



No.7341/MCC-PGIOSR/224/2022-GADE4/78

22/07/2024

EXISTING AND ARISING VACANCY

FIXED TERM CONTRACT BASIS IN MALABAR CANCER CENTRE				
Sl No.	Post	Qualification	Existing Vacancies	Consolidated pay per month
1.	LIAISON OFFICER	Qualification: Degree in any subject. Experience: Not below the rank of Under Secretary (Retired). Worked in Government Secretariate, during last 5 years of retirement Knowledge: Should be well verse with Government procedures and functioning of Government mechanism, especially in Government Secretariat. Age: Above 55 years and should be a resident of Thiruvananthapuram.	1	Rs. 25,000/-

GENERAL INSTRUCTIONS FOR ONLINE APPLICATIONS

1. The notification is for existing and arising vacancies at present and future, subject to the guidelines of the institutions issued from time to time.
2. Appointment will be done on contract basis, for a maximum period 179 days initially and can be extended for a maximum period of 3 years, subject to satisfactory performance and decision of the executive committee of the institution from time to time (Maximum 6 tenures).
3. The selection will be based on the performance in Written test/Interview, as per the guidelines of the institution.
4. Interested Candidate can apply ONLINE through our website www.mcc.kerala.gov.in
Last date of Online Application is **15th August, 2024, 12.00 PM**
5. Please assure that you have the following before proceeding to **Online Registration**
 - Your photograph in digital form with the following specifications:
Maximum Image size: 30Kb, Image dimension:150Wx200 Hpx, Image type:jpg format
6. Application Fee shall be paid online through the payment gateway system provided in the online Application at the rate of **Rs.50/-(Rupees fifty only) for SC/ST category and Rs.250/-(Rupees Two hundred and fifty only) for others.**
7. Candidates should produce the original Certificate along with a self-attested copy of the same at the time of interview.
8. Communication of Interview/Test will be only through e-mail/Website. Candidates are advised to visit our website www.mcc.kerala.gov.in regularly for updates/notices and announcements.
9. Age will be calculated as on 1st January of the year i.e., 01.01.2024.
10. The experience will be calculated from the date on which requisite qualification is obtained to date of notification.

General Conditions

- ❖ Decision whether to admit the candidate for the interview in case he or she fails to bring any required document rests entirely at the discretion of MCC(PGIOSR) depending on the importance of the document.
- ❖ Each candidate will be called separately for the interview and interviewed in detail. If required, written test/online test shall be conducted.
- ❖ 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 shall include questions related to subject knowledge, attitude assessment, aptitude assessment, subject assessment, personality assessment etc and may include practical assessment depending on the post to which the candidate appears.
- ❖ If candidate fail to complete the process of interview, he/she will not be ranked.

Important Note

- ❖ Request for change/correction in the application form shall not be entertained under any circumstances.
- ❖ In case if it is detected at any stage that a candidate does not fulfil 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 short comings is/are detected even after appointment, his/her service is liable to be terminated. The decision of MCC(PGIOSR) will be final in this regard.

Job Profile:

- ❖ Should follow up the files of MCC (PGIOSR) in Government Secretariat and in other Government offices/Agencies in Thiruvananthapuram and nearby regions & daily report to Administrative Department of MCC (PGIOSR).
- ❖ Should represent MCC(PGIOSR) in Government meetings, if requested by Director. Basic arrangements/support for all meetings shall be ensured
- ❖ Should help Administrative Department of MCC (PGIOSR) in preparing important Government communications and documents.

**Sd/-
DIRECTOR**

 MALABAR CANCER CENTRE (POST GRADUATE INSTITUTE OF ONCOLOGY SCIENCES & RESEARCH) (An autonomous institution under Government of Kerala)	
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No. E7341MCC(PGIOSR)/224/2022-GAD-E4/78	Date: 22/07/2024
EXISTING AND ARISING VACANCIES	
Online applications are invited from retired government employees from Kerala Secretariat for carrying out liaison works on fixed term contract basis in Thiruvananthapuram and nearby region. The last date for submitting online application is 15th August 2024 at 12.00 PM . For details, please visit www.mcc.kerala.gov.in	
Sd/- DIRECTOR	