families, Entertainment program for patients, Cancer and Palliative Care awareness, Fund raising, Generate volunteers for palliative Care, Liaising with NGOs and government for propagation of Palliative care services.

[B]	Name of post	:	Data Manager
	No. of post	:	01 (one)
	Consolidated salary	:	Rs. 20,000/- (Twenty Thousand only) per month
	Upper age limit	:	30 years (relaxable in exceptional cases)

Educational Qualifications & Experience:

Graduation in any discipline with minimum one year Computer Course.

Additional desirable qualification - Certificate in MS Excel.

One years of experience in Data Management or analysis is desirable.

Job description

Maintenance of Data, File, Helping in Data analysis.

Place of Posting: Dr B Borooah Cancer Institute, Guwahati

Duration: Initial appointment is for 6 (six) months, which is extendable solely based on the performance till co-terminus with project. The candidate will have NO right to claim for permanent employment under Cipla Foundation / BBCI or for continuation of his / her services in any other project.

Interested eligible candidates may submit their application in prescribed application format in **PDF format** along with CV through e-mail to "**hrd.recruitment@bbci.in**". **Incomplete applications will not be considered.**

The application should accompany self-attested Xerox copies of relevant documents in proof of educational qualification, experience, identify proof in the form of Aadhaar card, Class 10th certificate for age proof, scientific publications and other relevant documents.

The application form and the documents should be e-mailed in a zip folder.

The subject of the e-mail should contain "**Application for the post of**"

The last date for receipt of applications is **16/05/2025 upto 5:00 PM.**

Original documents of age proof/certificates/degrees/mark-sheets and other testimonials must be presented at the time of interview.

The applications received after the last date will not be considered.

Application without signature or incomplete in anyway will not be considered.

The selection will not be an employment on Dr B Borooah Cancer Institute's pay-roll. The candidate will have NO right to claim for permanent Employment in BBCI or continuation of his / her services in any other project of the Institute.

The list of eligible candidates for appearing in the interview for the above post will be published in the BBCI website '<https://bbcionline.org/home/advertisement#gsc.tab=0>' on **23/05/2025** with date, time & venue of interview. No separate call letter will be issued to the candidates for appearing in the interview.

The Institute reserves the right to reject or accept any candidature without assigning any reason thereof.

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

Candidates should note that mere fulfilling of the minimum requisite & experience bestows no right on them to be called for test / interview.

No TA/DA will be paid for attending 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
Guwahati-781016

Dr Bhubaneswar Borooah Cancer Institute

*Affix passport
size photograph*

1. Full name in block letters :
2. Father's / Husband Name :
3. Date of Birth :
4. Age as on 16/05/2025 :
5. Nationality
6. Mailing address
 - a) E-mail :
 - b) Contact number:
 - c) Postal Address:
7. Permanent address

[illegible]

9. Experience (post qualification):

Sl. No.	Name of the Institution / Employer	Post held	From	To	Total working experience	Duties & responsibility

10. Publications if any (only PUBMED indexed journals) :

Sl. No.	Title	Authors Name	Journal Name	Year of publication
1				
2				

11. Are you working currently in any Govt. / Semi Govt. / PSU Institution : **Yes / NO.**

12. If yes, name & address of present Employer : _____

13. If selected, what period would you require for joining the post : _____

14. Have you ever been declared unfit by a medical board / court for appointment in any government service ? YES / NO

15. If yes, provide details _____

16. Name of Referees (at least two with their contact details) :

1.

2.

Declaration

I hereby declare that the above information are true and correct to the best of my knowledge and belief.

I further declare that I shall not indulge in canvassing / bribing in any form. I understand that this will be a disqualification and would lead to cancellation of my candidature.

.....
Signature of applicant

Station :

Date :