

Kalyan Singh Super Specialty Cancer Institute

कल्याण सिंह अति विशिष्ट कैंसर संस्थान

C.G. City, Sultanpur Road, Lucknow-226002

सी0जी0 सिटी, सुल्तानपुर रोड, लखनऊ-226002

(An Autonomous Institute of the Govt. of Uttar Pradesh)

(उत्तर प्रदेश सरकार का स्वायत्तशासी संस्थान)

Email: humanresource.sscih@gmail.com

Phone- 05222971477

Advertisement No- SSCI/PRO-02/ 16 /2021-22

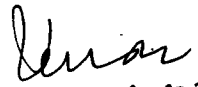
Date: - 23-03-2022

प्रतिनियुक्ति हेतु आवेदन

विज्ञापन सं० KSSSCI/ER-10/2021-22 के क्रम में केन्द्र या राज्य सरकार या केन्द्र शसित प्रदेश या केन्द्रीय वैधानिक प्रशासन या स्वायत्तशासी निकायों में कार्यरत कर्मचारियों/अधिकारियों से निम्नलिखित पदों पर प्रतिनियुक्ति के माध्यम से नियुक्ति हेतु आवेदन पत्र आमंत्रित किये जाते हैं। विस्तृत विवरण संलग्न है।

क०स०	पद नाम	पदों की संख्या	पदों के वेतनमान रू०
1	वरिष्ठ प्रशासनिक अधिकारी	01	वेतनमान-9300-34800 ग्रेड-पे-4800
2	प्रशासनिक अधिकारी	01	वेतनमान-9300-34800 ग्रेड-पे-4600
3	भण्डार क्रय अधिकारी	02	वेतनमान-9300-34800 ग्रेड-पे-4600

प्रतिनियुक्ति के आधार पर नियुक्त होने वाले कर्मचारियों/अधिकारियों का वेतन निर्धारण नियमानुसार विचारणीय होगा एवं प्रतिनियुक्ति भत्ता एवं अन्य सेवा शर्तें उत्तर प्रदेश सरकार द्वारा जारी संगत नियमों एवं आदेशों पर आधारित होंगे।


22/3/22
(प्रो० आर० के० धीमन)
निदेशक

Kalyan Singh Super Specialty Cancer Institute

कल्याण सिंह अति विशिष्ट कैंसर संस्थान

C.G. City, Sultanpur Road, Lucknow-226002

सी0जी0 सिटी, सुल्तानपुर रोड, लखनऊ-226002

(An Autonomous Institute of the Govt. of Uttar Pradesh)

(उत्तर प्रदेश सरकार का स्वायत्तशासी संस्थान)

Email: humanresource.sscih@gmail.com

Phone- 05222971477

Recruitment on Administrative posts on deputation

(Advertisement no. KSSSCI/ER-10/2021-22)

Last date for receipt of application form	13.04.2022 (05:00 PM)
To see advertisement, application form and other information on Institute website	https://cancerinstitute.edu.in/

Kalyan Singh Super Speciality Cancer Institute C.G. city Lucknow have published an advertisement no. KSSSCI/ER-10/2021-22 for inviting application for the post of Senior Administrative Officer, Administrative Officer & Store Purchase Office. The detail for eligibility and other conditions required for the above posts are mentioned below:

Sr.No.	Name of the Post	No. of Vacancy	Payment matrix	Maximum Age	Eligibility criteria- Recruitment by Deputation
	A	B	C		E
1	Senior Administrative Officer (वरिष्ठ प्रशासनिक अधिकारी)	01 (UR)	वेतनमान-9300-348 00 ग्रेड- पे- 4800	56 years for deputation	Officers under the Central/State government / U.T. Administration of the Central statutory/ autonomous Bodies holding analogous post on regular basis OR Administrative Officers with at least 5 years of regular service on the post of administrative officers on the first day of the year of recruitment having a Degree and experience in administration and establishment matters and also preferably in accounts matters. OR, Administrative Officers who taken together, have at least 15 years working experience on the post of Junior Assistant, Senior Assistant, Head Assistant & Administrative Officer on the first day of the year of recruitment. <u>Preference:</u> Officers having MBA or Post graduate Diploma in Personnel Management will be given preference. -(Period of deputation in the first instance shall be for 1 year extendable to 3 years on satisfactory performance).

Kalyan Singh Super Specialty Cancer Institute

कल्याण सिंह अति विशिष्ट कैंसर संस्थान

C.G. City, Sultanpur Road, Lucknow-226002

सी0जी0 सिटी, सुल्तानपुर रोड, लखनऊ-226002

(An Autonomous Institute of the Govt. of Uttar Pradesh)

(उत्तर प्रदेश सरकार का स्वायत्तशासी संस्थान)

Email: humanresource.sscih@gmail.com

Phone- 05222971477

2	Administrative Officer (प्रशासनिक अधिकारी)	01 (UR)	वेतनमान-9300-348 00ग्रेड- पे- 4600	56 years for deputation	Officers under the Central/State government / U.T. Administration of the Central statutory/ autonomous Bodies holding analogous post on regular basis OR Head Assistant who have completed 5 years service on the day of the year of recruitment OR Head Assistant who, taken together have completed atleast 10 years service on the post of Junior Assistant, Senior Assistant & Head Assistant on the first day of the year of recruitment having a Degree and experience in administration and establishment matters and also preferably in accounts matters. <u>Preference:</u> Officers having MBA or Post graduate Diploma in Personnel Management will be given preference. -(Period of deputation in the first instance shall be for 1 year extendable to 3 years on satisfactory performance).
3	Store purchase officer (मण्डार क्रय अधिकारी)	02 (UR)	वेतनमान-9300- 34800 ग्रेड- पे- 4600	56 years for deputation	Officers under the Central/State government / U.T. Administration of the Central statutory/ autonomous Bodies holding analogous post on regular basis or with at least 5/8 years of regular service on the post of Assistant Store Purchase Officer/Junior Store Purchase Officer. <u>Preference:</u> Officers having MBA or Post graduate Diploma in Material Management and inventory control will be given preference. (Period of deputation in the first instance shall be for 1 year extendable to 3 years on satisfactory performance).

Upper age as on last date of receipt of application form

- For deputation- upto 56 years

Mode of recruitment –

- For deputation- The recruitment shall be made on the basis of interview. In case the Institute is not able to recruit suitable candidates through deputation then it will go for direct recruitment.

Pay Fixation and deputation allowance- As per relevant government orders and rules.

Kalyan Singh Super Specialty Cancer Institute

कल्याण सिंह अति विशिष्ट कैंसर संस्थान

C.G. City, Sultanpur Road, Lucknow-226002

सी0जी0 सिटी, सुल्तानपुर रोड, लखनऊ-226002

(An Autonomous Institute of the Govt. of Uttar Pradesh)

(उत्तर प्रदेश सरकार का स्वायत्तशासी संस्थान)

Email: humanresource.sscih@gmail.com

Phone- 05222971477

General Conditions:-

- The candidate must ensure that correct and complete information is filled, as it will be used to determine eligibility and suitability. The Institute will not be responsible if the application of any candidate is rejected on the basis of incomplete or faulty information filled in hard copy.
- The officers, who fulfill the above qualifications/Eligibility, may submit their application through proper channel in prescribed proforma attached with this Advertisement. The last date of receipt of application in KSSSCI, Lucknow will be as given above. Separate Application is required for each post. The detailed advertisement is available on the institute's website i.e. <https://cancerinstitute.edu.in>. The application should be sent through speed post, registered/Courier and also scanned copy of completely filled application should be sent to the **email humanresource.sscih@gmail.com** upto the last date.
- The number of posts indicated above are provisional and subject to change without prior notice.
- The Institute reserves the right to cancel the vacancy or reject any application at any stage without assigning any reason thereof.
- Selection may or may not be held for all the advertised posts.
- In case of non availability of candidates with requisite qualification and experience, the selection committee may make such recommendation as it may deem fit subject to the relevant provisions laid down by the Government of Uttar Pradesh and / or provided in SGPGIMS regulations.
- Documentary proof of qualification and experience claimed is a must.
- Mere eligibility does not entitle a candidate to be called for an interview or to claim for an appointment.
- Only shortlisted eligible candidates will be called for interview.
- Email and contact details including correct postal address and telephone numbers currently used must be mentioned in your application form, so that necessary correspondence at the level of the Institute may be made.
- The appointment shall be subject to certification of medical fitness by the medical board of Institute/authorized medical board.
- Both soft & hard copy are required. This must contain copies of proof of educational qualifications and experience, no objection certificate from current employer, in case of deputation etc.
- The candidate must ensure that the particulars in the application are verified and He/She fulfills the eligibility conditions. Duly attested photocopies of their up-to-date qualifications, experience certificates, promotion/up gradation orders and Confidential Reports (at least for the latest 05 years) in case of deputation must be enclosed with the application. It must also be clearly stated that no vigilance/ disciplinary proceedings are pending or contemplated against the candidates concerned. Applications without vigilance clearance and CR Dossiers will not be considered. Candidates are requested to produce all the original supporting documents at the time of interview.
- The candidates have to download the application form, fill it, scan it & send in hard copy & mail to above mentioned ID also.

Kalyan Singh Super Speciality Cancer Institute

कल्याण सिंह अति विशिष्ट कैंसर संस्थान

C.G. City, Sultanpur Road, Lucknow-226002

सी0जी0 सिटी, सुल्तानपुर रोड, लखनऊ-226002

(An Autonomous Institute of the Govt. of Uttar Pradesh)

(उत्तर प्रदेश सरकार का स्वायत्तशासी संस्थान)

Email: humanresource.sscih@gmail.com

Phone- 05222971477

- The decision of the Institute in respect of eligibility and suitability of a candidate shall be final. Director of the Institute reserves the right to reject any or all applications without assigning any reason. All disputes will be subject to the jurisdiction of the Lucknow bench of Hon'ble High Court of Judicature at Allahabad.
- The hard copy of the application alongwith annexures should be received upto last date mentioned above. The envelope containing the hard copy must be superscribed by name of post applied for and should be addressed to The Director, Kalyan Singh Super Speciality Cancer Institute, CG City, Sultanpur Road, Lucknow- 226002.

DIRECTOR

Kalyan Singh Super Specialty Cancer Institute

कल्याण सिंह अति विशिष्ट कैंसर संस्थान

C.G. City, Sultanpur Road, Lucknow-226002

सी0जी0 सिटी, सुल्तानपुर रोड, लखनऊ-226002

(An Autonomous Institute of the Govt. of Uttar Pradesh)

(उत्तर प्रदेश सरकार का स्वायत्तशासी संस्थान)

Email: humanresource.sscih@gmail.com

Phone- 05222971477

APPLICATION FORM FOR APPOINTMENT ON DEPUTATION

Application for the post _____ on deputation basis at
Kalyan Singh Super Specialty Cancer Institute, Lucknow, UP.

1	Name and address (in BLOCK Letters)		Paste Self-Signed Passport Size Colored Photograph DO NOT STAPLE
2	Father's Name Mother's Name		
3	Date of Birth (In Christian era*)		
4	I. Date of entry into service II. Date of Retirement under Central/State Govt. Rules		
5	Educational Qualification*	I.	
		II.	
		III.	
		IV.	
		V.	
		VI.	
		VII.	
		VIII.	
6	Whether educational and other qualifications required for the post are satisfied		
7	If any qualification has been treated as equivalent to the one prescribe in the Rules, state the authority for the same).		
8	Qualifications/ Experience required as mentioned in the Advertisement	Qualification/Experience possessed by the Officer	
	A) Qualification*	A) Qualification*	
	B) Experience*	B) Experience*	
9	Please state clearly whether in the light of entries made by you above, you meet the requirements of the Post.		
10	*Details of employments, in chronological order. (Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient).		

Kalyan Singh Super Specialty Cancer Institute

कल्याण सिंह अति विशिष्ट कैंसर संस्थान

C.G. City, Sultanpur Road, Lucknow-226002

सी0जी0 सिटी, सुल्तानपुर रोड, लखनऊ-226002

(An Autonomous Institute of the Govt. of Uttar Pradesh)

(उत्तर प्रदेश सरकार का स्वायत्तशासी संस्थान)

Email: humanresource.sscih@gmail.com

Phone- 05222971477

Office /Institution/Organization	Post held on regular basis	From	To	Pay-Band and Grade Pay/Pay Scale of the post held on regular basis	Nature of Duties (in Detail) highlighting experience required for the post applied for
11	Nature of present employment i.e., Ad-hoc or Temporary or Quasi-Permanent or Permanent				
12	In case the present employment is held on deputation basis, please state:				
(a) The date of initial appointment	(b) Period of appointment on deputation/contract	(c) Name of parent officer /organization to which the applicant belongs		(d) Name of the Post and Pay of the post held in substantive capacity in the parent organization	
Note-1: In case of Officers already on deputation, the applicants of such officers should be forwarded by the parent cadre/Department along with Cadre Clearance, Vigilance Clearance and Integrity Certificate.					
Note-2 : Information under Column 12 © & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/organization but still maintaining a lien in his parent cadre/organization.					
13	Additional details about present employment: Kindly state Whether working under: a) Central Government b) State Government c) Autonomous Organization d) Government Undertaking e) University f) Others				
14	Are you in revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale.				
15	Total emoluments per month now drawn				
16	A) Additional information, if any, which you would like to mention in support of your suitability for the post				

Kalyan Singh Super Specialty Cancer Institute

कल्याण सिंह अति विशिष्ट कैंसर संस्थान

C.G. City, Sultanpur Road, Lucknow-226002

सी0जी0 सिटी, सुल्तानपुर रोड, लखनऊ-226002

(An Autonomous Institute of the Govt. of Uttar Pradesh)

(उत्तर प्रदेश सरकार का स्वायत्तशासी संस्थान)

Email: humanresource.sscih@gmail.com

Phone- 05222971477

	(Note: Enclose a separate sheet, if the space is insufficient.)	
17	Whether belongs to SC/ST/OBC (if yes, please specify)	
18	Contact Nos.	1. Office: 2. Residence: 3. Mobile: 4. E-mail address:
19	If selected, specify the minimum required joining time.	

Declaration

I have carefully gone through the vacancy circular/ advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification/ Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The Information/ details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed / withheld.

Date:

(Signature of the Candidate)

Address: _____

Kalyan Singh Super Specialty Cancer Institute

कल्याण सिंह अति विशिष्ट कैंसर संस्थान

C.G. City, Sultanpur Road, Lucknow-226002

सी0जी0 सिटी, सुल्तानपुर रोड, लखनऊ-226002

(An Autonomous Institute of the Govt. of Uttar Pradesh)

(उत्तर प्रदेश सरकार का स्वायत्तशासी संस्थान)

Email: humanresource.sscih@gmail.com

Phone- 05222971477

NO OBJECTION CERTIFICATE

It is hereby being certified that the undersigned has no objection in forwarding the application of Mr./Mrs./Smt./Shri _____, (Age in years) _____.

He/She is working as (Current Position) _____ in the

Pay scale of Rupees _____ in the office/institution/organization

Signature & Seal of Head of Appointing Authority

Name:

Designation:

Date:

Certification by the Employer / Cadre Controlling Authority

1. The Information/ details provided in the above application by the applicant are true and correct as per the facts available on records. He/ She possess educational qualifications and experience mentioned in the advertisement. If selected, he/she will be relieved immediately.
2. Also certified that:
 - I. There is no vigilance or disciplinary case pending / contemplated against Shri/Smt
.....
 - II. His / Her integrity is certified.
 - III. His/ Her CR Dossier in original is enclosed/ photocopies of the ACRS for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or equivalent of State Government or above are enclosed.
 - IV. No major/ minor penalty has been imposed on him / her during the last 10 years OR a list of major/minor penalties imposed on him/her during the last 10 years is enclosed. (as the case may be)

Countersigned

(Employer/Cadre Controlling Authority with Seal & Date)

Kalyan Singh Super Specialty Cancer Institute

कल्याण सिंह अति विशिष्ट कैंसर संस्थान

C.G. City, Sultanpur Road, Lucknow-226002

सी0जी0 सिटी, सुल्तानपुर रोड, लखनऊ-226002

(An Autonomous Institute of the Govt. of Uttar Pradesh)

(उत्तर प्रदेश सरकार का स्वायत्तशासी संस्थान)

Email: humanresource.sscih@gmail.com

Phone- 05222971477

Documents to be attached with the application from: (Self-certified copy):

- ID Proof (Aadhaar Card & PAN card)
- Address proof. (Any one-Passport; DL; Voter ID Card; Aadhaar card etc.)
- Matriculation certificate/age proof or any authentic age proof certificate.
- Four recent passport size photos, facing the camera, face fully visible
- Class 10th and 12th certificates
- Academic/Professional course mark sheet/degree and pass certificate.
- Certificate /Proof of academic / professional degree recognition by the concerned Board/Council of Examination.
- Evidence of work experience
- ACR's of last 5 years

Candidate needs to produce the above-mentioned documents in original at the time of the interview, in the absence of which s/he will NOT be considered.