



**Department of Radiotherapy, Regional Cancer Centre  
Sanjay Gandhi Postgraduate Institute of Medical Sciences  
Rae Bareli Road, Lucknow 226014, India**

**Punita Lal, MD**  
Professor

Tel: +91-522- 2494453  
Fax: +91-522-2668476  
Email : [punital@yahoo.com](mailto:punital@yahoo.com)  
[punita@sgpgi.ac.in](mailto:punita@sgpgi.ac.in)

5October2016

Dear Candidate,

**Ref:** Your application in response to the advertisement no. R/08/2016-17 dated 24th May, 2016 for the temporary post of Date Entry Operator / Medical Social Worker / Statistician / in a project of the Hospital Based Cancer Registry funded by the Indian Council of Medical Research

**Sub:** Personality, skills assessment and personal interview for the afore stated temporary posts

As a result of the part A and B, objective test conducted on 4Sept2016 at SGPGI, we are pleased to invite you to appear for a personality, communication skills and practical knowledge assessment test and personal interview as under

Venue	Date / Time
Department of Biostatistics and Health Informatics, SGPGI, Raebareli road, Lucknow 226014 <b>Directions:</b> From the main gate of SGPGI, proceed straight into the campus along the main road, and take the 3 <sup>rd</sup> left turn (which leads to the General Hospital). At about 150 meters from the turn, the Department of Biostatistics and Health Informatics will be visible to your left. Enter through a channel gate and climb a flight of stairs to the first floor.	7Oct2016, Friday 08:15 -09:15: Verification of documents 09:30-12:00 noon practical tests, group discussion
Department of Radiotherapy, 'A' Block, SGPGI You will receive instructions on how to reach this place	2:00PM to 5:00PM, personal interview

Please fill the attached applicant data form, attach annexures exactly in the order indicated and bring along the originals sorted in the same order. An original ID proof will be required to gain entry.

Please bring a ball pen with blue or black ink.

The assessment will be as follows:

1. You will be provided two topics of common and general interest and asked to write about 150-200 words (about one A4 page each) in English and Hindi, total time 30 minutes. We are looking for evidence of ability to express yourself with clarity and coherence and so feel free to express your thoughts on the topics provided.
2. Computer test: You will be provided at-least 2 simple tasks to do on a computer for 40 minutes. We are looking for practical computer skills in very general terms.

Data Entry operators	Creation of a database in Excel according to instructions provided Typing a letter in Microsoft word in English
Medical Social workers	Feeding data in excel Typing a letter in Microsoft word in English
Statisticians	Analysing a database and creation of an output file in SPSS or excel Typing a letter in Microsoft word in English

3. Group discussion: You will be made to sit in groups of 4-10 people and given a task to discuss where you can speak to each other in Hindi or English as appropriate for 5-10 minutes. We are looking for ability to work in teams and collective problem solving in a congenial manner. No special preparation required, just be yourself.



**Department of Radiotherapy, Regional Cancer Centre  
Sanjay Gandhi Postgraduate Institute of Medical Sciences  
Rae Bareli Road, Lucknow 226014, India**

**Punita Lal, MD**  
Professor

Tel: +91-522- 2494453  
Fax: +91-522-2668476  
Email : [punital@yahoo.com](mailto:punital@yahoo.com)  
[punita@sgpgi.ac.in](mailto:punita@sgpgi.ac.in)

4. A personal interview, where we would like you to meet some of us at the Department of Radiotherapy / Hospital Administration at SGPGI for about 3 minutes.

Since over 60 persons will need to be accommodated, the process may take all day, i.e. from 8:15 to 5PM. Please be prepared accordingly.

We will display the list of selected and waitlisted persons by the 10<sup>th</sup> of October 2016 and display on the SGPGI web page [www.sgpgi.ac.in](http://www.sgpgi.ac.in) and click on the link titled, 'recruitment'.

The selected candidates will be under probation for 3 months and after clearance of the same, for an additional 8 months and thereafter an annual renewal subject to satisfactory performance report, through the currency of the project.

You need to make your own travel and stay arrangements. As there are large numbers, we can not offer any refreshments on site, but a cafeteria in the hospital premises has a food / snacks / drinks for purchase.

Best wishes,  
Punita Lal  
Principal Investigator, HBCR project



# Sanjay Gandhi Postgraduate Institute of Medical Sciences, Lucknow-226 014

Please paste a  
Passport-Size  
Photograph

## APPLICANT DATA

for the temporary post of Data Entry Operator / Medical Social Worker / Statistician / Research Scientist

Advertisement number: R/08/2016-17 dated 24th May, 2016

### Instructions to fill this form:

Please print this form back to back

Please fill this form in your own hand writing in black or blue ink

Number the annexures exactly as indicated and staple them to this form and bring it with you

These annexures will be checked against the original papers on the day of practical/skills assessment / personality test

1.	Post applied for (circle correct choice)	<input type="radio"/> Data Entry Operator	<input type="radio"/> Medical Social Worker	<input type="radio"/> Statistician	<input type="radio"/> Research Scientist (Medical)
----	--	---	---	------------------------------------	--

2.	First name	Middle Name	Last Name	Roll No assigned	Identity document, <b>Annexure 1</b>

3.	Mother's full name	
	Father's full name	

4.	Date of Birth (DD/MM/YY)			/			/			Age (yr)		High school certificate <b>Annexure 2</b>
----	--------------------------	--	--	---	--	--	---	--	--	----------	--	--

5.	Gender: Male / Female / Transgender
----	-------------------------------------

6.	Martial status (Single=1, Married=2, Widow=3, Divorced=4, Separated=5)	
----	--	--

7. Mailing address: (Address proof , <b>Annexure 3</b> )

Phone:
--------

Mobile:
---------

e-mail:
---------

8. Permanent address (If different from above)

Phone:
--------

Mobile:
---------

e-mail:
---------

9.	Academic Qualifications						
	Examination Passed	Institution	Subject/ Specialty	Year	% Marks/ Division	No. of Attempts	
A	High School-yr-10						
B	Intermediate-yr-12						<b>Annexure 4</b>
C	Graduation (BA/BSc/MBBS)						<b>Annexure 5</b>

D	Post graduation MA, MSc, MD/MS						<b>Annexure 6</b>
E	Others (Specify)						<b>Annexure 7</b>

10	Employment details held previously			
	To which post and job description	Name, address and telephone number of employer ( <i>We may contact this person if needed</i> )	Duration	
			From	To

11	MBBS Registration number (only for Medical Scientist, doctors)	Date	Name of Medical Council

12	Any other information you think you should volunteer to provide which may have a bearing on your job

**Declaration by the candidate**

1. I hereby declare that I am not suffering from any disease including bodily deformity, infectious disease, chronic illness such as by hypertension, diabetes, seizures, mental illness, asthma, etc. I also declare that I have not been considered medically unfit by any medical authority before.

I declare that I have been suffering from-----for the last-----years. (If not suffering from any illness, please state 'no illness')

2. I, hereby declare that all statements made in the application are true, complete and correct to the best of my knowledge and belief. I, solemnly affirm that if any material fact has been suppressed by me, my candidature shall stand immediately cancelled without any notice. In this matter decision of the PI, HBCRP, SGPGI shall be final and binding on me.

Place & Date.....

Your signature