



CHITTARANJAN NATIONAL CANCER INSTITUTE

1st Campus – 37, S. P. Mukherjee Road, Kolkata - 700 026

2nd Campus - Street No.299, Plot No. DJ – 01, Premises No. 02-0321, Action Area ID,
New Town, Kolkata – 700160

Dated: 29.08.2025

Advt. No. N-018/2025

Chittaranjan National Cancer Institute, Kolkata is an Autonomous Body under Ministry of Health and Family Welfare, Govt. of India. CNCI desires to recruit persons for CONTRACTUAL POSTS as detailed below. CNCI is looking for candidates, who exhibit a high level of achievement and sense of responsibility. Applications are invited from eligible Indian Nationals for Recruitment for the following positions on **contractual basis** initially for a period of 01 Year subject to renewal upon satisfactory performance report and requirement of the Institute.

The details of posts are as follows:

Sl No.	Name of the Post	No. of Post	Educational Qualification & Experience	Consolidated Remuneration	Age Limit
1	Hospital Manager (Operations)	01	Graduate in any discipline from a recognized Institute with 15 years of experience in the relevant field in a reputed Hospital/Centre. Out of which 05 years' experience should be in a Cancer Hospital/Centre Desirable: Candidates having MBA/MHA Degree will be preferred.	110000/-	50 Years
2	Hospital Manager (OPD Services & Corporate Affairs)	01	Graduate in any discipline from a recognized Institute with 15 years of experience in the relevant field in a reputed Hospital/Centre. Out of which 05 years' experience should be in a Cancer Hospital/Centre.	90000/-	50 Years

Date & time of commencement of Applications	30.08.2025 from 10:00 AM
Last date & time of Applications	15.09.2025 up to 05:00 PM

CNCI, Kolkata

Application Fees & Bank Details	Rs. 200/- Bank Details : Account Number – 40382089655 SBI - Sanjeeva Town(Code-16913) IFSC Code- SBIN0016913, MICR Code- 700002475 UPI ID : cnci4239@sbi 
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GENERAL INSTRUCTION AND TERMS & CONDITIONS

1. Eligibility, Age, Qualification & Experience

- All qualifications acquired must be recognized in law.
- Qualifications and experience of candidates must be relevant to the position applied for.
- Age and experience requirements shall be reckoned as on the closing date of the advertisement.
- Mere fulfillment of qualifications and experience does not entitle a candidate to be short-listed. The Institute reserves the right to restrict the candidates to be called for the selection process to a reasonable number based on relevant criteria, higher than the minimum prescribed.
- The Institute reserves the right to act and take decisions as deemed fit, in all matters relating to (i) eligibility; (ii) acceptance or rejection of the application; (iii) incomplete or incorrect information (if any) furnished by the applicant; (iv) short listing and selection; No request or correspondence of any kind in this regard would be entertained.
- Also the Institute reserves the right to terminate the engagement of the selected candidate through the outsourcing agency without citing any reasons whatsoever and no claim in this regard would lie against the Institute. In no case, the candidates would have any claim for regular employment at the Institute. They would be on board through the outsourcing agency only.
- No vigilance or disciplinary case should have been contemplated, initiated, pending, or taken against the candidate as on the date of submitting the applications. Such candidates would be ineligible and hence should not apply. If such a development arises after the candidate submits the application, the Institute must be promptly notified.
- The candidates should not have faced any action by any law enforcement agency and should not have been convicted by any Court of Law, either in India or abroad.

2. VACANCIES AND POSITIONS:

- a) The Institute reserves the right not to fill any, some or all the advertised positions; or cancel the advertisement in whole or in part, without assigning any reason and without incurring any liability. The Institute also reserves the right to extend the closing date for receipt of applications; restrict, enlarge, modify, or alter the requirements or recruitment process in whole or part, if such need arises, without issuing any further notice or assigning any reason thereof.
- b) **Duration of engagement:** The engagement may be initially for up to one year at a time. At the end of the initial engagement or subsequent extension, the Institute will make an assessment and take the decision about an extension, if required. This institute will devise its own assessment procedure for extension based on the contribution of the selected candidate and requirements of the Institute.

3. DISQUALIFICATION:

- a) If a candidate is found ineligible at any stage of recruitment process, he/she will be disqualified, his/her candidature will be canceled and if selected, the engagement may be withdrawn forthwith without any compensation and with no liability for the Institute, whatsoever. Suppressing any information (in whole or part) or submitting false or misleading information (in whole or part) may lead to similar penal action at any stage of recruitment.
- b) Issuance of letter or any communication for attending the selection process will not confer any right of engagement with the Institute.
- c) In case of any inadvertent error in the process of selection which may be detected at any stage even after the engagement of the selected candidates, the Institute reserves the right to withdraw, cancel, or modify any communication, made to the candidate, without incurring any liability whatsoever.
- d) Canvassing in any form will be a disqualification.

4 OTHER TERMS & CONDITIONS:

- a) Pay: Salary would be paid through the Outsourcing Agency. PF, ESIC and other Statutory benefits will also be paid, as applicable.
- b) All recruitment shall be done on the recommendations of duly constituted Screening Committee and the Selection Committees. The Director, CNCI would be the Competent Authority to finalize the engagement of the applicant.
- c) In all matters of recruitment such as screening, shortlisting, selection etc., the decision of the Competent Authority of the Institute shall be final and binding.
- d) Applicants called for further selection process shall not be entitled for payment of any TA/DA.
- e) Disputes (if any) shall be subject to the jurisdiction of competent courts of Kolkata.

5 HOW TO APPLY

- a) Interested candidates are invited to apply offline in the prescribed format and the duly filled application form should reach to the below mentioned address latest by **15.09.2025 (05:00 PM)**. **The application form may also be sent through email @ recruitment.cncik@gmail.com.**

Address: Office of the Director, Chittaranjan National Cancer Institute, Street No-299, DJ Block, Action Area-1D, Newtown, Kolkata-700160.

- b) Candidates are advised to visit the website of CNCI, Kolkata (www.cnci.ac.in) regularly for updates. Amendments, corrigendum, addendum (if any), will be placed on the Institute website only.
- c) The Institute will communicate only with short-listed and selected candidates. It is explicitly made clear that no correspondence, whatsoever, shall be entertained from applicants not shortlisted for further selection process or not selected for appointment.
- d) Incomplete applications will summarily be rejected and no interim queries will be entertained in this regard.

CNCI, Kolkata



CHITTARANJAN NATIONAL CANCER INSTITUTE

(An Autonomous Institute under Ministry of Health and Family Welfare, Govt. of India)

(Application form for the tenure positions of _____)

1.	Name of the position applied for & the Advt. No.				
2.	Name of the Candidate (in BLOCK CAPITAL)				
3.	Father's / Husband's Name				
4.	Address for communication, in full with telephone number, email, etc.	Address: Mobile No: Email:			
5.	Date of Birth *				
6.	Whether belonging to SC/ST/OBC *				
7.	Academic qualifications *				
Sl. No.	Degree / Diploma	Year	University / Institute	Division / Grade	Chance (for medical personnel only)

* Attach self authenticated certificates wherever required.

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9.	List of publications, if any (kindly attach additional sheet, if required)	
10.	Experience, if any (kindly attach additional sheet, if required)	
11.	Present status (kindly attach additional sheet, if required)	

I hereby declare that the information given above is true and complete to the best of my knowledge and belief.

Dated :

(Signature of the Candidate)

List of enclosures :

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.