

## Instructions

Please read the notification and instructions carefully before filling up the Application form

1. Candidates should download the prescribed application form from CCRC website **<http://www.ccrc.kerala.gov.in> & <https://ernakulam.gov.in/>**
2. Separate Application forms shall be used for Academic and Non- Academic posts (Download Annexure I for academic posts and Annexure II for non academic posts.)
3. Duly signed, hard/print copy of downloaded application form, along with Bio- Data and attested copies of certificates ( for proving age, qualification, experience etc.) should be forwarded to The Director, Cochin Cancer Research Centre, Government Medical College Campus, HMT Road, Kalamassery, Ernakulam, Kerala -683503 on or before 5 PM 01/10/2018.
4. The envelope containing application should be super-scribed as” Application for the post of.....” with post name.
5. Application without Bio-data and the copies of certificates showing age, Qualification, experience etc will not be considered and will be rejected without any further intimation
6. Selection will be based on qualification and experience and written test, if any, and/or performance in the interview. **A Preliminary written test will be conducted, if necessary.** Claims in respect of qualification, experience etc. should be supported by copies of relevant documents. Candidates should produce the originals at the time of interview.
7. No TA/DA will be paid for the interview/written test.
8. Communication for written test, if any will be sent by post only. Communication of interview call letter from CCRC will be through e-mail/post only. Candidates are advised to visit our website **[www.ccrc.kerala.gov.in](http://www.ccrc.kerala.gov.in)** regularly for updates/ notices and announcements.
9. Canvassing in any form will lead to automatic disqualification. Candidates are advised to desist from such unholy practices.
10. Age will be calculated on the basis of date of notification of the posts.
11. The special officer/Director, CCRC will hold the right to reject any application without any information.

**Check List (Mandatory).**

- Signed hard/print copy of downloaded application form.
- Bio-data
- Original Demand Draft (Copy will not be accepted).
- Self-attested copies of certificates proving age, qualification, experience, etc.

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

**Application Fee:**

- For Academic staff, Application fee Rs.500/- for SC/ ST category and Rs.1000/- for others.
- For Non- Academic staff, Application fee Rs.250/- for SC/ST category and Rs.500/- for others.
- Application fee will be paid in the form of Demand Draft drawn from a nationalized bank in favour of Special Officer, Cochin Cancer Research Centre, Kalamassery payable at Kalamassery and should be submitted in original along with the print out of downloaded Application form. Photostat copy of D.D. will not be accepted and such applications will be rejected, without any intimation.
- Candidates claiming fee concession/exemption, a copy of SC/ST Certificate from the competent authority shall be furnished. If the duly attested copy of certificate is not attached, the application will be rejected for want of sufficient amount of D.D.
- Applications in the prescribed format only will be considered. Separate Application form shall be used for academic and Non- academic posts.
- If candidates applying for multiple posts, separate Application form shall be used for each post and separate application fee in the form of Demand draft should be remitted for each posts.

**Selection Process**

- Eligible candidates have to appear for a Written Test / Trade Test or Interview or both, as the case may be, as per the call letter.
- Candidates will not be permitted to appear for written test without the required documents, as mentioned in the call letter.
- Written test weightage ( if conducted for a post) would be 75% and interview 25%
- 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 a 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 CCRC, along with the call letter of written test.

**Process on the day of interview.**

- Verification of identity.
- Verification of certificates.
- Interview

**General conditions:**

- ❖ Attested copies of certificates, proving qualification, experience and age should be submitted along with the application. Applications without copies of certificates will be rejected. Original certificates proving qualification, experience, age etc should be produced at the time of interview.
- ❖ 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 CCRC, depending on the importance of the document.
- ❖ As part of Selection interview procedures, all candidates will be made to sit in a separate area once they submit their certificates and documents 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 proceedings 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, general awareness etc. and may include practical assessment depending on the post to which the candidate appears.
- ❖ Only those candidates who scores marks above the cut off mark (prescribed by selection committee) will be ranked and included in the rank list.
- ❖ No objection certificate from the present employer, if employed in Govt/Semi-Govt/ Autonomous institutions etc. should be enclosed along with the application form.

### **Important Note**

- A Rank list shall be prepared after the Selection Interview and will be valid for 1 year from the date of publishing of the rank list. This rank list will be considered for filling future vacancies for this period only.
- Experience wherever prescribed means experience gained after acquiring the prescribed essential qualification.
- Not more than one application should be submitted by any candidate for a single post.
- Candidate applying for more than one post, as per the notification, separate Application form shall be used for each posts and separate demand draft should be attached.
- 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 CCRC will not be responsible for any postal delay or loss in transmission/transit.
- Candidates should retain photocopies of the D.D. and application for their own records and reference.
- **Any attempt to influence the Selection committee of CCRC directly or indirectly will disqualify the candidate. The decision of CCRC 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 CCRC.
- Suppression of facts is highly objectionable and is strongly denounced.
- **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 CCRC will be final in this regard.**

- For any clarifications, regarding filling up of application form, or for other queries related to notification please feel free to address to Registrar Cum Administrative Officer through E-mail “ **enquiryccrc@gmail.com**”
- **Last date of Receiving Duly Filled up Application form is 01/10/2018.**

**It is the responsibility of the applicant to ensure that**

- He/she is eligible as per the qualification and experience notified for the post.
- He/she is medically fit to take up the job and does not have any major/ incurable illness which can be impediment to the execution of duties and responsibilities of the job. If found not fit, he/she may have to appear before a Medical Board, for proving his /her medical fitness.