



# MALABAR CANCER CENTRE

(an autonomous centre under Government Of Kerala)

Thalassery, Kannur, Kerala – 670 103

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No.675/Estt/2015/MCC

08/01/2018

## FOR EXISTING AND ARISING VACANCIES

Immediately requires on permanent basis qualified Faculty as:

# Hospital Administrator

No of vacancy	Qualification, experience & age	Scale of pay	Age
01	<p><b>Qualification:</b> Should be a Graduate Experience: Experienced person in Hospital administration from Railway Hospital/Defense Medical services. Retired persons will also be considered in the case of exceptional candidates.</p> <p style="text-align: center;"><i>OR</i></p> <p>MBA (Hospital Administration)/ Master in Hospital Administration (MHA) from a Government organization or a reputed academic Institution approved by Government or Government recognized/ approved University. The course should be regular and full time. <b>Experience:</b> 5 years in a 200 or more bedded Multispeciality Hospital.</p> <p><b>Recruitment:</b> Written Test and Interview before Staff Selection Committee of MCC.</p>	21240-37040 (Pre-revised)	Below 45 Years

Interested candidates should apply ONLINE through our website on or before 27/01/2018. Signed, hard/Print copy of ONLINE application, downloaded from website, along with Demand Draft as application fee and self attested copies of certificates (for proving age, qualification, experience, community, etc.) should be forwarded to The Director, Malabar Cancer Centre, Moozhikkara PO, Thalassery, Kerala-670103, should reach the undersigned on or before 05/02/2018. Application form and details are available in <http://www.mcc.kerala.gov.in>

**Last Date of receipt of online applications: 27/01/2018 at 4:30PM**

**Last Date of receipt of Signed, hard/ Print copy of online application:**

**05/02/2018 at 4:30PM**

## INSTRUCTIONS:

1. Candidates should apply ONLINE through our website **www.mccc.kerala.gov.in**
2. Please assure that you have the following before proceeding to Online Registration.
  - a) Your photograph in digital form with the following specifications;
  - b) Maximum Image Size: 30Kb,
  - c) Image Dimension: 150W X 200H px,
  - d) Image Type: .jpg format.
  - e) b) Demand Draft (**Rs. 250/-** for SC/ ST category and Rs. 750/- for others) drawn in favour of Director, Malabar Cancer Centre, Thalassery payable at Thalassery, towards application fee.
3. The last date of submission of ONLINE application is **04.30 PM on 27/01/2018**.
4. Community certificate and non creamy layer certificate from Tahsildar/Village Officer should be submitted along with the application
5. Signed, hard/ Print copy of ONLINE application, downloaded from website, along with Demand Draft as application fee and self attested copies of certificates (for proving age, qualification, experience, community, etc.) should be forwarded to The Director, Malabar Cancer Centre, Moozhikkara PO, Thalassery, Kerala-670103, without fail, so as to reach on or before **05/02/2018** till 4.30 PM
6. The envelope containing application should be super scribed as “Application for the Post of .....” with post name.
7. The applications that are not complete in all respect **will not be considered**.
8. Applications without required certificates or documents will not be considered and will be rejected.
9. Selection will be based on qualification and experience and performance in the written test and interview. Claims in respect of Qualifications, Experience, etc. should be supported by copies of relevant documents; Candidates should produce the originals at the time of interview.
10. No TA/DA will be paid for the Interview/Written test.
11. Written test will be conducted by LBS, Thiruvananthapuram and all communications related to written test will be carried out by LBS only.
12. Communication of interview call letter from MCC, will be through e-mail/Post only. Candidates are advised to visit our website [www.mcc.kerala.gov.in](http://www.mcc.kerala.gov.in) regularly for updates/ notices and announcements.
13. Canvassing in any form will lead to automatic disqualification. Candidates are advised to desist from such unholy practices.
14. Age will be calculated as on 1<sup>st</sup> January of the year. i.e **01-01-2018**.
15. Age Limit: Age relaxation in the upper age limit for vacancies will be as follows:
  - Scheduled Caste/Scheduled Tribe- 5 years
  - Other Backward Classes- 3 years
16. Candidates eligible for age relaxation (applicable to those other than SC/ST/OBC) have to specify the details in the space provided in the application form and attach the relevant certificate(s) from the competent authority. Candidates applying under any of the notified reservation category viz.SC/ST/OBC etc. will be considered against that category, subject to the submission of Caste Certificate in the prescribed format applicable for employment in Central/State Government Institutions issued by a Revenue Officer not below the rank of a Thahsildar/Village Officer, failing which their candidature will be treated as Unreserved Category, even if they satisfy all the other eligibility criteria prescribed in the notification.
17. No Objection Certificate from the present employer, if employed in Govt./Semi Govt./Autonomous Bodies etc., should be enclosed along with the application.

18. Qualification, experience prescribed by MCC, should be strictly followed and applications without any of them will be rejected.
19. Late applications will not be considered after the last date of submission.
20. The Director-MCC will hold the right to reject any application without any information.

21. **Check list(mandatory)**

- ✓ Hard copy of online application
- ✓ Original Demand Draft (Copy will not be accepted)
- ✓ Self attested copies of certificates proving age qualification, experience etc:-
- ✓ Community/Creamy layer certificate for candidates claiming reservation status.

**The applications submitted, in the absence the absence of any of the documents mentioned above, will be summarily rejected and no intimation will be sent to the candidates.**

22. **Application Fee:**

- Applications in the **prescribed format** only will be considered.
- Application fee Rs. 250/- (Rupees two hundred fifty only) for SC/ ST category and Rs. 750/- (Rupees seven hundred and fifty only) for others in the form of Demand Draft drawn from a nationalized bank in favour of Director, Malabar Cancer Centre payable at Thalassery should be submitted **in original** along with the print out of Online application.
- Print out of online application form should be signed by the candidate and submitted to MCC within the stipulated time. Applications **without signature** of the candidate **will be not be considered and rejected.**
- Candidates claiming fee concession/exemption, a copy of SC/ST Certificate from the competent authority. If the duly attested copy of certificate is not attached, the application will be rejected for want of sufficient amount of D.D.
- If candidates applying for multiple posts separate application fee in the form of Demand draft **should be remitted** for each posts.

23. **Selection Process**

- Eligible candidates have to appear for a Written Test or Trade Test as per the call letter. The written test will be conducted by LBS Centre for Science and Technology, Thiruvananthapuram (A Government of Kerala Undertaking) and communications in this regard will be done by LBS Centre for Science and Technology. Applications received in MCC, within the time limit, shall be forwarded to LBS for verification and conducting written test.
- Candidates will not be permitted to appear for written test without the required documents, as mentioned in the call letter.
- The written test will carry **75 marks.**
- The written test will be of 90 minutes duration having 75 objective type questions (OMR valuation) as per the qualification prescribed or the post in the notification.
- Admission to the written test is purely provisional and will not confer any claim unless the conditions in the notifications are satisfied.
- Pass in the written test alone will not be criteria for selection as the qualification prescribed for the post will be scrupulously scrutinized before, during or after the interview. Even if a candidate is permitted to appear for written test and qualified for interview, later found to be not meeting the qualification or criteria mentioned, he or she will not be called for the selection interview.
- Candidates selected in the written test will have to appear before a selection interview board of MCC, along with the call letter of written test.

**24. Process on the day of interview:**

- Verification of identity.
- Verification of certificates.

**25. Interview process:**

Each candidate shall be called one by one and the same questions shall be asked to assess the subject knowledge. Sub-questions are allowed if found essential at the discretion of subject expert or other interview board members.

**26. Scoring of marks-**

- Total marks in **written test-75**
- Total marks in **Interview-25**

**27. General conditions:**

- ❖ Attested copies of certificates, proving qualification, experience and age should be submitted along with the application. Applications without certificates will be rejected. Original certificates proving qualification, experience and age should be produced at the time of interview.
- ❖ Decision whether to admit the candidate for the interview in case he or she fail to bring any required document rests entirely at the discretion of MCC, depending on the importance of the document.
- ❖ All candidates will be made to sit in a separate area once they submit their certificates and documentation for verification. They should hand over the cell phone and other electronic or electrical or similar communication / recording devices including their hand bags to the separate counter before entering waiting room. If any candidate is found to have violated the rule, he or she will be disqualified.
- ❖ No accompanying person is allowed to come near the vicinity of the interview hall or waiting room.
- ❖ Each candidate will be separately called for the interview and examined in detail.
- ❖ After the interview, each candidate can collect his/ her belongings from the counter and should leave the hall immediately.
- ❖ Any attempt to disrupt or interfere with the proceeding or any misconduct towards assisting staff or interview board members will disqualify the candidate without further explanation.
- ❖ Interview may include questions related to attitude assessment, aptitude assessment, subject assessment, personality assessment, etc. and may include practical assessment depending on the post to which the candidate appears.
- ❖ Total marks will be out of **100 (75 marks for written test & 25 marks for Interview)**
- ❖ If candidate fails to complete the process of interview, he/ she will not be ranked.
- ❖ Only those candidates who scores marks above the cut off mark (30 marks out of 100) will be ranked and included in the rank list. For SC/ST candidates the cut off mark will be 25marks out of 100)

**28. Important Note**

- A rank list valid for 3 years will be prepared for filling future vacancies belonging to the notified categories based on reservation roster.
- Experience wherever prescribed means experience gained **AFTER** acquiring the prescribed essential qualification. However age and experience may be relaxed in respect of internal candidates, if any, by the appointing authority.
- In addition to pay, allowances at State Govt. rates, as applicable from time to time, will also be admissible.
- Not more than one application should be submitted by any candidate for a single post.
- Request for change/correction in the Application Form shall not be entertained under any circumstances.

- Candidates are advised to submit their duly filled applications much in advance before the closing date to avoid the possibility of late receipt.
- Late applications will not be considered and MCC will not be responsible for any postal delay or loss in transmission/transit.
- Candidates should retain photocopies of the DD and application for their own records and reference.
- **Any attempt to influence the Selection committee of MCC directly or indirectly will disqualify the candidate. The decision of MCC will be final in this regard.**
- A candidate's admission to the Test/Interview is strictly provisional. The mere fact that the call letter has been issued to the candidate does not imply that his/her candidature has been finally cleared by MCC.
- In case if it is detected at any stage that a candidate does not fulfill the eligibility norms and/or that he/she has furnished any incorrect/false information/certificate/documents or has suppressed any material fact(s), his/her candidature will stand cancelled. If any of these shortcomings is/are detected even after appointment, his/her service is liable to be terminated. The decision of MCC will be final in this regard.
- **A rank list in this regard will be prepared and forwarded to MCC. According to each vacant post 4 candidates will be invited for Interview from the rank list. This rank list from LBS will be revealing only after the main rank list is prepared/published.**