

ADVT.NO: HBCHRCV/HRD-ADVT/VCR/22-23/12/02

**TATA MEMORIAL CENTRE
HOMI BHABHA CANCER HOSPITAL AND RESEARCH CENTRE
Aganampudi, Visakhapatnam-530053**

WALK IN INTERVIEW

To fill up the following posts for Visakhapatnam Cancer Registry, Homi Bhabha Cancer Hospital, Aganampudi, Visakhapatnam purely on temporary basis for a period of six months only (may be extendable as per requirement) :-

SI No	Designation	No of Posts	Qualification	Experience	Pay Range
1	Senior Supervisor	1	Post Graduation	Three years experience in Registry work is mandatory.	Rs. 23,000/- to Rs. 60,000/- per month
2	Asst. Data Manager	1	Graduate Degree in Computer Science/ Applications	One year experience in the relevant field is desirable.	Rs. 21,100/- to Rs. 45,000/- per month
3	Field Investigator	6	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.

Interested candidates may walk in for the interview along with Bio-data, Original Documents (Educational Certificates, Experience certificate, PAN Card, Aadhar Card etc.), recent passport size photograph, and one set of attested copies of all certificates.

Date : 19-12-2022

Reporting Time : 09:30 AM to 10:30 PM

Venue : HRD Dept, 1st Floor, Hospital Main Building
Homi Bhabha Cancer Hospital and Research Centre
Aganampudi, Visakhapatnam

For any queries the candidates may contact: HRD Dept, HBCH&RC, Visakhapatnam Tel: 0891-2871538

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

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	Asst. Data Manager	<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>