

**OFFICE OF THE DIRECTOR, M.N.J. INSTITUTE OF ONCOLOGY & REGIONAL
CANCER CENTRE , RED HILLS, HYDERABAD – 500 004, TELANGANA**

Notification No. Peshi/MNJIO&RCC/2026/OS

Date: 16.05.2026

NOTIFICATION FOR WALK-IN INTERVIEW
(FOR TEMPORARY ENGAGEMENT ON THIRD PARTY OUTSOURCING BASIS)

Applications are invited from eligible candidates for temporary engagement on third party outsourcing basis for the following categories through Walk-in Interview:

Sl. No.	Category
1	System Administrator
2	Data Entry Operator (DEO)
3	Barber
4	Attendant
5	Technician (AC Technician)

The undersigned proposes to engage eligible candidates on third-party outsourcing basis for the above categories through Walk-in Interview against the existing vacancies.

The engagement is purely temporary and will initially be for a period of one (01) year. The engagement may be renewed/extended on a year-to-year basis depending upon the satisfactory performance of the individual, continuation of Government approval, availability of budget, and requirement of the Institute.

The list of candidates shortlisted/selected in the Walk-in Interview shall be forwarded to the authorized outsourcing agency for verification of certificates, fulfillment of eligibility conditions and completion of all necessary formalities. The outsourcing agency shall issue engagement orders to the eligible candidates in accordance with the applicable Government Orders, rules and terms of the outsourcing agreement.

The selection in the Walk-in Interview does not confer any right to claim appointment in M.N.J. Institute of Oncology & Regional Cancer Centre. The final engagement shall be subject to verification of documents by the outsourcing agency, fulfillment of all eligibility criteria and approval by the competent authority.

The engagement shall be made by the outsourcing agency only. M.N.J. Institute of Oncology & Regional Cancer Centre shall not have any employer-employee relationship with the outsourced personnel and shall not be responsible for their service conditions.

Schedule of Walk-in Interview

- Date: 25.05.2026 (Monday)
- Time: 10.00 A.M. to 02.00 P.M.

- Venue: Conference Hall, Office of the Director, M.N.J. Institute of Oncology & Regional Cancer Centre, Red Hills, Hyderabad.

Candidates shall report well in advance with duly filled application forms and all original certificates along with one set of self-attested photocopies.

The Institute shall not be responsible for any delay or failure on the part of the candidates in attending the interview. Candidates are advised to ensure that they report within the stipulated date and time.

The Director, M.N.J. Institute of Oncology & Regional Cancer Centre, Hyderabad reserves the right to cancel, modify, postpone or withdraw this notification or any part thereof at any stage without assigning any reason.

General Instructions

1. Rule of Reservation (RoR) shall be followed as per the existing Government of Telangana Rules in force.
2. The engagement is purely temporary and on third-party outsourcing basis for an initial period of one year.
3. The terms and conditions of engagement shall be governed by the outsourcing policy and Government orders issued from time to time.
4. The maximum age of the applicant shall be 45 years, unless relaxation is admissible as per Government rules.
5. The number of vacancies, educational qualifications, eligibility criteria, remuneration, application format and detailed instructions are available on the Institute website www.mnjiorcc.in.
6. Candidates shall possess the prescribed educational qualifications from recognized Boards/Universities/Institutions. Wherever applicable, qualifications shall be recognized by the respective statutory regulatory authorities.
7. Candidates are advised to visit www.mnjiorcc.in regularly for corrigenda, updates or any changes relating to this notification.
8. Interested candidates shall attend the Walk-in Interview with the duly filled application form downloaded from the Institute website, along with original certificates, experience certificates, recent passport-size photographs and one set of self-attested copies of all relevant documents.
9. Mere attending the Walk-in Interview does not confer any right for selection or engagement.
10. The Institute reserves the right to increase or decrease the number of vacancies, not to fill any or all the notified posts, or to consider suitable candidates for any equivalent/lower category depending upon the administrative requirements.

DIRECTOR
M.N.J. Institute of Oncology & Regional
Cancer Centre , Red Hills, Hyderabad – 04

ELIGIBILITY: EDUCATIONAL QUALIFICATIONS

S. No.	Category	Educational Qualification	Experience (Preferred)
1.	System Administrator	MCA /Bachelor's Degree in Computer Science/Information Technology/BCA/B.Sc. (Computers)/B.Tech. (Computer Science/IT) or equivalent from a recognized University. Certification in Networking/System Administration (CCNA, MCSE, RHCE or equivalent) is desirable.	Minimum 2 years' experience in System Administration, LAN/WAN management, server administration, hardware, networking and troubleshooting in a Government/Private organization.
2.	Data Entry Operator (DEO)	Bachelor's Degree in any discipline from a recognized University with a Certificate/Diploma in Computer Applications. Must possess proficiency in MS Office and English & Telugu typing.	Minimum 1 year experience in Data Entry/Computer Operations. Knowledge of MS Office, Excel and data management is desirable.
3.	Barber	Passed SSC (10th Class) or equivalent from a recognized Board. Must possess practical knowledge/experience in hair cutting and shaving.	Experience in Government/Private Hospitals or similar institutions is preferable.
4.	Attendant	Passed SSC (10th Class) or equivalent from a recognized Board (Prefferd)	Preference will be given to candidates having experience as an Attendant/Office Attendant/Hospital Attendant/General Attendant in Government Hospitals, Medical Colleges, Government Offices, or reputed Institutions.
5.	AC Technician	SSC with ITI Certificate in Refrigeration & Air Conditioning (RAC)/Mechanic Refrigeration & Air Conditioning or equivalent from a recognized Institution.	Minimum two (02) years' experience in installation, operation, servicing and maintenance of Air Conditioning Systems, Split ACs, Window ACs, Central Air Conditioning Plants, Chillers, AHUs, VRF/VRV Systems, etc., preferably in Government Hospitals, Medical Colleges or large institutions.

			AC Technician Duties: Operation, preventive maintenance and repair of Split ACs, Window ACs, Central Air Conditioning Plants, AHUs, Chillers and allied HVAC equipment. Attending breakdowns on priority in OT, ICU, Wards, Laboratories and
			other critical areas. Maintaining service records and ensuring uninterrupted functioning of air-conditioning systems.

General Eligibility

1. The educational qualifications shall be from a recognized Board/University/Institution.
2. The candidate shall possess the prescribed qualification as on the date of notification.
3. Preference shall be given to candidates having relevant experience in Government Hospitals/Teaching Hospitals/Regional Cancer Centres.
4. Candidates must produce original certificates in support of educational qualifications, technical qualifications, experience and age at the time of Walk-in Interview.

Reservations

1. Rule of Reservation (RoR) shall be followed as per the Telangana State and Subordinate Service Rules and the Government Orders issued from time to time.
2. Reservations applicable to SC, ST, BC, EWS, Women, Persons with Benchmark Disabilities (PwBD), Ex-Servicemen and other categories shall be followed as per the Government Rules in force.

Application Procedure

1. Eligible candidates shall attend the Walk-in Interview on the scheduled date and time with the duly filled-in application form.
2. The prescribed application format may be downloaded from the Institute website www.mnjiorcc.in or obtained from the Office of the Director/MNJIO&RCC or the concerned Department.
3. Candidates shall submit the completed application along with two (02) sets of self-attested copies of all the required certificates at the time of Walk-in Interview.

Documents to be enclosed with the Application

1. SSC/10th Class Certificate (Proof of Date of Birth).
2. Study Certificates from Class IV to X and Intermediate (where applicable).
3. Educational Qualification Certificates (Degree/Diploma/ITI/Technical Qualification, Marks Memos and Provisional/Degree Certificate, as applicable).

4. Technical Qualification/Registration Certificate/License issued by the competent authority, wherever applicable.
5. Aadhaar Card (Proof of Identity and Residence).
6. PAN Card.
7. Community Certificate in case of SC/ST/BC/EWS candidates, issued by the competent authority. In case of BC candidates, the certificate shall clearly specify the Group (A/B/C/D/E).
8. No Objection Certificate (NOC) and Performance Certificate from the present employer, if currently employed.
9. Experience Certificates clearly indicating the designation, nature of duties, period of service (From–To), and issued by the competent authority.
10. Any other certificates in support of eligibility, technical qualifications, computer proficiency, training, or experience, if applicable.
11. Four (04) recent passport-size colour photographs.

Important Instructions

1. Candidates must produce all original certificates for verification at the time of the Walk-in Interview.
2. Applications that are incomplete, not in the prescribed format, received after the scheduled time, or not accompanied by the required documents are liable to be summarily rejected.
3. Mere submission of an application or attendance at the Walk-in Interview shall not confer any right to engagement.
4. Suppression of facts, submission of false information or fabricated documents will lead to rejection of candidature at any stage without prior notice.

POST WISE DESCRIPTION

System Administrator

Educational Qualification

1. Degree in Computer Science/Computer Applications/Information Technology (B.E./B.Tech./BCA/B.Sc. Computers/MCA/M.Sc. Computer Science) or equivalent from a recognized University/Institution.
2. Preference will be given to candidates possessing certifications in Networking/System Administration such as CCNA, MCSE, RHCE, MCSA, or equivalent.

Experience

Minimum two (02) years' experience in System Administration in a Government/ Autonomous/ Private Organization.

The candidate should have experience in:

- Installation, configuration and maintenance of Windows/Linux Servers.
- LAN/WAN, Wi-Fi, Internet and Network Administration.
- Hardware installation, troubleshooting and preventive maintenance.
- Management of desktops, laptops, printers, scanners and biometric devices.
- Data backup, antivirus, cybersecurity and user account administration.
- Software installation, maintenance, troubleshooting and user support.
- Website management, updating of website contents, uploading notifications, tender documents, recruitment notices, circulars and other official information.
- Management of web hosting, domain, SSL certificates and website security.
- Knowledge of HTML/CSS, CMS (WordPress or similar), PHP/MySQL or other web technologies is desirable.
- Support for Hospital Information Management Systems (HIMS/HMIS), e-Office, IFMIS, HRMS, biometric attendance, email services, video conferencing and other Government software applications.
- Any other IT-related work entrusted by the Director or Competent Authority from time to time.

Desirable Skills

- Good communication and documentation skills.
- Ability to provide technical support to all departments.
- Experience in Government Hospital/Medical College IT systems will be preferred.

Data Entry Operator (DEO)

Educational Qualification

1. Bachelor's Degree in any discipline from a recognized University.
2. Certificate/Diploma in Computer Applications from a recognized Institution.(preffered)

3. Must have proficiency in MS Office (Word, Excel, PowerPoint), Internet, E-mail, and Data Entry Operations.
4. A typing speed of not less than 30 words per minute in English is desirable. Knowledge of Telugu typing will be an added advantage.

Experience

Minimum one (01) year of experience as a Data Entry Operator/Computer Operator in a Government Department, Government Hospital, Autonomous Institution, Educational Institution, or reputed private organization.

The candidate should have experience in:

- Data entry and maintenance of electronic records.
- Working with MS Word, MS Excel, PowerPoint, PDF, and database applications.
- Preparation of official letters, proceedings, statements, reports, and spreadsheets.
- Scanning, uploading, indexing, and digital record management.
- Handling e-Office, online Government portals, IFMIS, HRMS, HMIS/HIMS, procurement portals, or similar software applications.
- Receiving, updating, compiling, and maintaining departmental data and registers.
- E-mail correspondence, document formatting, printing, and file management.
- Any other computer-related work assigned by the Director or the Competent Authority from time to time.

Desirable Skills

- Good knowledge of computer operations and office automation.
- Ability to prepare and maintain databases, reports, and MIS statements.
- Knowledge of Government office procedures and hospital administration will be preferred.
- Good communication skills in English and Telugu.
- Experience in Government Hospitals/Medical Colleges or other Government Institutions will be given preference.

Barber

Educational Qualification

1. Passed SSC (10th Class) or equivalent from a recognized Board.
2. Certificate in Hair Dressing/Barber Trade from a recognized Institution is desirable / preferred.

Experience

Minimum one (01) year of experience as a Barber in a Government Hospital, Private Hospital, Salon, or reputed establishment.

The candidate should have experience in:

- Hair cutting, shaving and grooming services.
- Providing barber services to in-patients, especially bedridden and post-operative patients, as required.
- Maintaining cleanliness and hygiene of barber instruments and work area.
- Following infection control practices and biomedical waste disposal guidelines. □ Any other duties assigned by the Director or Competent Authority.

Desirable Skills

- Good interpersonal skills.
- Experience in hospital patient care services will be preferred.

Attendant

Educational Qualification

1. Passed SSC (10th Class) or equivalent from a recognized Board.(Preffered)

Experience

Preference will be given to candidates having experience as an Attendant/Office Attendant/Hospital Attendant/General Attendant in Government Hospitals, Medical Colleges, Government Offices, or reputed Institutions.

The candidate should be capable of:

- Assisting in day-to-day office, ward, and departmental activities.
- Carrying files, records, documents, and official correspondence.
- Assisting in shifting equipment, stores, and materials within the Institute.
- Maintaining cleanliness and assisting in general housekeeping activities, wherever assigned.
- Assisting patients, visitors, and staff as directed by the concerned Department.
- Performing any other duties assigned by the Director or the Competent Authority from time to time.

Desirable Skills

- Good physical fitness and ability to perform manual duties.
- Experience in Government Hospitals or Healthcare Institutions will be preferred. □ Ability to read and understand Telugu and basic English.

AC Technician:

Educational Qualification

1. Passed SSC (10th Class) or equivalent.
2. ITI Certificate in Refrigeration & Air Conditioning (RAC)/Mechanic Refrigeration & Air Conditioning or equivalent from a recognized Institution.

Experience

Minimum two (02) years of experience in installation, operation, servicing and maintenance of air-conditioning systems.

The candidate should have experience in:

- Installation, operation and maintenance of Split ACs, Window ACs, Cassette ACs, Package Units and Central Air Conditioning Systems.
- Servicing of AHUs, Chillers, Cooling Towers, VRF/VRV systems and HVAC equipment.
- Attending breakdowns and preventive maintenance of air-conditioning systems in critical hospital areas such as Operation Theatres, ICUs, Laboratories and Wards.
- Gas charging, leak detection, electrical troubleshooting and replacement of defective components.
- Maintaining service records and ensuring uninterrupted functioning of HVAC systems. □ Any other duties assigned by the Director or Competent Authority.

Desirable Skills □ Knowledge of HVAC preventive maintenance and

electrical safety.

- Experience in Government Hospitals, Medical Colleges or large institutions will be preferred.

**M.N.J. INSTITUTE OF ONCOLOGY & REGIONAL CANCER CENTRE
RED HILLS, HYDERABAD – 500 004, TELANGANA**

**APPLICATION FORM
(FOR TEMPORARY ENGAGEMENT ON THIRD PARTY OUTSOURCING BASIS)**

Notification No. Peshi/MNJIO&RCC/2026/OS

Date: 16.05.2026

**Affix Self-attested
Recent Passport Size
Photograph**

1. Post Applied For

2. Department : MNJIO&RCC, HYD

3. Full Name (In Block Letters)

Surname: _____

Name: _____

4. Father's Name

5. Mother's Name

6. Date of Birth (DD/MM/YYYY) :/...../.....

7. Age (as on the Date of Notification) _____ Years _____ Months _____ Days

8. Gender ☐ Transgender ☐ Female ☐ Male

9. Marital Status ☐ Others ☐ Unmarried ☐ Married

If Married, Name of Spouse:

10. Aadhaar Number

11. PAN Number

12. Nationality

13. Social Status ☐ Ex-Serviceman ☐ PwBD ☐ OC ☐ EWS
☐ BC-E ☐ BC-D ☐ BC-C ☐ BC-B ☐ BC-A ☐ ST
☐ SC

Caste: _____

Sub-Caste: _____

14. Place of Schooling (Class I to X)

15. Address : **Permanent Address** (PIN Code: _____)

Present Address for Communication (PIN Code: _____)

16. Contact Details

Mobile No.: _____ Alternate Mobile: _____

Telephone (with STD Code): _____

Email ID: _____

17. Educational Qualifications

Examination	Board/University	Institution	Year of Passing	Percentage/CGPA	Division/Class
SSC					
Intermediate					
ITI/Diploma					
Degree					
PG/Professional Qualification					

18. Technical Qualifications / Certifications

Qualification / Certificate	Institution	Year
1.		
2.		

19. Work Experience

Employer	Designation	From	To	Total Experience	Nature of Duties
1.					
2.					

Total Experience: _____ Years _____ Months

20. Specialized Training / Additional Skills

21. Present Employment Details (if any)

Name of Employer:

Designation:

Monthly Remuneration: Rs. _____

Notice Period Required:

22. Languages Known

Language	Read	Write	Speak
----------	------	-------	-------

Telugu	☐	☐	☐
English	☐	☐	☐
Hindi	☐	☐	☐
Others	☐	☐	☐

23. References of Family / Relative / Friends

Reference-1

Name:

Occupation:

Relationship:

Mobile:

Email:

Reference-2

Name:

Occupation:

Relationship:

Mobile:

Email:

Reference-3

Name:

Occupation:

Relationship:

Mobile:

Email:

24. Details of Enclosures

☐ SSC Certificate

☐ Study Certificates

☐ Educational Qualification Certificates

☐ Technical Qualification Certificates

☐ Experience Certificates

☐ Aadhaar Card

- ☐ PAN Card
- ☐ Community Certificate
- ☐ EWS Certificate (if applicable)
- ☐ PwBD Certificate (if applicable)
- ☐ No Objection Certificate (if employed)
- ☐ Four Passport Size Photographs
- ☐ Any Other:

25. Declaration

I hereby declare that the information furnished above is true, complete and correct to the best of my knowledge and belief. I understand that if any information furnished by me is found to be false, incorrect or if I have suppressed any material fact, my candidature/engagement is liable to be cancelled at any stage without assigning any reason.

I also understand that engagement is purely temporary, on third-party outsourcing basis, and does not confer any right for regular appointment in M.N.J. Institute of Oncology & Regional Cancer Centre.

Place: _____

Date: _____

Signature of the Applicant

UNDERTAKING

I hereby declare that I have applied for temporary engagement on Outsourcing Basis in the post of _____ at M.N.J. Institute of Oncology & Regional Cancer Centre, Red Hills, Hyderabad.

If selected through the Walk-in Interview, I undertake to work in the department/unit to which I am assigned or in any other department/unit of the Institute as decided by the Director, M.N.J. Institute of Oncology & Regional Cancer Centre, or the competent authority, depending upon the administrative requirements of the Institute.

I further undertake to report for duty within three (03) days from the date of communication of my selection or as directed by the authorized outsourcing agency. Failing to do so, I understand that my candidature/selection is liable to be cancelled without any further notice.

I understand and agree that:

1. My engagement shall be purely temporary and on third-party outsourcing basis through Outsourcing Agency.
2. My name shall be forwarded to the authorized outsourcing agency for verification of certificates and completion of engagement formalities.
3. My engagement shall be governed by the Government Orders, rules, terms and conditions applicable to outsourced personnel issued from time to time.
4. My engagement shall not confer any right or claim for regular appointment, absorption or continuation in the services of M.N.J. Institute of Oncology & Regional Cancer Centre or the Government of Telangana.
5. I shall abide by the rules, regulations, instructions and code of conduct of the Institute and shall perform the duties entrusted to me sincerely.
6. I clearly understand and agree that the engagement shall be made by the authorized outsourcing agency only. M.N.J. Institute of Oncology & Regional Cancer Centre (MNJO&RCC), Hyderabad shall only conduct the selection process and forward the list of shortlisted candidates to the authorized outsourcing agency for engagement.
7. I further understand that M.N.J. Institute of Oncology & Regional Cancer Centre shall not have any employer-employee relationship with me, and the Institute shall not be responsible for my service conditions, salary, leave or any other service-related claims. All such matters shall be governed by the terms and conditions of the outsourcing agency and the Government Orders/rules in force from time to time.
8. I undertake not to claim regular appointment, absorption, permanency or any service benefits from M.N.J. Institute of Oncology & Regional Cancer Centre or the Government of Telangana by virtue of my engagement through the outsourcing agency.

I certify that the particulars furnished in my application and the documents submitted by me are true and correct to the best of my knowledge and belief. If any information or document furnished by me is found to be false, fabricated or suppressed at any stage, my candidature/engagement is liable to be cancelled forthwith, and I shall be liable for disciplinary and legal action as per the applicable rules.

I also declare that I have carefully read and understood all the terms and conditions mentioned in the notification and agree to abide by the same.

Place: _____

Date: ____ / ____ / _____

Name of Candidate

Signature of the Candidate