



DR. BHUBANESWAR BOROOAH CANCER INSTITUTE

Tata Memorial Centre
Department of Atomic Energy, Govt. of India
Gopinath Nagar: Guwahati-781016

No. BBCI-TMC/ HRD / PM-DevINE /Adv. / 40 / 2026

Date: 05 / 05 / 2026

ADVERTISEMENT

Applications are invited in prescribed format for the following contractual post for “**Adult and Pediatric Haematolymphoid Unit**” at Dr. B. Borooah Cancer Institute (BBCI), Guwahati. The position is temporary and purely on contractual basis.

[1] **Position** : **Lower Division Clerk**

Number of posts	02
Salary	Rs. 23,880/- per month (<i>consolidated</i>)
Qualification	Graduate from a recognized University with Diploma (1 year or 6 months) in Computer Application.
Essential Experience	Candidates should have 1 years' experience in the field of Clinical Service Secretariats in a Hospital setup.
Age Limit	25 years (5 years relaxable for in service candidates of TMC)
Job Description	Candidates will be responsible for Appointment, Scheduling, Communication & Tracking of patients in the particular service and also for maintaining coordination in access and delivering of care. The candidates should be well versed with medical terminology, clinical workflow, patient assistance and medical documentations. If necessary candidates have to work in shifting duty.

Place of Posting: Dr. B Borooah Cancer Institute, Guwahati.

Duration: Appointment is for 6 (Six) months, which is extendable solely based on the performance till co-terminus with project. The candidate will have NO right to claim for permanent employment under the mentioned project / BBCI or for continuation of his / her services in any other project.

Age relaxation: Age relaxation maximum by 5 years for TMC employees and employees working in TMC on temporary basis / under project / on contract basis etc.

Experience Certificates: Current Employment: Appointment letter, Last month's Pay Slip and NOC.

GENERAL CONDITIONS:

- 1) Last date of online application is 13/05/2026, upto 05:30 p.m. (Indian Standard Time)
- 2) Candidates must send in their candidature through “Online Application” only. Link for online Application – https://tmc.gov.in/fta/frm_Registration.aspx
- 3) Candidates will be initially screened & eligible candidates will be called for Interview/ Written examination.
- 4) Incomplete applications will be summarily rejected.

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- 5) Candidates who would be called for Interview / Written examination are required to carry any identity proof (i.e. Aadhaar, PAN & Voter) & original testimonials along with one set of copy in support of the details furnished in the online application form regarding qualifications & experience, failing which such applicants will not be allowed to appear for Interview.
- 6) Dr. B Borooah Cancer Institute reserves the right to restrict the number of candidates called for the Interview / Written examination to a reasonable limit, on the basis of qualifications and experience of the applicants. Mere fulfilling the prescribed qualifications will not entitle an applicant to be called for Interview.
- 7) In case it is found at any stage of recruitment that the candidate does not fulfill the eligibility criteria and / or, the candidate has furnished any incorrect / false / incomplete information or has suppressed any material fact (s), his / her candidature will be cancelled. If any shortcoming is detected, even after appointment, the services of the candidate are liable to be terminated forthwith. Therefore, before applying for post, the candidate should ensure that he / she fulfills all the eligibility criteria under the norms mentioned in the advertisement.
- 8) Dr. B Borooah Cancer Institute also reserves the right not to call any candidates to appear for Interview/ Written examination without assigning any reason thereof.
- 9) Dr. B Borooah Cancer Institute does not take any responsibility for non-receipt of application through Online.
- 10) All the outstation candidates are required to make a note that accommodation will not be provided.
- 11) The applicant must possess valid email ID. All correspondence with the applicant will be done through email only. Information regarding the date of interview / written examination will be provided through email to the eligible candidates only. Responsibility of receiving, downloading and printing of related documents will be of the candidate.
- 12) Dr. B Borooah Cancer Institute will not be responsible for any loss of email sent, due to invalid/wrong email ID provided by the candidate or delivery of emails to spam/bulk mail folder etc.
- 13) **Dr. B Borooah Cancer Institute** reserves the right to fix minimum eligibility standard / bench mark and restrict no. of candidates called for written examination/Interview / Skill test taking into account various factors like no. of vacancies, percentage of marks in Graduate / Post Graduate Degrees etc. **Dr. B Borooah Cancer Institute** also reserves the right to fix minimum eligibility standard / cut-off marks (Group / Stream / Discipline / Category-wise etc.) while finalizing such candidates to be called for Written test / Interview / Skill test as well as selecting the candidates for final selection after Written test / Interview / Skill test. The decision of the Director, **Dr. B Borooah Cancer Institute** in this regard shall be final and binding and no correspondence in this regard will be entertained with the candidates.
- 14) **Dr. B Borooah Cancer Institute** reserves the right to restrict the number of candidates called for the Written Examination / Interview / Skill test to a reasonable limit, on the basis of qualifications and experience of the applicants. Mere fulfilling the prescribed qualifications will not entitle an applicant to be called for written test / Interview / Skill test.
- 15) In case it is found at any stage of recruitment that the candidate does not fulfil the eligibility criteria and/or, the candidate has furnished any incorrect / false / incomplete information or has suppressed any material fact(s), his / her candidature will be cancelled. If any shortcoming is detected, even after appointment, the services of the candidate are liable to be terminated forthwith. Therefore, before applying for any post, the candidate should ensure that he / she fulfils all the eligibility criteria under the norms mentioned in the advertisement.
- 16) **Dr. B Borooah Cancer Institute** also reserves the right not to call any candidates to appear for written examination / Interview / Skill test without assigning any reason thereof.

Incomplete & Online non-submitted applications will be summarily rejected.

Candidates who would be called for Interview / Written Examination / Skill Test are required to **carry original documents along with one set of copy** in support of the details furnished in the online application form regarding date of birth, qualifications, experience etc., failing which such applicants will not be allowed to appear for Interview / Written Examination / Skill Test.

Date of Birth: Birth Certificate / School leaving certificate / S.S.C passing certificate.

Educational Qualification: Mark sheet & Passing Certificate of final examination.

- For further enquiry kindly email to project.recruitment@bbci.in

The mode of selection i.e. Written Examination / Skill test & Interview will be decided by competent authority and may vary than above, based on number of candidates shortlisted/ appearing for the same.

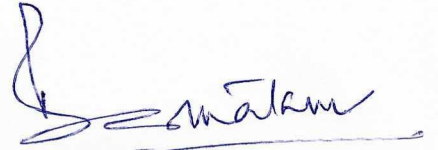
Sl. No.	Mode of selection	Paper pattern	Syllabus
1	Written Examination / Skill Test / Interview	100 marks (MCQ / Subjective)	The Written Examination / Skill test questions will be based on the respective area of specialization / expertise / general knowledge / numerical aptitude / current affairs etc.

The selection will not be an employment on Dr. B Borooah Cancer Institute's permanent pay-roll. The candidates will have **No right** to claim for permanent Employment in BBCI or continuation of his / her services in any other project of the Institute.

Candidates should note that mere fulfilling of the minimum requisite & experience bestows no right on them to be called for test / interview.

No TA/DA will be paid for attending the interview.

Please note that canvassing / bribing in any form will be a disqualification and would lead to cancellation of candidature.



Director

Dr. B Borooah Cancer Institute
Guwahati - 781016

Copy for information to:

1. BBCI website
2. Circular File (BBCI)