



**REGIONAL CANCER CENTRE**  
**THIRUVANANTHAPURAM-695011**  
**Ph.No.0471-2442541, Fax:2447454**  
**Website – www.rcctvm.org**

RCC/771/2016-ADMN4

05/05/2018

**NOTIFICATION**

Applications are invited for the following post on a regular basis

**Data Entry Operator-(Pay Band ₹5200-20200 + Grade Pay ₹2400/-)**

**No. of vacancy : 1 (One)**

**Qualification & Experience**

**Essential:**

- i. Pre-Degree or equivalent**
- ii. Should have successfully completed a Computer course of minimum 3 months duration from Govt. institutions (LBS Centre for Science and Technology/IHRDE/Shramik Vidyapeed etc.)**
- iii. Experience in Data Preparation and Data Entry Operation in a major hospital for 2 years in DOS/Windows environment**

**GENERAL INSTRUCTIONS**

**1.** The applicants should satisfy eligibility criteria as on the date of notification in all respects.

**2. Age Limit**

Maximum age limit is 35 years as on 01/01/2018. The following categories are eligible for relaxation.

Category	Age relaxation	Condition
Scheduled Caste/Scheduled Tribe	Up to 5 years	Production of Caste certificate from competent authority
Other Backward Classes	Up to 3 years	Production of Non-creamy layer certificate in the prescribed format issued by the Revenue authorities
Ex-Service Personal (who receive pensionary benefits will be eligible for age relaxation)	Up to 10 years	Production of Pension payment orders or in lieu of the pension payment orders pension payment certificates

**3. Application form**

To be downloaded by the applicant from the website ([www.rcctvm.org](http://www.rcctvm.org))

**4. Application Fee**

₹750/- (Rupees Seven Hundred and Fifty only) for general candidates and ₹500/- (Rupees Five Hundred Only) for SC/ST candidates.

**5. Mode of payment**

Demand Draft drawn in favour of 'THE DIRECTOR, REGIONAL CANCER CENTRE', payable at "SBI, Medical College Branch, Thiruvananthapuram" or any of its service branches at Thiruvananthapuram.

\* The fee paid by the candidates will not be refunded under any circumstances.

**6. Important Note**

- Experience wherever prescribed means experience gained AFTER acquiring the prescribed essential qualification.
- RCC will not be responsible for any postal delay or loss in transmission/transit of application.
- Any attempt to influence the Centre directly or indirectly will disqualify the candidate.
- 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 accepted by RCC.
- In case 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 the Director, RCC, will be final in this regard.

**File No.RCC/771/2016-ADMN4**

- Application of those candidates who do not possess the qualification/prescribed experience as on the date of notification will summarily be rejected.
  - Communal rotation as followed by the Kerala Public Service Commission will be observed in the selection.
  - The envelope containing the application should be superscribed as "APPLICATION FOR THE POST OF DATA ENTRY OPERATOR-RCC"
  - Applications without signature of the candidate will not be considered and will be rejected.
  - Applications will not be considered after the last date of submission
  - Age will be calculated as on 1st January 2018
  - No TA/DA will be paid for attending the interview/written test
  - The Director, RCC will hold the right to reject any application without any notice
  - Filled in and signed application form affixing recent passport size photograph duly attested by a Gazetted Officer along with the following documents should reach **'The Director, Regional Cancer Centre, Medical College P.O., Thiruvananthapuram-695011, Kerala, India'** by **Registered/Speed Post only latest by 3.30 p.m. on 14/06/2018.**
- a. Demand Draft in Original
  - b. Self-attested copies of the following:
    - I. Proof of age, qualifications & experience
    - II. Equivalency certificate from the Kerala University (For those who possess Degree/Diploma from the Universities/Boards outside Kerala

- III. Copy of Caste certificate/Community certificate and Non creamy layer certificate (valid on the date of application) from Thahsildar/Village Officer for candidates claiming reservation status and copy of relevant certificate (mentioned in clause 2) for candidates claiming age relaxation.

**Sd/-  
DIRECTOR**



**REGIONAL CANCER CENTRE  
THIRUVANANTHAPURAM**

**APPLICATION FORM FOR THE POST OF DATA ENTRY OPERATOR  
ON REGULAR BASIS (To be filled in by the candidate)**

Affix recent passport  
size photograph of the  
applicant duly attested  
by the Gazetted  
Officer

1. Name of Applicant (In BLOCK LETTERS)				
2. Date of birth		3. Age as on 01/01/2018		
4. Address with PIN code, mobile number & E-mail ID (In BLOCK LETTERS)				
5. Whether belongs to SC/ST/ OBC/General		6. Specify Religion & Caste		
7. Name of father				
8. Educational qualifications (S.S.L.C onwards)				
Examination/Degree passed		Name of Board/University		Reg. No. & Year of passing
9. Work experience				
Post held	Name & address of employer	Period		Total service
		From	To	

I hereby declare that the above entries are true to the best of my knowledge and belief. I do hereby agree to cancel my candidature, in case it is detected at any stage that my application does not contain sufficient details and do not fulfill the eligibility norms and that I have furnished any false/incorrect information/certificate/documents or have suppressed any material facts.

Place:

Date:

SIGNATURE OF CANDIDATE