



DELHI STATE CANCER INSTITUTES

- centres par excellence in the service of humanity
(A group of autonomous institutions under the Govt. of NCT of Delhi)

EAST: DILSHAD GARDEN, DELHI 110095,
EPABX: +91-11-2213 5200, 2213 5700 FAX: +91-11-2211 0505
WEST: C-2/B, JANAK PURI, NEW DELHI 110058,
EPABX: +91-11-2550 1111, 2554 1111 FAX: +91-11-2554 9999
Website: www.dsci.nic.in E-mail: dsci.delhi@gmail.com



APPLICATION FOR RECRUITMENT

Name of the applicant: _____ Post applied for: _____

IMPORTANT INSTRUCTIONS FOR THE APPLICANT

1. This application form **MUST** be neatly filled/ typed and signed by the Applicant on **EACH PAGE**.
2. All appointments at this Institute are on 'Contract Basis', maximum for **FIVE YEARS** tenure after which a fresh appointment on open selection basis shall be made. For candidates appointed in continuity for the next tenure of appointment, benefits of service accrued during the tenure of previous appointment, if any, shall be carried forward to the fresh tenure of appointment.
3. Avoid overwriting/cuttings in this Application Form. Overwriting/cutting, if any, **MUST** be attested by the applicant; otherwise the application shall be rejected.
4. Attach self-attested copies of certificates, testimonials, and other relevant documents which support your claim for your eligibility for the applied post.
5. Applicant shall be fully responsible for authenticity of all the statements, claims and documents submitted by him/her with the Application Form.
6. Furnishing wrong information or suppression of facts shall lead to rejection of application and penal action by the Institute, as deemed fit, even if the applicant has been selected and has joined the Institute on the basis of the information submitted in the application form.
7. All columns **MUST** be completed in figures and/or in words and not by dashes or dots. Fill up 'Not Applicable/Not Available' where the information is not applicable or not available; but **DO NOT** leave any column blank.
8. Submission of application does not ensure that you shall be called for further written or personal evaluation/ interview by the Institute.
9. Canvassing in any form is strictly prohibited and shall lead to outright rejection of the application.
10. Applications received after the due date shall not be considered.
11. Applications received without the prescribed fee, as applicable, shall not be considered.
12. This Institute shall not be held responsible for any delay in receipt of any communication sent by the Institute on the Address for Correspondence, as given by applicant in this Form. The Institute shall take all precautions to forward communications to new address of the applicant, in case of any change communicated by the applicant, but the applicant should also make own arrangement for collecting the letters/communications from old address given in the application.
13. Incomplete OR incorrectly filled form shall be rejected outright. Processing fee shall not be refunded. Therefore, please ensure the form is correctly and completely filled, alongwith all the relevant documents and annexure attached before dispatching the same for consideration
14. I, hereby declare that I have read the instructions and all the other details in the application form carefully and have understood the same before filling up this Form. I agree with guidelines stipulated herein and shall abide by the rules and regulations of the Institute, if appointed.

Contact No: _____ E-mail : _____

Date: _____

Signature of the applicant



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APPLICATION FOR RECRUITMENT

For Office Use Only

Reference No :

Details of payment received:

GAR-6 No.: _____ Dated: _____ Amount _____

DD No. _____ Bank _____

**PLEASE PASTE
YOUR RECENT
SELF-ATTESTED
PASSPORT SIZE
PHOTOGRAPH
SHOWING FULL
PROFILE OF YOUR
FACE**

A. Application for the Post of _____

B. Bank _____ **DD No.** _____ **Date:** _____

C. Branch of Issue _____ **Payable at:** _____ **Amount** _____

1. Name in Full: Prof/Dr/Mr/Ms

(IN CAPITAL LETTERS)

2. Sex

MALE

FEMALE

3. Address

a) Present

P I N

b) Permanent

P I N

Short name of the applicant: _____ Post applied for _____ Signature _____

4. Date of Birth

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---
5. Age (as on 31.10.2013) Year

Y	Y
---	---

 Day

D	D
---	---

 Months

M	M
---	---
6. Nationality

--	--	--	--	--	--	--	--
7. Whether Married Yes ☐ No ☐
8. Father's Name

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--
- Spouse's Name

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--
9. Are you a member of Schedule Caste Yes ☐ No ☐

If the answer is Yes, then please give particulars here and attach a certificate from the Competent Authority in support of same

* OBC list as notified by the GNCT of Delhi.

10. Particulars of all examinations passed and degree and technical qualifications obtained commencing with the Matriculation or equivalent examinations. Attach attested copies of all certificates (if the space below is insufficient, then please attach a separate sheet, duly signed, giving the details of your educational qualifications in the same format as below- **cite the serial number of the attached sheet here**):

S. No.	Examination passed	Year of passing	Board/ University	No. of attempts	% Marks & Merit, if any	Subjects

11. What languages can you understand, speak or read? State any examination passed in each:

S. No.	Understand only	Understand and Speak	Understand, Speak, Read and write	Examination Passed, if any
1				
2				
3				
4				
5				

Short name of the applicant: _____ Post applied for _____ Signature _____

12. Any, additional qualification may be mentioned here or on separate sheets (if the space below is insufficient, give full particulars on a sheet of paper and attach it to this application, inserting here a reference to the sheet attached):

13. Details of postgraduate work and published papers. Give titles of the paper published and attach first page of the reprint (if the space below is insufficient, give full particulars on a sheet of paper and attach it to this application, inserting here a reference to the sheet attached):

14. Awards and Prizes received (if the space below is insufficient, give full particulars on a sheet of paper and attach it to this application, inserting here a reference to the sheet attached)::

15. National/International Conferences/Seminars etc. attended (if the space below is insufficient, give full particulars on a sheet of paper and attach it to this application, inserting here a reference to the sheet attached):

16. Membership of National and International Bodies:

a. National:

1. _____
2. _____
3. _____
4. _____

b. International:

1. _____
2. _____
3. _____
4. _____

17. Registration no. (with Medical Council of India/Delhi Medical Council/Nursing Council/ Pharmacy Council):

As applicable: _____

Valid up to: _____

Short name of the applicant: _____ Post applied for _____ Signature _____

18. Please furnish details of your employment in ascending chronological order in the space given below *(if the space below is insufficient, then please attach a separate sheet, duly signed, giving the details of your employment in the same format as in the table given below - cite the serial number of the attached sheet here)*:

S. No.	Post held	Institution	Nature of duties	From	To	Duration	Pay scale with Gross Salary	Reasons for leaving

19. Research Experience, if any *((if the space below is insufficient, give full particulars on a sheet of paper and attach it to this application, inserting here a reference to the sheet attached):- cite the serial number of the attached sheet here)*:

20. Administrative Experience, if any *((if the space below is insufficient, give full particulars on a sheet of paper and attach it to this application, inserting here a reference to the sheet attached):- cite the serial number of the attached sheet here)*:

21. Major Achievements, if any *(if the space below is insufficient, give full particulars on a sheet of paper and attach it to this application, inserting here a reference to the sheet attached)*:

Short name of the applicant: _____ Post applied for _____ Signature _____

22. Please state clearly whether in the light of entries made by you in previous columns, you possess the essential and the desirable qualifications laid down in advertisement. Explanatory note, if any may be given on a separate sheet citing the SI No here

S. No.	Essential	Desirable

23. Please explain below in not more than 200 words that why you consider yourself as the most eligible candidate for the post applied (you may mention your reply on a separate sheet- citing the SI No of the annexure here):

The image displays two logos side-by-side. On the left is the logo of the Delhi State Cancer Institute, which is a purple shield-shaped emblem. It features a book, a microscope, a caduceus, and a sunburst. The text 'DELHI STATE CANCER INSTITUTE' is at the top, and 'GOVT. OF NCT OF DELHI' is at the bottom. A banner across the bottom of the shield reads 'Rising professional excellence in the service of humanity' and 'उद्घर्षादुर्ध्वतरम्'. On the right is the UICC logo, which consists of a blue globe icon and the text 'uicc' in a large, lowercase, sans-serif font. Below this, the text 'global cancer control' is written in a smaller, lowercase, sans-serif font. At the bottom of the UICC logo, a yellow speech bubble contains the text 'A MEMBERSHIP ORGANIZATIONS FIGHTING CANCER TOGETHER' in a bold, uppercase, sans-serif font.

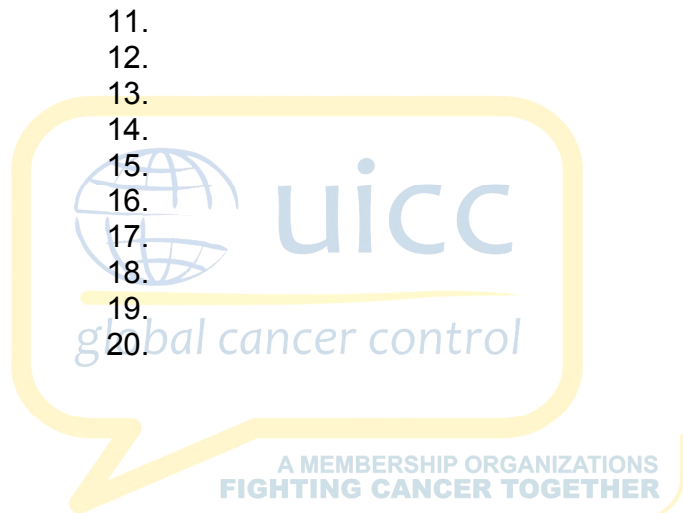
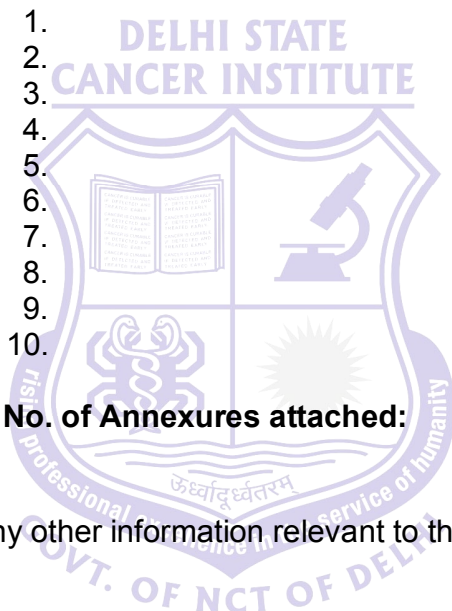
Short name of the applicant: _____ **Post applied for** _____ **Signature** _____

24. Are you willing to accept the minimum pay offered? Yes/No
If not, then state the lowest initial pay that you are willing to accept: _____

25. Copies of testimonials :

- 1)
- 2)
- 3)
- 4)
- 5)
- 6)
- 7)
- 8)

26. Candidate may mention here the details of Annexures, if any.



Total No. of Annexures attached: _____

27. Any other information relevant to the applicant may be mentioned here.

28. Has the candidate applied for any other post(s), at this Institute – now or in the past? If yes, give details. _____

29. Are you already employed in Govt/Semi Govt/PUS/Autonomous organization: YES/NO

30. If yes, then do you want to join this Institute after resigning from your present job OR on deputation from your present organization: _____

31. If selected, will you be able to join this Institute within one month of the appointment offer? YES/NO

Short name of the applicant: _____ Post applied for _____ Signature _____

If No, then what is the minimum period you will require for joining_____.

2. **References:**

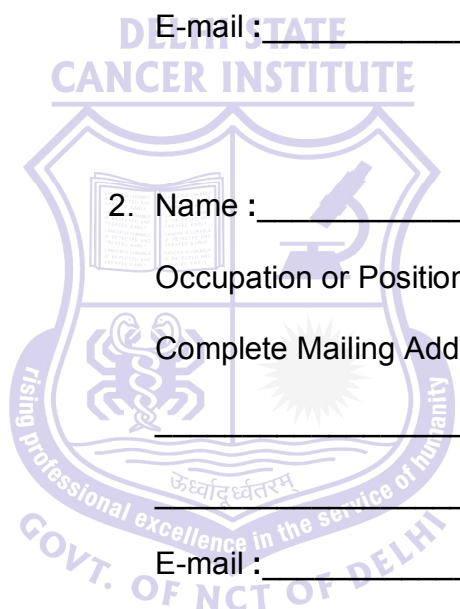
(These should be persons holding responsible positions in the profession, who are in a position to certify about the professional achievements and attitudes of the applicant. They should be intimately acquainted with the applicant's character and work, but must not be relatives. Where the candidate has been in employment, he/she is expected to give either his/her present or most recent employer or immediate superior as a reference or produce testimonials from him/her in regard to the applicant's fitness for the post for which he/she has applied).

1. Name : _____

Occupation or Position: _____

Complete Mailing Address: _____

E-mail : _____ Tel No/Fax: _____

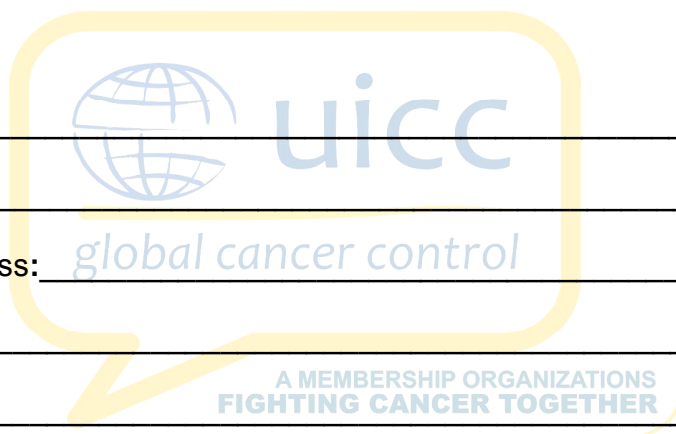


2. Name : _____

Occupation or Position: _____

Complete Mailing Address: _____

E-mail : _____ Tel No/Fax: _____



3. Name : _____

Occupation or Position: _____

Complete Mailing Address: _____

E-mail : _____ Tel No/Fax: _____

Short name of the applicant: _____ Post applied for _____ Signature _____

DECLARATION

1. I hereby declare that the entries in this form and the additional particulars, if any, furnished herewith are true to the best of my knowledge and belief.
2. I have informed my Head of Office/Department in writing that I am applying for this post and shall produce "No objection" certificate at the time of the interview.
3. I shall produce original documents of all my certificates, testimonials etc at the time of my interview at the Institute.

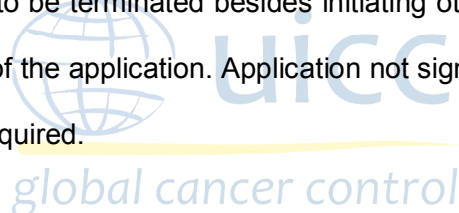
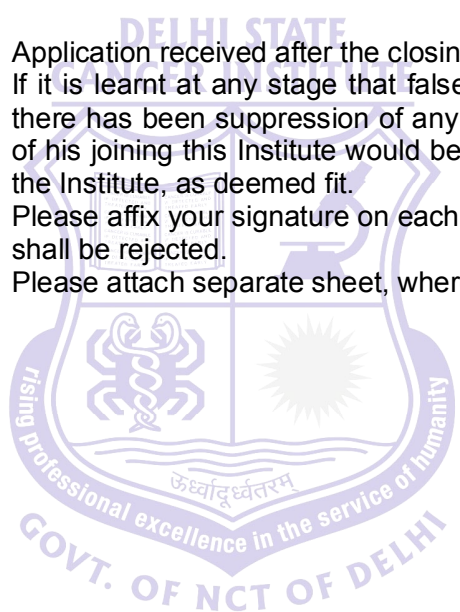
Signature of Candidate

Place:

Date:

Note:

1. Application received after the closing date for whatever reason shall be rejected.
2. If it is learnt at any stage that false information has been furnished in the application form or that there has been suppression of any material information then service of the candidate, in the event of his joining this Institute would be liable to be terminated besides initiating other penal actions by the Institute, as deemed fit.
3. Please affix your signature on each page of the application. Application not signed by the candidate shall be rejected.
4. Please attach separate sheet, wherever required.



A MEMBERSHIP ORGANIZATIONS
FIGHTING CANCER TOGETHER

Short name of the applicant: _____ Post applied for _____ Signature _____

ADDITIONAL/GENERAL CONDITIONS

1. **ALL APPOINTMENTS AT THE INSTITUTE SHALL BE FOR A MAXIMUM TENURE OF FIVE YEARS EXCEPT FOR SENIOR RESIDENTS' POSTS.** HOWEVER, THERE SHALL BE ANNUAL EVALUATION OF PERFORMANCE FOR CONTINUATION OF THE APPOINTMENT IN THE GIVEN TENURE. FRESH CONTRACT OF APPOINTMENT SHALL BE MADE FOR A FRESH TENURE FOR CANDIDATES QUALIFYING IN THE FRESH SELECTION PROCESS AFTER FIVE YEARS. **FOR SENIOR RESIDENTS,** THE APPOINTMENT TENURE SHALL BE FOR ONE YEAR WHICH COULD BE EXTENDED ANNUALLY UPTO A MAXIMUM PERIOD OF FOUR YEARS (INCLUDING PERIOD SPENT, IF ANY, AS SENIOR RESIDENT AT OTHER INSTITUTIONS PRIOR TO JOINING AT **DSCI**) DEPENDING UPON THE PERFORMANCE IN THE PREVIOUS YEAR AND DEPENDING UPON THE REQUIREMENT OF THE INSTITUTE VERSUS AVAILABILITY OF PERSONNELS IN THE GIVEN FIELD.
2. Candidates belonging to SC/ST/OBC communities, Sports persons of national level or those with Physical Handicap will have to furnish certificate from prescribed authority in the required format failing which they will not be entitled to the concession admissible to them, if any.
3. Reserved category candidates shall be eligible for age relaxation as per Govt Rules.
4. The number of vacancies to be filled may vary at the time of actual selection. In the event of non-availability of suitable candidates for advertised posts, the positions can be filled up at lower level. Similarly, appointment to a higher post could be considered for candidates otherwise well qualified or experienced for the applied post, as per the evaluation of the Selection Committee.
5. Allowances as per AIIMS pattern admissible on the prescribed pay-scales. Private practice is not allowed. However, NPA is admissible to medical graduates only.
6. No TA/DA is admissible for appearing for selection process, for joining against the post upon selection or on termination of appointment.
7. The name of the post applied for, advertisement reference number, serial number of post must be indicated on the envelope containing the Application form.
8. Separate application forms should be submitted for each post along with application fees.
9. Application from employees working in Central/State Government Deptt./Public Sector Undertakings & Govt. funded research agencies must be forwarded through proper channel along with the certificate of the employer that the applicant will be relieved within one month of his/her receipt of appointment orders. Advance copies of application will be considered subject to the conditions that a 'No Objection Certificate' from the employer is produced at the time of personal discussion.
10. Application received after the closing date will not be considered. Candidates called for personal discussion/interview have the option to answer in Hindi also, however written tests shall be held in English only.
11. Since it may not be possible to call all the eligible candidates for the interview/personal discussion, the applicants will be short-listed for this purpose on the basis of the details provided in the Application Form for preparing a merit list under each category of post. Hence, the submitted Application Form must be complete in all respects to increase your chances of being short-listed for further evaluation/interview by the Institute. The decision of the Institute shall be final in this regard.
12. Intimation shall be sent to all the applicants regarding the decision on their applications. Short-listed candidates shall be called for further evaluation by the Institute, which could be in the form of a written test besides a personal interview for all. **Short-listed candidates may also be required to make a power point presentation for about 7 minutes regarding their professional profile; their claim for suitability for the applied post; their vision about their career; their strengths & weaknesses, their expectation from this Institute; and that how they would contribute towards the functioning and growth of this Institute.**
13. Application without the prescribed fee shall be rejected outright. Fee once paid with the application is NON-REFUNDABLE, even if the applicant is not short-listed for further evaluation.
14. If the space under any column in the application is insufficient, then please give full particulars on a separate sheet of paper, duly signed and attach it with this application, citing a reference to the sheet attached under the relevant column.
15. Detailed job responsibilities attached with the post shall be provided alongwith the appointment offer, if selected for this Institute.
16. **Incomplete/illegible application forms or those without prescribed fee or necessary annexures shall be summarily rejected.**

Short name of the applicant: _____ Post applied for _____ Signature _____

PLEASE NOTE

1. The number of posts in various categories can vary at the time of final selection.
2. Some of the short-listed candidates may be kept in a panel for appointment against expected vacancies in near future.
3. **Reservation of posts under various categories as well as age relaxation etc shall be applicable as per Govt. Rules**
4. **Candidates claiming OBC/SC/ST/any other reservation benefits MUST possess valid certificate acceptable under the rules of the Govt. of NCT of Delhi. Candidates having OBC certificate from outside Delhi shall not be eligible for benefit under this category.**
5. Candidates belonging to Technical fields must be registered with their corresponding statutory Boards like MCI, DMC, Nursing Council, AICTE etc as applicable for the qualifications possessed by them.
6. Candidates employed in Govt./Semi-Govt./PSU/autonomous organizations or those desiring to join DSCI on deputation should send their application through proper channel indicating whether they would like to be considered for deputation or for direct recruitment at this Institute. They may submit an advance copy of their applications, but concurrence by the present employer to relieve within one month, if selected, must be produced at the time of interview.
7. **Higher start in salary in the given pay scale or appointment to a higher post (like Associate Professor for Assistant Professor in the corresponding pay as per the pay scales prevailing at AIIMS) could be considered for outstanding candidates having longer &/or special experience and found exceptionally well-qualified and eligible for the higher pay/post by the Selection Committee of the Institute.**
8. The pay scales and other allowances at the Institute are likely to be revised soon.

METHOD OF APPLICATION

Interested candidates may download the prescribed application form from the website www.dsci.nic.in. Complete application alongwith all the enclosures and applicable fee may be sent by SPEED POST or in PERSON, to the Office of The Director, Delhi State Cancer Institute, Dilshad Garden, Delhi-110 095

Candidates applying for more than one post must submit separate applications – complete in all respects including the fee.

METHOD OF SELECTION

1. The Institute reserves the right to shortlist the eligible candidates for various categories on the basis of the qualification/experience documents submitted by them.
2. The candidates shortlisted at the first level **MAY** have to undergo a written test for further short listing.
3. Candidates may be asked to make a power point presentation about their profile and about their vision in their respective fields.
4. Final selection would be based upon the personal interview of the candidates in front of a duly constituted Selection Board of the Institute
5. Candidates not willing to contribute to the growth of the Institute, those not having leadership qualities or those not willing to accept the challenge **NEED NOT APPLY.**
6. **The decision of the Institute regarding selection of the candidates shall be final and binding.**

Short name of the applicant: _____ Post applied for _____ Signature _____



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DUTIES AND RESPONSIBILITIES OF STAFF OF THE INSTITUTE

IMPORTANT GUIDELINES FOR ALL THE STAFF OF THE INSTITUTE – ‘TEN COMMANDMENTS’

1. All the staff of the Institute shall maintain discipline and follow all the Rules and Regulations of the Institute, as existing at any given point of time.
2. All the staff shall function as a **‘Brand Ambassador’** of the Institute and discharge his/her responsibilities in such a manner that it contributes to the growth of the Institute in achieving all the Aims and Objectives of the Institute in true letter and spirit.
3. All the staff shall ensure complete honesty in all the activities of the Institute at all times. The Institute follows the policy of **‘Zero Tolerance’ for corruption in any form.**
4. All staff shall maintain highest degree of professional conduct always and provide care to the patients with compassion and cooperation and shall ensure that no inconvenience in any form is caused to the patients because of any functionary the Institute.
5. In case of any exigency, the available staff shall discharge all his responsibilities to his/her full capabilities and with the resources at his disposal as per the needs of the situation without waiting for anybody else at that time.
6. Normal working hours of the Institute are from **8.30 am to 5 pm.** The OPD and all support services for the patients start at **7.00 am**, however, the staff at the Institute may be called for duty at any time of the day or night in shifts as per the needs of the Institution. Duty hours in a single shift shall normally not exceed beyond 8 hours, subject to exigencies of work and convenience of fellow colleagues.
7. Staff normally required to be functioning on ‘round-the-clock’ shifts basis, shall not leave unless the next person on duty has reported and has duly taken over the charge of his/her shift. Duty hours for such shifts shall be fixed as per the convenience of the majority of the staff.
8. No staff of the Institute shall indulge in use of tobacco or any other prohibited intoxicant in any form while in the Institute premises and shall ensure that his visitors too observe this rule.
9. No staff at any level at any stage shall participate in any strike, agitation or any such form of protest, which directly or indirectly might disturb patient care services at the Institute or which might bring disrepute to the Institute in any form.
10. While on duty, the staff shall wear neat, clean and properly ironed uniform/dress, as prescribed for various categories of employees of the Institute.

Short name of the applicant: _____ Post applied for _____ Signature _____