

REGIONAL CANCER CENTRE  
THIRUVANANTHAPURAM-695 011

PROSPECTUS FOR ADMISSION TO  
Head & Neck Surgical Oncology Fellowship 2022

The Regional Cancer Centre, Thiruvananthapuram (RCC), now in its 41<sup>st</sup> year of service to the nation is an autonomous institution sponsored jointly by the Govt. of Kerala and the Govt. of India. It is an internationally acclaimed centre for cancer treatment and research and caters to the population of the state of Kerala and adjoining parts of Tamil Nadu. Handling over two lakhs patients including over 15,000 new cancer cases annually (30 lakhs patient visits in the last 15 years) RCC stands tall in the health map of Kerala carrying out innovative and pioneering work in cancer control, treatment, research and training.

RCC is a comprehensive cancer centre with full-fledged departments of Surgical Oncology, Radiation Oncology, Medical Oncology and Paediatric Oncology supported by allied services such as Pathology, Imageology, Nuclear Medicine, Anaesthesiology, Microbiology, Transfusion Medicine, Laboratory services and Nursing services. The centre also has separate divisions for Community Oncology, Medical Records, Cancer Epidemiology, Cancer Research, Palliative Medicine, Dental Care, and Computerized Hospital Information System management. The information support for all these activities is provided by a well-organized Library & Information Services division.

### **SURGICAL ONCOLOGY**

On a day about 150-200 patients are seen in the various surgical OPDs and there are 84 inpatient beds under the purview of the division. The division runs 6 major Operation Theatres and a minor Operation Theatre. On an average 25 major cases and 15 minor cases are operated on a day. All major surgeries for gynecological malignancies, cancers of the head and neck region, thorax, abdomen, breast, bone and sarcoma are performed by well experienced faculty of the division. The division maintains a state-of-the-art intensive care unit with all modern facilities and also runs an endoscopic suite that offers all endoscopic diagnostic and therapeutic services.

## THE FELLOWSHIP PROGRAMME

The Fellowship Programmes in Head & Neck Surgical Oncology (HNSO) was initiated with an intent to train individuals to provide state of the art multidisciplinary care for patients with cancer, develop leaders in the field of oncology, and provide a rigorous academic experience in which fellows can participate in clinical, translational and basic science research. Fellows completing the programme will have finely honed skills in surgical diagnosis and treatment of head and neck cancers.

- I. Applications are invited for admission to the Head & Neck Surgical Oncology Fellowship Course for the year 2021. The details of the courses, eligibility criteria etc are as follows:

<b>Head &amp; Neck Surgical Oncology</b>	1 (One)
<b>Duration of the Course</b>	Two years (The course is a full time residential course)
<b>Date of commencement of the course</b>	<b>01-04-2022</b> or on the date of commencement as certified by the Director, RCC for those admitted later.
<b>Nativity</b>	Should be an Indian Citizen
<b>Basic Academic Qualifications:-</b>	
<b>Head &amp; Neck Surgical Oncology Fellowship</b>	<b>M.B.B.S. Degree</b> recognized by the NMC of India. Should have passed the PG Degree ( <b>MS in ENT/General Surgery</b> ) from any of the Medical Colleges in India, recognized by the NMC or <b>DNB in ENT/General Surgery</b> approved by the National Board of Examinations, New Delhi. (Candidates who have appeared or are appearing for the MS/DNB examination may apply but the provisional or permanent PG Degree certificate should be produced at the time of admission counseling if selected, failing which admission will not be granted).  Candidates should have their MBBS/PG Degrees registered permanently with Medical Council (India/State).

<b>Stipend</b>	₹47,000/- for the first year ₹48,000/- for the second year
<b>Upper age limit</b>	<b>35 years, as on 1<sup>st</sup> January 2022 (with relaxation of 5 years for SC/ST candidates)</b>
<b>Caution Deposit</b>	₹10,000/- which will be refunded on successful completion of the course
<b>How to apply</b>	Aspiring candidates are to download the application form (Annexure-I) given along with this prospectus and fill it up and submit it along with the supporting documents and application fee. Completed application form should reach the by post on or before 4 pm <b>on 20-02-2022</b> <b>Note:</b> Incomplete application forms and forms received after the last date will be rejected and no further communication will be entertained in this context.
<b>Application fee</b>	<b>₹1000/- (Thousand rupees only).</b> Fee should be submitted as a Demand Draft payable at State Bank of India or any of its associate banks at Thiruvananthapuram for Rs.1000/- drawn in favor of "Director, Regional Cancer Centre". Application Fee is not refundable under any circumstances.
<b>Address for sending application</b>	<b>The Additional Director(Academic) Regional Cancer Centre, Medical College.P.O Thiruvananthapuram- 695 011</b>

## II. Documents to be furnished along with the application form:

- i. Valid photo ID proof
- ii. Proof of age. (Passport/ Secondary School Leaving certificate showing date of birth/ Tahsildar's certificate).
- iii. Proof of Nationality (Passport/ Voters ID/ PAN Card/ Tahsildar's certificate).
- iv. Self-attested copy of following documents:
  - Final MBBS Mark sheets.
  - MBBS Degree Certificate.
  - MD/MS/DNB Degree Certificate.

- Permanent Medical Council Registration Certificate of MBBS/PG Degree.
- v.Character/conduct certificate issued by competent authority (head of institute/gazetted officer).
- vi.Photo copy of publications
- vii.Experience certificate
- viii.Certificate from Principal of respective Medical College/Institution for candidates who are appeared/appearing for MD/MS/DNB (in case of candidates who have not yet passed the course)

### III. Selection process

- a) The application forms will be scrutinized and the list of candidates fulfilling the eligibility criteria will be displayed on the RCC website on **24-02-2022**. They need to appear for a screening test followed by an interview on **10-03-2022**. Candidates will have to make their own arrangements to appear for the screening test and interview and no TA/DA will be provided. No personal intimation will be sent regarding screening test/ interview.
- b) The screening test will be a written test and candidates will be shortlisted for the interview **to be held on the same day** based on the marks obtained in the screening test. Final Rank list will be prepared based on the marks obtained in screening test and interview (details of marks process given in ANNEXURE II).
- c) The Director, Regional Cancer Centre will prepare and publish the Select List and Wait list of Candidates.
- d) Admission Memo will be issued to the selected candidate. The candidate has to report on the date fixed by the Director. The candidate **will have to remit the Caution Deposit at the time of admission and submit all certificates in original (this will be retained in the office till the completion of the programme)**.
- e) Candidates who do not turn up for the allotment as per schedule, at the place and time notified, will forfeit their chance for admission, and will not be considered for admission in future or arising vacancies, irrespective of the rank.
- f) Candidates who discontinue the course after **10.00 am on 31-05-2022** will be liable to pay Liquidated damages.
- g) The Select List and Wait Lists published will be valid till **31-05-2022**.
- h) Any vacancy that may arise after the cut-off date for admissions will be considered as lapsed and no allotment will be made to these seats under any circumstance.

### IV. Documents to be produced at the time of Admission:

1. Admit card of the Entrance Examination.

2. **Originals** of following documents:

- a) Final MBBS Mark sheets.
- b) MBBS Degree Certificate.
- c) MD/MS/DNB Degree Certificate.
- d) MD/MS/DNB Attempt Certificate.
- e) Permanent Medical Council Registration Certificate of MBBS/PG Degree.
- f) Proof of age. (Passport/ Secondary School Leaving certificate showing date of birth/ Tahsildar's certificate).
- g) Proof of Nationality (Passport/ Voters ID/ PAN Card/ Tahsildar's certificate).
- h) Character/conduct certificate issued by competent authority (head of institute/gazetted officer).
- i) Equivalency of the qualifying examination by the Kerala University of Health Sciences, Thrissur in the case of candidates who have passed their Post Graduate Degree courses from Universities outside Kerala.

Any other documents mentioned in the counseling notification.

All selected candidates should submit Registration Certificates from the Travancore-Cochin Council of Modern Medicine within one month of admission failing which their admission will be cancelled.

All original documents will be retained in RCC and will be returned only on successful completion of the course

**V. Liquidated damages & Execution of Bond:**

Candidates selected for the fellowship have to execute a bond as in clause (a) below in stamped paper (all pages of the bond should be in stamped paper) of value of `200/- (Rupees Two Hundred Only) at the time of joining the course to the effect that:

- a) He/she shall not discontinue the fellowship after **10.00 am on 31-05-2022** and in case he/she decides to discontinue the course after **10.00 am 31-05-2022** he/she shall give one month notice to The Director and pay an amount of ₹1,00,000/- as liquidated damages.

## VI. Course Completion

Successful completion of the fellowship programme mandates the following:--

- Pass in the Exit Exam
- Log book
- Dissertation
- At least one publication
- At least one oral paper / poster in National/International conference.

### IMPORTANT DATES

Event	Date
Last date of receiving postal application	20-02-2022
Publishing list of eligible candidates	24-02-2022
MCQ Entrance Examination & Interview	10-03-2022
Final Result	15-03-2022
Date of Commencement of course	01-04-2022

## VII. Leave during the course:

All the 365 days of the year are working days for fellows. However, they will be permitted to avail casual leave for 20 days, but not more than 10 days at a stretch. Any other leave will entail extension of the course. Those who take leave without prior sanction are liable to be considered to be on unauthorized absence. If the fellow is absent without authorization for more than 10 days, he / she will be terminated from the course and liquidated damages will be realized. All fellows are eligible for weekly off for one day. This will be allowed by the Head of the Department concerned without affecting the routine functioning of the Department. Weekly off cannot be accumulated.

CMEs, workshops and other academic programmes conducted by recognized academic bodies are essential aspects of training programme. All fellows will be permitted to attend such programmes without affecting the routine working of the Department concerned. The Heads of Departments shall sanction leave-on-duty to fellows provided they apply prior to the CME

programme and the Head of Department is convinced about the genuineness of the programme and utility of the particular course. The fellows on returning from the programme should submit attendance certificate to the Head of the Department.

No fellow shall leave the country without prior sanction of the Director, RCC. Any violation will be viewed seriously warranting termination of the course.

#### **VIII. Private Practice**

Post Graduate students shall not engage in private practice of any sort during the course of study.

#### **IX. General**

All students admitted to RCC will be bound by the rules and regulations as decided by the Director, RCC from time to time.

Notwithstanding anything contained in the Prospectus, the Director may at any time revise or amend any clause in the prospectus.

Any court cases/disputes shall be within the exclusive jurisdiction of competent courts in Kerala.

Thiruvananthapuram  
07-02-2022

**Sd/-  
DIRECTOR**



# ANNEXURE – I

## REGIONAL CANCER CENTRE THIRUVANANTHAPURAM

### Application for admission to Fellowship Programme 2022

Course applied for :- Fellowship in Head & Neck Surgical Oncology

#### PERSONAL DETAILS

Full name of the candidate (in block letters)	
Age	
Sex	
Date of birth(dd/mm/yyyy)	
Address for communication	
Mobile phone number	
E mail id	

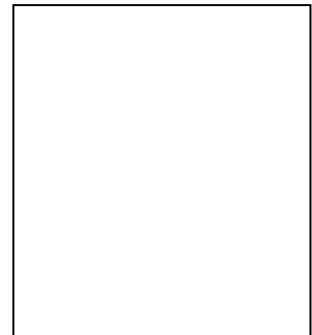
**ACADEMIC DETAILS**

<b>Institute and Year of passing MBBS</b>	
<b>Institute and Year of passing MD/MS/DNB</b>	
<b>Experience</b> (attach certificate in institute letter head as in annexure III)	
<b>Publications (Yes/No)</b> (if yes please attach photocopy)	
<b>Any other details</b>	

**DETAILS OF FEE**

<b>DD number</b>	
<b>Date</b>	
<b>Bank</b>	

**PHOTO (Please affix a self attested recent passport size photo here)**



**Date**

**Place**

**Signature**

## **ANNEXURE – II**

### **MARKS PROCESS**

#### **Part I - THEORY - 50 marks**

#### **Part II - INTERVIEW (VIVA) - 30 marks**

Candidates will be assessed about clinical procedures, skills, aptitude, commonly practiced protocols, current evidence and recent advances in the speciality.

#### **Part III - PRIOR ACADEMIC RECORDS - 20 marks**

1. Publications in **Indexed Medical Journals only (Please submit Xerox copy of publication)**

- **Two marks per publication subject to a maximum of Ten marks**

2. Work experience in Head & Neck Surgical Oncology (**Maximum Ten marks**)

- Six months to less than one year – **Five marks**
- One year or more – **Ten marks**

Only continuous experience in an exclusive Surgical oncology department will be considered for this purpose. No marks will be given for experience of less than 6 months and for discontinuous period of experience. Candidate needs to produce a certificate to prove the experience in Surgical Oncology as in **ANNEXURE III**.

**ANNEXURE III**  
**EXPERIENCE CERTIFICATE FORMAT**  
**(On the letterhead of the institute/department)**

This is to certify that Dr. \_\_\_\_\_

is working/has worked in the Department of Surgical Oncology at the \_\_\_\_\_

\_\_\_\_\_

as \_\_\_\_\_

\_\_\_\_\_ for a continuous period with effect from

\_\_\_\_\_ to \_\_\_\_\_

His/Her conduct during the period mentioned above has been \_\_\_\_\_.

**Name of the Employer:** \_\_\_\_\_

**Name of the Institute:** \_\_\_\_\_

Place:

Date:

**Signature of the Employer**

(Office Seal)