



DR. BHUBANESWAR BOROAH 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

Memo No.BBCI-TMC/Misc-27/Adv./ 3476 / 2021

Date : 25.10.2021

WALK-IN-INTERVIEW FOR SECRETARIAL ASSISTANTS

Dr. B. Borooah Cancer Institute, Guwahati requires **Secretarial Assistants** to be recruited on contractual basis.

| Sr.No. | Name of post | No. of post | Eligibility Criteria |
|--------|-----------------------|---------------|---|
| 1 | Secretarial Assistant | 08 (eight) | Qualification & Experience: Graduation Degree from a recognized university with minimum one-year experience in health sector as hospitals, diagnostic labs etc. Candidate should have fluency in English language with knowledge of letter drafting, official correspondence etc. Candidate should also possess adequate working knowledge of computer with typing skills, power point PPTs, Excel etc. Age : Below 30 years |

Consolidated Salary : Rs.12,000/- (Rupees twelve thousand only) per month.

General Conditions:

1. Security Deposit: Selected Secretarial Assistant will have to deposit Rs.12,000/- (Rupees twelve thousand only) as Security Deposit, OR will be deducted from the salary in equal installment which will be refunded after successful completion of tenure.
2. Experience shall count from the date of completion of minimum educational qualification.
3. Candidates employed in Govt. Service / Semi Govt. Autonomous Bodies of State / Central Govt. should submit a 'No Objection Certificate' from their employer at the time of interview.
4. Submission of incorrect or false information shall disqualify the candidature at any stage.
5. No benefit of Provident fund, Leave Travel concession, Medical Claim, any other fringe benefits will be considered, since posts are purely on temporary basis.
6. The number of posts mentioned in the advertisement is estimated only, which may vary at the time of recruitment by the management of the Institute.

Interested eligible candidates may report for **walk-in-interview** with complete bio-data highlighting educational qualification, experience, etc. (supported by copies of certificates and testimonials) before the Selection Committee on the date & time given below.

| Date & Time of Written Exam / MCQ Test | Date & Time of Skill Test / Computer Typing Test | Date & Time of Interview |
|---|--|--|
| Date : 02/11/2021 (Tuesday) Time : 09:30 AM – 10:30 AM | Date : 02/11/2021 (Tuesday) Time : 12:30 PM onwards | Date : 03/11/2021 (Wednesday) Time : 02:00 PM |

Only those candidates qualified in the MCQ Test / Written Exam will be called for appearing in the Skill Test & Interview on the given date & time. The list of candidates qualified for appearing in the skill test / interview will be published in the notice board of the institute as well as in the website of the Institute '<http://www.bbcionline.org/advertisement.php>' on 02/11/2021.

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The candidates must reach the venue of MCQ Test / Written Exam / Interview at least half an hour prior to commencement of the Test / Interview.

The selection of candidate will be based on the performance in the MCQ Test / Written Exam / Skill Test and viva voce interview.

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

The above post will be filled purely on temporary basis.

Selected candidate / appointee will not have any claim for permanent 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
Guwahati-16

Copy for information to:

1. BBCI Notice Board
2. BBCI website
3. Circular File (BBCI)