



## **MALABAR CANCER CENTRE**

(an autonomous centre under Government of Kerala)

Thalassery, Kannur – 670 103,

Ph: 0490 2355881, 2399201, Fax: 0490 2355880

e - mail: mcctly@gmail.com , www.mcc.kerala.gov.in

2098/11/Estt/MCC

06/06/2018

### **WANTED LIAISON OFFICER (on contract basis)**

Immediately requires a qualified person as LIAISON OFFICER for Malabar Cancer Centre, to carry out liaison works and to follow up various matters related to the Institution, in Secretariat and other Government Institutions at Thiruvananthapuram. Application in the prescribed MCC form, with detailed bio data, attested copies of testimonials etc. along with DD worth Rs.500 (Rs.150/- for SC/ST candidates) favoring Director, Malabar Cancer Centre, Thalassery, payable at Thalassery, should reach the undersigned on or before 25.06.2018. Application forms and details are available in [www.mcc.kerala.gov.in](http://www.mcc.kerala.gov.in)

Sd/-

Director

**APPLICATIONS ARE INVITED FOR LIAISON OFFICER (ON CONTRACT BASIS) FOR CARRYING OUT LIAISON WORKS FOR MALABAR CANCER CENTRE, (MCC) THALASSERY.**

**LIAISON OFFICER:**

**1. Qualification:**

- Degree of any subject

**2. Essential requirements:**

- Above the age of 45 years and should be a resident of Thiruvananthapuram.
- Should be well verse with Government procedures and functioning of Government mechanisms especially offices in Government Secretariat.
- Should have worked in Government for a period of at least 5 years.
- Preference will be given to candidates retired from Government Secretariat, Thiruvananthapuram.

**3. Job Profile:**

- Should follow up the files of MCC in Government Secretariat and in other Government offices in Thiruvananthapuram and nearby regions
- Should represent MCC in Government meetings, if requested by Director
- Should help Administrative Department of MCC in preparing important Government communications and documents

**4. Remuneration:**

- Consolidated pay **Rs 25,000/- per month**

**5. Method of Selection:**

- Interview and assessment of Credentials

**6. Period of appointment**

- 6 months

**7. Type of appointment:**

- Contract basis

There will not be any claim for permanency or claim for any posts in MCC.

Interested candidates should apply along with detailed bio-data, so as to reach the undersigned **on or before 20<sup>th</sup> of June 2018.**

**Sd/-**

**DIRECTOR**

**Malabar Cancer Centre,  
Thalassery -670103**



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## APPLICATION FOR THE POST OF LIAISON OFFICER (On contract basis)

|   |  |
|---|--|
| Name  |  |
| Age & Date of birth   |  |
| Address   |  |
| Phone number:<br>Landline<br>Cell Phone   |  |
| Email id  |  |
| Qualification   |  |
| Languages proficient in (reading, speaking and writing)                         |  |
| Professional record (position, duration, section worked, Department and Office) |  |
| Date of retirement  |  |
| Current status  |  |
| Attributes (own assessment)   |  |
| Reference   |  |

Signature with Date:

Name