

**TATA MEMORIAL CENTRE
HOMI BHABHA CANCER HOSPITAL RESEARCH CENTRE, VISAKHAPATNAM**

Advt. No. TMC/HBCHRCV/HRD/120/25

Date: 07.02.2025

WALK-IN INTERVIEW

ON DATE: 18.02.2025 BETWEEN 09:30 A.M TO 10:30 A.M

AT

Interview Venue: **Homi Bhabha Cancer Hospital & Research Centre, Aganampudi,
Visakhapatnam-530053**

**(UNDER PROJECT)
VISAKHAPATNAM CANCER REGISTRY**

SR. No	Designation	No of Posts	Qualification	Experience	Pay Range
1	Senior Supervisor	01	Post-Graduation with 6 months Computer Course is mandatory	Three years' experience in Registry work is preferable.	Rs. 23,000/- to Rs. 60,000/- per month
2	Project Coordinator	01	Any Graduate with Computer course in MS Office software is desirable.	One year experience in the relevant field is desirable.	Rs. 21,100/- to Rs. 45,000/- per month
3	Field Investigator	08	Any Graduate with Computer course in MS Office software is desirable.	Minimum 01 year experience in Health care set up is desirable.	Rs. 21,100/- to Rs. 45,000/- per month.
4	Data Entry Operator	02	Graduate Degree in Computer Science/ Computer Applications.	One year experience in the relevant field is desirable.	Rs. 21,100/- to Rs. 45,000/- per month

Tenure of Services: The tenure of the post will be for a fixed period of six months from the date of joining and further extendable as per requirement.

Note: Job Description for the above posts are mentioned at Annexure -I.

Interested candidates may come for Walk-in Interview along with Bio-Data, recent passport size photograph, photo copy of Pan Card, Original certificates and one set of self-attested copies of all certificates at HRD Department first floor Homi Bhabha Cancer Hospital Research Centre, Visakhapatnam.

For any Query call on 0891-2871 (Extn- 538)

**H.R.D Department
HBCH & RC, Visakhapatnam**

Annexure - I

JOB DESCRIPTION

SI No	Designation	Job Description
1	Senior Supervisor	<p>Overall co-ordination of the field staff for planning source visits for data collection. Occasionally accompanying the field investigators for visits to the new sources or sources reluctant for sharing cancer patient data. Arranging cancer awareness camps in schools, panchayats, PHC ASHA workers. Conducting meeting with officials at Sources for acquainting them with Cancer Registry Objectives. Visiting major insurance scheme offices like YSR Arogyasree office for data collection.</p> <p>Assistance in Data Analysis and Report preparation.</p>
2	Project Coordinator	<p>5%-10% data re-abstraction. Data checking for duplicates and quality, assistance in Data Entry and Analysis, Report preparation. Updating of patient's follow-up in software. Data Back-ups.</p> <p>Occasionally visit sources like PHC, CHC, Gram panchayats, Hospitals, Nursing Homes, Radio-diagnostic Centers, Pathology Laboratories for collection of cancer patient data. Verification of the cancer patient data by home visits to patients,</p>
3	Field Investigator	<p>Visit to various sources like PHC, CHC, Grampanchayats, Hospitals, Nursing Homes, Vital Statistics Department, Radio diagnostic Centers, Pathology Laboratories for collection of cancer patient data. Verification of the cancer patient data by home visits to patients, Reporting the data to cancer registry, data checking for duplicates and quality, follow-up of patients by home visits, telephonic calls.</p> <p>Assistance in Data Entry and Analysis.</p>
4	Data Entry Operator	<p>Data Entry in to Software, 5%-10% data re-abstraction. Data checking for duplicates and quality, assistance in Data Entry and Analysis, Report preparation. Updating of patient's follow-up in software. Data Back-ups.</p>