



HEALTH DEPARTMENT, GOVERNMENT OF BIHAR
1st Floor, Vikas Bhawan, Bailey Road, Patna - 800015
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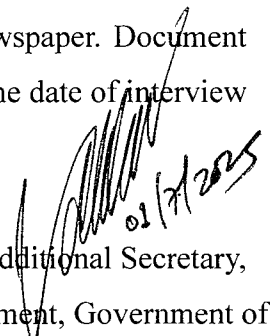
NOTICE FOR RECRUITMENT

Advt No. BCCRS/01/2025

Health Department, Government of Bihar invites applications from eligible citizens of India for below mentioned contractual positions in Bihar Cancer Care & Research Society, Patna:

1. Chief Executive Officer (CEO) – 1 (UR)
2. Chief Administrative Officer (CAO) – 1(UR)
3. Chief Financial Officer (CFO) -1(UR)

The detailed Terms of Reference and the application format can be accessed at <https://state.bihar.gov.in/health/CitizenHome.html> in 'Latest News' section. The filled-in application form shall be accepted only over email id at bccrs25@yahoo.com. The last date of receiving application is 15 days from the date of publication in a newspaper. Document verification of eligible candidates shall be done on the day of interview. The date of interview shall be communicated separately.


01/7/2025
Additional Secretary,

Health Department, Government of Bihar



HEALTH DEPARTMENT, GOVERNMENT OF BIHAR
1st Floor, Vikas Bhawan, Bailey Road, Patna - 800015
E-mail: bccrs25@yahoo.com

Health Department, Government of Bihar invites applications from eligible citizens of India for below mentioned contractual positions in Bihar Cancer Care & Research Society, Patna (a society under aegis of Health Department, Government of Bihar), as per the attached terms and references -

1. Chief Executive Officer (CEO) –1 (UR)
2. Chief Administrative Officer (CAO)–1 (UR)
3. Chief Financial Officer (CFO)- 1 (UR)

Tenure: The duration of the tenure will be of 3 years each, renewable based on satisfactory performance up to the attainment of age of 70 years.

Selection criteria:

Selection will be made by the Search Committee especially constituted for the purpose from amongst shortlisted candidates on the basis of personal interview. The applicant needs to submit a write-up in 400 words explaining how their education and experience make them the most suitable candidate for the post applied for.

About the Society:

Bihar Cancer Care & Research Society, Patna is a society registered under the Societies Registration Act, 1860 with office at Swasthya Bhavan, Sheikhpura, Patna. It is funded by Grants from Health Department, Government of Bihar. The Society has been mandated to receive/ raise funds from other sources.

Aim of the Society:-

“To provide comprehensive cancer cure to all citizens of Bihar state through our motto of excellence in Service, Education and Research”

Objectives of the Society:-

- Provide accessible, affordable & quality cancer care services to all cancer patients
- Foster research & innovation for prevention and control of cancers
- Workforce development for all aspects of cancer care & management
- Create Multi- sectoral partnerships for better cancer care services

Terms of Reference for the Chief Executive Officer (CEO)

Job Title :Chief Executive Officer (CEO)

Emoluments: INR 2,00,000 (Rupees two lakhs) per month fixed for the entire tenure. In case of retired government servant of pensionable services the emolument will be (last pay drawn + DA) – (Pension + DA). In case of serving government servants, the emoluments will be commensurate with the emoluments drawn in the parent organization.

Reports to: Governing Council through the Vice-Chairperson

Objective:

The CEO will be the principal executive of the Bihar Cancer Care & Research Society (BCCRS).The CEO shall be responsible for driving the implementation of the Society's functions to provide accessible, affordable and high-quality cancer care services across Bihar. This role involves overseeing the execution of the Society's core functions, including prevention, diagnosis, treatment, research, training, and community engagement. S/He shall execute all resolutions approved by the Governing Council, Executive Committee and any other committee of the Society and shall represent the Society wherever required, as per the objectives of the society. The first incumbent shall also be expected to set up the office of the Society, as well.

Essential Qualifications:

- Graduate degree in any discipline
- Minimum 25 years of experience, with at least 15 years in senior administrative leadership roles handling large-scale Government schemes, public policy implementation, or development with at least five years' experience in health sector in Government /PSUs/large organizations in public/ private sector with at least 2 years in top position equivalent to Managing Director/CEO.
- Exceptional communication, negotiation, and interpersonal skills, with the ability to engage with diverse stakeholders.

Desirable Qualification

- Proven ability to lead **multi disciplinary teams** and drive organizational change.
- Strong understanding of **governance of National/ State level organization/ Society (ies), fund raising, etc.**
- Demonstrated ability to lead complex projects and initiatives.

Age and other details

- Should not be more than 65 years of age as on 01.08.2025

Key Responsibilities

1. Strategic Leadership & Vision:

- **Lead the development and execution of the Society's strategic plan**, ensuring that the activities align with the overall vision and mission of providing accessible cancer care and fostering innovation in the state of Bihar.
- **Drive the Society's strategic initiatives** on cancer prevention, treatment, and research, in accordance with the needs identified through the Society's functions (e.g., establishment of diagnostic laboratories, workforce training, and multi-sectoral partnerships).
- Foster a **culture of innovation**, promoting a continuous improvement mindset across all functions, from clinical care to administrative management.

2. Operations & Resource Management:

- Oversee the day-to-day operations of the Society, ensuring that resources are allocated efficiently to meet the Society's objectives (e.g., establishing regional cancer care centers and specialized diagnostic facilities).
- **Ensure the decentralization of services**, facilitating access to cancer care across various regions of Bihar, especially through new health facilities and mobile screening programs.
- **Monitor and evaluate operational effectiveness** in areas like workforce development, training institutions, and patient care services.

3. Financial Management & Fundraising:

- Oversee the **budgeting, financial planning, and resource allocation**, ensuring that the financial health of the Society is maintained while meeting its operational goals.
- **Develop and pursue fundraising strategies** to support cancer care programs, including donor engagement, corporate partnerships, and government collaborations.
- Ensure the proper **financial management of resources for specific cancer care initiatives**, such as rehabilitation, palliative care, and workforce training programs.
- Ensure effective financial controls, risk management, and resource allocation.
- Identify and pursue fundraising opportunities to support the society's mission and goals.

4. Partnerships & Stakeholder Relations:

- **Develop multi-sectoral partnerships** to strengthen cancer care services in Bihar.
 1. Collaborate with national and international academic institutions of repute working in the field of cancer care to foster research for new treatments, therapies, and management approaches.
 2. Develop partnership with local, national and international Non-Governmental Organizations (NGO) of repute to generate awareness about cancer prevention and treatment.

3. Collaborate with NGOs, academic institutes etc. For advocacy with government regarding cancer prevention policies, allocation of resources etc.

- Develop and maintain relationships with donors, partners, and stakeholders.
- Represent the Society at local, national and international level in conferences, seminars, and media events to **advocate for cancer care improvement** and foster community support.

5. Human Resources & Organizational Culture:

- Lead the **recruitment, development, and retention of skilled professionals** to meet the workforce demands of this specialized sector.
- **Create a supportive and inclusive work environment**, ensuring that staff feel valued and engaged in the Society's mission.
- Oversee the establishment of specialized **training and certification programs** for medical and non-medical staff, with a focus on oncology and patient care.
- Foster a positive and inclusive work culture, promoting staff engagement and well-being.

6. Compliance & Regulatory Oversight:

- Ensure that the Society adheres to all relevant **regulatory and legal requirements**, particularly regarding healthcare delivery, financial transparency, and data protection.

Terms of Reference for the Chief Administrative Officer (CAO)

Job Title: Chief Administrative Officer (CAO)

Emoluments: INR 1,50,000 (Rupees one lakh fifty thousand) per month fixed for the entire tenure. In case of retired government servant of pensionable services the emolument will be (last pay drawn + DA) – (Pension + DA). In case of serving government servants, the emoluments will be commensurate with the emoluments drawn in the parent organization.

Reports to: Chief Executive Officer (CEO)

Objective:

The CAO will ensure the efficient operation of all administrative functions within the Bihar Cancer Care & Research Society (BCCRS), ensuring the seamless execution of programs in line with the Society's Goals and Objectives. This includes overseeing operational management, human resources, compliance, and policy development. The CAO will play a key role in driving the **administrative functions** that support the delivery of cancer care services, particularly in **resource optimization** and **multi-sectoral collaborations**. S/He will work under CEO and closely with CFO to achieve the Society's Goals and Objectives.

Essential Qualifications

- Graduate degree in any discipline.
- Minimum 20 years of experience, with at least 10 years in senior administrative roles handling Government schemes, public policy implementation, or development/ health sector programs in Government/ PSUs/ large organizations in public/ private sector.
- Exceptional communication, negotiation, and interpersonal skills, with the ability to engage with diverse stakeholders.
- Persons from Central Government/ State Government either serving or retired, not below the rank of Joint Secretary (State Government) or equivalent having relevant experience shall be considered.

Desirable Qualifications:

- Strong experience in management of administrative functions in large organizations in leading role or assisting the top Executive of Government/ PSUs/ large organizations in public/ private sector.
- Demonstrated ability to lead complex projects and initiatives.

Age and other details

- Should not be more than 65 years of age as on 01.08.2025

Key Responsibilities.

1. Strategic Administrative Leadership:

- Align administrative functions with the Society's strategic objectives, particularly in cancer care, research, and training.
- **Assist/ Collaborate with the CEO and department heads** to develop and implement strategies that enhance operational efficiency and effectiveness.

2. Operations Management:

- Oversee the **administrative processes** across all levels of the organization, ensuring the smooth functioning of activities related to cancer care centers and managing related community health programs.
- Ensure that administrative structures are in place to support **decentralized cancer care services** across Bihar, including rural outreach programs and specialized facilities.
- Manage and optimize resources, including human resources, infrastructure, and finances
- Identify and mitigate administrative risks.

3. Policy Development & Compliance:

- Develop and implement **internal policies and procedures** to ensure the Society meets regulatory and healthcare standards.
- Oversee compliance with relevant healthcare laws, regulations, and ethical guidelines, particularly those impacting cancer care delivery.

4. Human Resource Management:

- **Lead the recruitment, training, and retention of staff**, ensuring the workforce is aligned with the Society's objectives and capable of delivering high-quality services for cancer care.
- Oversee the **implementation of training programs** for medical and non-medical staff in oncology care, patient management, and palliative care.

5. Financial Planning, Resource Allocation & Fund Raising:

- Ensure planning and execution of Fund Raising activities.
- Work closely with the CFO to support **budgeting, financial planning, and resource allocation** for administrative functions.
- Ensure that **cost-control measures** are in place, particularly with respect to overhead costs, while maintaining a focus on service quality.

6. Quality Improvement & Efficiency:

- Lead the implementation of **quality improvement initiatives** to streamline administrative processes, enhancing service delivery and operational efficiency.
- Regularly evaluate administrative processes and implement changes to ensure that they support the Society's core functions effectively.
- Monitor and evaluate administrative processes for efficiency and effectiveness.

7. Communication & Coordination:

- **Foster collaboration** among administrative, clinical, and support departments to ensure alignment with organizational goals.

- Terms of Reference (ToR) for the Chief Financial Officer (CFO)

Job Title: Chief Financial Officer (CFO)

Emoluments: INR 1,00,000 (Rupees one lakh) per month fixed for the entire tenure. In case of retired government servant of pensionable services the emolument will be (last pay drawn + DA) – (Pension + DA). In case of serving government servants, the emoluments will be commensurate with the emoluments drawn in the parent organization.

Reports to: Chief Executive Officer(CEO)

Objective:

The CFO is responsible for managing the financial operations of the Bihar Cancer Care & Research Society (BCCRS), ensuring the financial health and sustainability of the organization. The CFO shall be the Treasurer of the Society and will oversee financial planning, reporting, budgeting, and resource allocations. S/He will work under CEO and closely with CAO to achieve the Society's Goals and Objectives.

Essential Qualifications:

- A professional accounting qualification i.e. CA, CPA, or equivalent degree OR a Master in Business Administration (Finance) or equivalent degree.
- Minimum of 10 years of experience in financial management, with at least 5 years in a senior accounting position/leadership role in the Government/ PSUs/ large organizations in public/ private sector or non-profit organizations of international/ national repute.
- Persons from Central Government/ State Government, either serving or retired, not below the rank of Deputy Secretary (State) or equivalent, having relevant experience shall be considered.

Desirable Qualifications

- Extensive experience in financial reporting, budgeting, and compliance within the healthcare or social services industry, public/ private.
- Strong understanding of financial governance including Foreign Contribution (Regulation) Act and other regulatory compliances.
- Strong analytical and strategic thinking skills, with the ability to manage complex financial operations.

Age and other details

- Should not be more than 65 years of age as on 01.08.2025

Key Responsibilities

1. Financial Strategy & Planning:

- Lead the development of the Society's financial strategy, ensuring alignment with its mission, goals, and long-term objectives.
- Provide strategic financial advice to the CEO and Governing Council, identifying opportunities and risks.

2. Financial Management & Oversight:

- Oversee the Society's budgeting, financial forecasting, and reporting to ensure sound financial management.
- Ensure effective management of cash flow, investment, and other financial resources, optimizing the use of funds.

3. Accounting & Reporting:

- Provide clear and transparent financial communication to the Board of Directors and key stakeholders.
- Ensure timely and accurate financial reporting in compliance with regulatory and statutory requirements.
- Oversee the preparation of annual financial statements, audit reports, and other financial disclosures.

4. Internal Controls & Risk Management:

- Implement and monitor internal controls to safeguard the assets and resources of the Society.
- Develop and maintain a robust financial risk management framework to mitigate financial risks, fraud, and mismanagement.

5. Project Budgeting & Donor Compliance:

- Assist in fundraising initiatives by providing financial insights, budget projections, and donor reports.
- Oversee donor fund management, ensuring compliance with donor agreements and maximizing the impact of contributions.

6. Cost Management & Efficiency:

- Monitor and analyze the Society's expenses, ensuring cost-effectiveness without compromising service quality.
- Recommend and implement cost-control measures to ensure the financial sustainability of the Society.

7. Taxation & Legal Compliance:

- Ensure compliance with all tax regulations, including filing returns, managing tax exemptions, and advising on tax planning.
- Keep the Society compliant with relevant financial laws and regulations, including maintaining a tax-exempt status if applicable.

8. Collaboration & Communication:

- S/he will report to the CEO and collaborate with CAO, and other departments to ensure alignment of financial resources with organizational priorities.

APPLICATION FORMAT

1. Position Applied For: _____

2. Name of the Applicant: _____

3. Father's/Mother's Name: _____

4. Date of Birth (DD/MM/YYYY): _____

5. Gender: ☐ Male ☐ Female ☐ Other

6. Nationality: _____

7. Contact Details:

Mobile Number: _____

Email ID: _____

Address for Correspondence: _____

Affix a passport size
photo and to be self-
attested by the
applicant

8. Educational Qualifications:

Degree	Specialization	University/Institute	Year of Passing	Percentage/Grade

9. Total Experience (in years): _____

10. Summary of Work Experience (Relevant to the Eligibility Criteria):

Organization	Designation	From – To (MM/YYYY)	Key Responsibilities

11. Current/Last Employer Details:

- Organization: _____
- Designation: _____
- Duration: _____
- Reporting to (Designation): _____
- Last Salary (if applicable): _____

12. Write-Up (in not more than 400 words)

"How your education and experience make you the most suitable candidate for the post applied for"

13. References (at least two professional references):

Name	Designation	Organization	Contact No.	Email ID

Declaration:

I hereby declare that all the information provided above is true to the best of my knowledge and belief. I understand that any false or misleading information may result in the cancellation of my candidature.

Date: _____

Place: _____

Signature of the Applicant

बिहार सरकार

स्वास्थ्य विभाग

प्रेषक,

वैभव चौधरी,

सरकार के अपर सचिव।

सेवा में,

निदेशक,

सूचना एवं जनसम्पर्क विभाग,

बिहार, पटना।

पटना, दिनांक-02/07/2025

विषय:-

राज्य में कैंसर की रोकथाम, चिकित्सा एवं समुचित प्रबंधन हेतु बिहार कैंसर केयर एण्ड रिसर्च सोसाईटी के संचालन हेतु तीन पदों (मुख्य कार्यपालक पदाधिकारी, मुख्य प्रशासनिक पदाधिकारी एवं मुख्य वित्त पदाधिकारी) पर संविदात्मक नियोजन हेतु विज्ञापन सं०-BCCRS/01/2025 को प्रकाशन कराने के संबंध में।

महाशय,

निदेशानुसार उपर्युक्त विषय के संबंध में कहना है कि राज्य में कैंसर की रोकथाम, चिकित्सा एवं समुचित प्रबंधन हेतु बिहार कैंसर केयर एण्ड रिसर्च सोसाईटी का गठन किया गया है। उक्त सोसाईटी के कार्यों के संचालन हेतु तीन पदों (मुख्य कार्यपालक पदाधिकारी, मुख्य प्रशासनिक पदाधिकारी एवं मुख्य वित्त पदाधिकारी) पर संविदात्मक नियोजन हेतु विज्ञापन प्रकाशन की कार्रवाई की जानी है।

उक्त पदों पर नियुक्ति से संबंधित विज्ञापन प्रारूप, TOR (Terms of Reference) तथा आवेदन प्रारूप हार्ड एवं साफ्ट कॉपी में संलग्न की जा रही है।

अतः अनुरोध है कि उक्त आशय से संबंधित सूचना आमजन/योग्य अभ्यर्थियों के सूचनार्थ संघ एवं राज्य के प्रमुख हिन्दी, अंग्रेजी एवं उर्दू के दैनिक समाचार-पत्रों में प्रकाशित कराने की कृपा की जाय।

अनु०-यथोक्त।

विश्वासराजन

31/7/2025

(वैभव चौधरी)

सरकार के अपर सचिव।