

Dr. B. Borooah Cancer Institute

A Grant-in-Aid Institute of Department of Atomic Energy, Govt. of India
& a Unit of Tata Memorial Centre (Mumbai)
Gopinath Nagar, Guwahati-781016

No. BBCI/Misc-27/ Adv. /1741/ 2021

Date : 07/06/2021

ADVERTISEMENT

Applications are invited from the eligible candidates (Indian Nationals only) in the prescribed format for the following temporary contractual posts at Dr B Borooah Cancer Institute, Guwahati.

Name of Post : KEVAT Assistant

No. of post : 4 (four)

Job description of the position:

- The Kevat Assistant (KA) is responsible for support Oncology patients during diagnosis, treatment and rehabilitation phase. KA will be responsible for educating patients, insurance coverage, payment options and psychological support as well as addressing any queries or complaints.
- KA's ultimate duty is to ensure patients receive the best care available to them

Duties and Responsibilities:

- Guide patient to fill and apply correct forms of various applications and schemes. Document arrangement for any application.
- Help patients with language barrier for access of all clinical services and document processes. Review paperwork for patient to ensure it is accurate and complete.
- Linking with various departments, laboratories, chemists, answering queries & questions of patients' relatives etc.
- Explain (under Kevat Supervisor's guidance) test results, diagnosis and available treatments to the patient and guardians.
- Create community awareness and train patients and his / her family members on Infection control measures.
- Patient Assistance (Immobile / Patient with Disability) – wheelchair movement & transfer to ambulance
- Transit Coordination
- Surrogate caregivers for patients without caregivers
- Guide and Link patient to nearby food and accommodation services
- Guide and link patient to financial support services for diagnosis and medicine expenses
- Linking for Baggage drop services for Outstation patients
- Provide psychological / emotional support to needy patient by counseling
- Track and Follow Up patient for further treatment and support
- Ensure patients in compliance to follow-ups
- Assist in community workshops for creating cancer awareness, helping in early detection and access to care facilities.

Qualification required:

- Graduate in any stream (Full-time Bachelor degree, 1st Division, in health care related fields like life sciences, public health, hospital administration, psychology, sociology, anthropology, social work is preferred).
- Additional work experience in healthcare delivery and / or management
- Good knowledge of Computer – MS Excel, Office
- Adept in power point presentations, making reports and MIS
- Good communication skills

(contd..2/p.)

Desired profile of the candidate:

- Determined to work for Cancer patients
- Strong writing and oral communication skills in English, Hindi and Assamese (respective state / regional language)
- Excellent listening and communication skills
- Knowledge and Experience of all aspects of healthcare system
- Strong understanding of cultural / social competency of patient
- Empathetic attitude with an ability to offer emotional support
- Passion for the compassionate care and well-being of patients

Salary : Rs. 25,000 (consolidated) per month

Age limit : Below 30 years
(relaxable in case of highly deserving candidates at the discretion of Selection Committee)

Interested and eligible candidates may submit their application in prescribed format with all the details of academic qualification and experience (if any). Please mention your E-mail ID, contact number and complete postal address along with your application. **Incomplete applications will not be considered.**

The short listed candidates will be informed over e-mail for further interview. Please note that the appointment to be made is purely on temporary basis. There is no right for claiming any regular appointment in the BCCI or TMC.

The application should be submitted in prescribed application format in **PDF format** along with CV (Include atleast two academic referee name) **to : bbci_info@yahoo.co.in**

The subject of the email should contain “**Application for the post of KEVAT Assistant**”.

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.

Last date for the receipt of applications is **15th June 2021 (Tuesday) upto 5:00 PM.**

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. Only shortlisted candidate will be called for the test / interview as the Institute deemed fit.

The list of eligible candidates for appearing in the interview for the above post will be published in the BCCI website ‘<http://www.bbcionline.org/advertisement.php>’ on **18.06.2021 (Friday)**. No separate call letter will be issued to the candidates for appearing in the interview.

No TA/DA will be paid for attending the interview or at the time of joining the post, if selected.

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

Application Format



1. Application for the post of
2. Name of the candidate in full (in capital letters)
3. Date of birth
4. Nationality
5. Mailing address
 - a) e-mail :
 - b) Contact number:
 - c) Postal Address:
6. Permanent address

7. Educational qualifications: (from SSLC onwards)

S. No.	Name of the Exam / degree	Board/University/Institute	Year of Passing	Final Mark (%) or CGPA	Class / Division

8. Previous Experience (if any) :
9. Present position (if any) :
10. Any other information :

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

Place :

Date :