



Notification No.MCC/FO/2023/02

Date: 19-06-2023

Required Non-Stipendiary Trainees on Temporary basis

Online applications are invited for **Non-Stipendiary Trainees in various Departments/Divisions of Malabar Cancer Centre (Post Graduate Institute of Oncology Sciences & Research)**. Fresh graduates can apply for obtaining training in their respective discipline. This is a training cum service programme provided to freshers, as a part of social responsibility and an experience certificate shall also be issued on completion of the training period. Interested candidate may apply Online through our website **www.mcc.kerala.gov.in**.

The details of categories and qualifications are as follows;

Sl.No	Category	Qualifications	Designation during training period
1.	Non-Stipendiary Trainee in Genetics	B. Sc.MLT or BSc/MSc Biotechnology/Molecular biology/Cytogenetic/Genetics	Resident Technician
2.	Non-Stipendiary Trainee in Pathology	B.Sc. MLT/DMLT or M.Sc MLT	Resident Technician
3.	Non-Stipendiary Trainee in Microbiology	B. Sc.MLT/DMLT or BSc Microbiology/Medical microbiology or MSc Microbiology/ Medical Microbiology/Molecular biology	Resident Technician
4.	Non-Stipendiary Trainee in Biochemistry	B. Sc.MLT/DMLT or BSc Medical biochemistry/Biochemistry or MSc Biochemistry/ Medical Biochemistry or M.Sc MLT (Bio-chemistry)	Resident Technician
5.	Non-Stipendiary Trainee in Molecular oncology	B. Sc.MLT/DMLT or BSc/MSc Biotechnology/Molecular biology	Resident Technician
6.	Non-Stipendiary Trainee in Radiotherapy	B. Sc MRT/Diploma in Radiotherapy Technology Or equivalent	Resident Technician
7.	Non-Stipendiary Trainee in Radio-diagnosis	B. Sc MIT/B. Sc MRT or Diploma in Radiology or equivalent	Resident Technician
8.	Non-Stipendiary Trainee in Pharmacy	D Pharm/ B Pharm	Resident Pharmacist

9.	Non-Stipendiary Trainee in OT/Anaesthesia	Diploma in Anaesthesia Technology/ Operation Theatre Technology or B.Sc. Anaesthesia and/or OT Technology	Resident Technician
10.	Non-Stipendiary Trainee in Sterilization Technology for CSSD	Diploma in CSSD/OT Technician/Operation Theatre Technology/B. Sc OT Technology /Anaesthesia Technology	Resident Technician
11.	Non-Stipendiary Trainee in Patient Care Assistant	Plus 2	Patient Care Assistant
12.	Non-Stipendiary Trainee in Oncology Nursing Residency Programme	GNM/B. Sc Nursing	Resident Nurse
13.	Non-Stipendiary Trainee in Nursing Assistant	Plus 2	Resident Nursing Assistant
14.	Non-Stipendiary Trainee in IT	BCA/MCA/BE or B.Tech Computer sciences/ B.Tech Information Technology/ B.Sc. Computer Science/B.Sc.IT	Resident System Analyst
15.	Non-Stipendiary Trainee in Hospital Administration	MHA/MBA or equivalent including PG Diploma in concerned subject	Resident Hospital Administration Assistant
16.	Non-Stipendiary Trainee in General Administration	BBA	Resident Management Assistant
17.	Non-Stipendiary Trainee in Finance & Accounts	B Com/BBA/BBM	Resident Finance & Accounts Assistant
18.	Non-Stipendiary Trainee as Clinical Pharmacist	Pharm D	Resident Clinical Pharmacist
19.	Non-Stipendiary Trainee in Public Relations	Master of Journalism and Communication/ M.A in Journalism and Mass Communication/ Diploma in Journalism and Mass Communication/Diploma in Public Relations/Diploma in Digital Marketing & Communication/ Diploma in Content Writing or equivalent.	Resident Information & Public Relations Assistant
20.	Non-stipendiary Trainee in Social Work	MSW or Equivalent course	Resident Social worker Assistant
21.	Non-stipendiary Trainee in Bio-medical Engineering	Diploma/Graduate in Bio-medical Engineering	Resident Bio-Medical Technician

Terms and Conditions

1. Interested candidate may apply Online through our website www.mcc.kerala.gov.in (Link is available in the Home page)
2. **Criteria:** Trainee's appointment will be done only after verifying their academic credentials.
3. **Requirement and No. of vacancies:** Subject to the decision from time to time.
4. **Application:** Online application through official website of Malabar Cancer Centre(MCC), www.mcc.kerala.gov.in
5. **Application Fee:** No application Fee.
6. **Selection Process:** Selection will be based on qualification, experience and performance in the Test/interview.
7. **Process:** Application will be scrutinized and processed on a monthly basis. The application received in previous month will be processed in the current month. The Rejection list/ Short list of applications for test/interview will be published on our website.
8. Claims in respect of Qualification, Experience etc., should be supported by copies of relevant documents. Candidates may be required to produce the originals certificates at the time of the interview. After verifying academic credentials and vacancies, posting order shall be issued
9. The interview will be offline and the candidate should appear in person for the interview. The credentials, aptitude, professional capability and knowledge will be assessed during the interview process. Only if the department or division can accommodate the candidates, the candidates would be invited for the interview. It's the prerogative of the institution to invite the applicant for the selection process.
10. No TA/DA will be paid for the Interview.
11. **Joining procedure:** The candidate should join for training/duty within the stipulated date. Except in extreme conditions, further extension of joining time will be provided. The relevant documents should be submitted at the time of joining, which includes medical fitness, Hepatitis B and Covid Vaccine certification etc. There will be a medical check-up in MCC and the candidate should submit medical test reports conducted in an accredited Laboratory or from MCC. Any concealment of existing illness is considered as an offence and he/she can be terminated if found unfit. Police verification /Notary signed affidavit on no criminal cases against the appointee also may need to submit.
12. The Candidate should pay a caution deposit of **Rs.1000/-** at the time of joining the institute. This is refundable when the candidate leaves the institution. The Caution deposit does not carry any interest.
13. If the Trainee causes any damage/loss to MCC property then it should be made good/repaired at his own cost. In case he fails to make good the damage/loss then the cost incurred for the same will be deducted from Caution deposit.

14. The caution deposit will be forfeit, if the candidate leaves the institute without one week notice period and non submission of no- dues certificate. Any loss or damage to the institution due to careless handling or inappropriate action or behaviour shall also lead to forfeit of caution deposit. In order to get the refund, a request should be submitted with bank details.
15. **Tenure:** The duration of training is **One year**. An agreement shall be executed with Malabar Cancer Centre (MCC) in a stamp paper worth Rs.200
16. **Duty time:** Generally the training/duty time shall be 9 am to 5pm from Monday to Saturday or on shift basis, depending on the Departments/Divisions he/she is working. Completion of assigned work for the day should be complete before leaving the institution
17. **Stipend:** Voluntary service. No stipend shall be given.
18. **Log book should be maintained and it's an important document to claim your expertise and credentials when apply for job elsewhere.**
19. **Leaves:** Leave can be taken only after sanction.
 - **One weekly off-**This is generally Sunday for Departments/Divisions which do not function on Sundays. For other Departments/Divisions which are continuous functioning like Nursing, Engineering, Reception, Clinical Laboratories, the Head can decide on the weekly off. For every six continuous working days they will be eligible for one day off (either Sunday or any other day, as decided by the HOD).
 - **Holidays:** As per the guidelines issued time to time and in accordance with the work schedule of the department/division.
20. **Periodical Assessment:** There will be regular periodic assessment from the immediate Supervisor and continuation will be subject to the performance of the candidate, during the period.
21. **Notice period and resignation:** The Trainee, if willing to discontinue, shall give one-week prior notice to the Institution. But experience certificate and Transcript shall be issued only for those candidates who had completed at least 6 months. The Trainee also submit no-due certificate in the prescribed format.
22. **Termination:** The Director will hold the right to terminate the Trainee in any of the following circumstances;
 - a) If the character and attitude of the candidate, at any point of time, is found unsatisfactory and not abiding with the discipline/rules of MCC.
 - b) After completion of Training period, as mentioned in the agreement.
 - c) If found non-compliant to discipline and rules and regulation of the Institution.
 - d) Actions against the interest of the Institution.
 - e) Misbehaviour with any of the staff members, patients, bystanders.
 - f) Any criminal offences noticed or charged against the candidate.
 - g) Any other condition which shows non-suitability of the candidate.
 - h) If the candidate wants to leave voluntarily.
23. **General Guidelines**
 - a) The Trainee shall perform all duties/activities related to the Division/Department he/she is working, as assigned by the concerned HOD.
 - b) MCC will not provide any accommodation facilities, except in special cases, depending on availability.

- c) Accommodation will be the responsibility of the candidate.
- d) Trainee can avail the benefit of subsidized food from MCC Canteen.
- e) Trainee should wear uniforms, if any, as prescribed by the concerned Departments/Divisions.
- f) Trainee shall mandatorily wear identity cards issued by MCC.
- g) The Trainee shall not leave the Centre, wearing uniform.
- h) NABH hand book shall be provided to each Trainee. Trainees are supposed to read the book carefully and follow the instructions/directions. Each Trainee should be aware of the standard proceedings of NABH. The hand book should be returned back to MCC, in good condition, while relieving/leaving from the Institution.

24. The Director-MCC will hold the right to reject any application without information.

25. For any clarifications, please contact Establishment Division, MCC @ phone:0490 2399 207, Email: estt@mcc.kerala.gov.in. For any technical query regarding online applications, please contact 0490 2399 493,400, E-mail: sm@mcc.keral.gov.in with details.

(S/d)
DIRECTOR