

**NATIONAL CENTRE FOR DISEASE INFORMATICS AND RESEARCH**

*Indian Council of Medical Research, Bengaluru.*



No. NCDIR/Projects/6/2019-20

27-12-2019

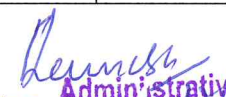
Applications are invited for various posts to be filled up on purely temporary or contractual basis under various projects at National Centre for Disease Informatics and Research, Bengaluru.

Place of duty: National Centre for Disease Informatics and Research, Bengaluru.

Place of walk-in-written test/ skill test and / or personal discussion: National Centre for Disease Informatics and Research, Bengaluru.

- I. **'CaRes NER- A Multidisciplinary Research Programme for Prevention and Control of Cancer in the North Eastern States in India'** at NCDIR, Bengaluru. {One Post- UR} (Upto 30-9-2021) .
- II. **'Incidental Gall Bladder Cancer /Pre-malignant Gall Bladder and Gall Bladder Carcinoma: a multi centric study'** at NCDIR, Bengaluru {One Post-UR} (Upto 31-1-2022)

SI No	Name of the Post	Consolidated Salary per month	No. of Vacancies & Reservation	Age Limit	Qualification		Job Description
					Essential	Desirable	
1	Senior Project Assistant	Rs. 17,000/-	2 Posts (UR)	28 Years	i) 12th Pass OR equivalent from a recognized board with five years' experience of administrative work, OR ii) Graduate in any discipline from any recognized university with two years' experience of administrative work, and iii) A speed test of not less than 10500 key depression per hour through speed test on computer in English.	(i) Experience in Establishment / Stores and Accounts in Govt. Organizations/ Autonomous Bodies/ Central & State Universities /Semi Govt. Organizations. (ii) Knowledge Of Preparation of Budget, Finalization of accounts, maintenance of cash book, Ledger etc. (iii) Proficiency in Stenography.	The Candidate selected is required to i) take responsibility to maintain the data, files and documents of the office in a systematic manner in general and of the Projects in particular ii) assist the supervisors in all the matters pertaining to the project apart from those assigned from time to time iii) do complete typing

  
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							<p>work of the section/unit/division as the case may be.</p> <p>iv) submit files with proper examination with noting and drafting of replies and/ or originating letters</p> <p>Assist the concerned in budgeting and releasing of funds to the centres attached to the Projects</p> <p>vi) Carry out any other work (indoor as well as outdoor) as assigned by the supervisors from time to time.</p> <p>All project related work assigned from time to time and other day to day administrative /accounts work.</p>
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*Hennesh*  
23/12/19

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**and Research (ICMR), Bangalore**

- I. 'Population Based Cancer Survival Study on Cancers of the Breast, Cervix and Head & Neck' at NCDIR, Bengaluru. {One Post-UR} (Upto 28-2-2022)
- II. 'Implementation of NCDIR electronic Mortality Software (NCDIR-eMOR) – Strengthen Medical Certification of Cause of Death' at NCDIR, Bengaluru. {One Post-UR} (Upto 31-10-2023)
- III. Setting up of Hospital Based Cancer Registry in Regional Cancer Centres' at NCDIR, Bengaluru. {One Post-SC} (Upto 31-2-2021)
- IV. Development of Population Based Stroke Registry in different regions of India at NCDIR, Bengaluru {One Post-UR} (29-02-2025)

Sl. No	Name of the Post	Consolidated Salary per month	No. of Vacancies & Reservation	Age Limit	Qualifications		Job Description
					Essential	Desirable	
1.	Project Admin Assistant	Rs. 32,000/-	4 posts  (3-UR 1-SC)	30 Years  (5 years age relaxation for SC)	Graduate in any discipline (3 year course) from a recognized University with five years' experience in administration / finance and accounts work.	(i) Knowledge of preparation of Budget, finalization of accounts, maintenance of cash book, ledger etc. (ii) Experience in dealing with Administration, Accounts, Establishment matters (which include all service related matters) and procurement and maintenance of stores, etc., (iii) Working Knowledge of Tally ERP etc., (iv) Knowledge in e-procurement and e-tendering systems	The selected candidate, (i) is required to assist in all matters pertaining to the projects at lower supervisory level apart from dealing with the matters related to Accounts, Administration, Procurement of stores, equipment etc., (ii) should be conversant with Govt. of India (GoI) Rules & Regulations on the subjects stated above. (iii) Should be able to deal with the cases/issues independently within the ambit of relevant rules with suggestion for further course of action to be taken. (iv) shall have computer skills (MS Office)

I. 'HTA of national stroke care registry programme development of Hospital based stroke registry in different regions of India' at NCDIR, Bengaluru.  
{One Post-UR} (31-10-2023)

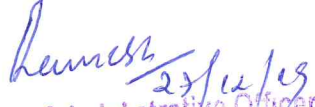
Sl. No	Name of the Post	Consolidated Salary per month	No. of Vacancies & Reservation	Age Limit	Qualifications		Job Description
					Essential	Desirable	
1	Project Section Officer	Rs. 32,000/-	1 Post (UR)	30 Years	Graduate in any discipline (3 year degree) from a recognized university/ institution with 5 years' experience in administration/ finance and accounts work.	(i) Experience in dealing with various matters related to administration, establishment, accounts and procurement through GeM and allied matters at supervisory level. (ii) Conversant with Govt. of India (GoI) rules and procedures. (iii) Working knowledge of PFMS. (iv) Knowledge of Govt. of India Rules.	The selected candidate (i) is required to handle all relevant matters at semi-executive level. (ii) deal with all the matters pertaining to projects like obtaining and scrutiny of Utilisation Certificate, submission of proposal for release of funds, etc., and (iii) render assistance in dealing with various matters as and when necessary.

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27/12/19  
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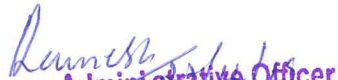
I. Strengthening of National Cancer Registry Programme at NCDIR, Bengaluru. {One Post-UR} (Upto 31-10-2023).

SI No	Name of the Post	Consolidated Salary per month	No. of Vacancies & Reservation	Age Limit	Qualifications		Job Description
					Essential	Desirable	
1	Junior Project Assistant	Rs. 16,000/-	1 Post (OBC)	28 Years	i) 12th pass or equivalent from a recognized board. ii) A speed test of not less than 8000 key depressions per hour (KPDH) on computer.	(i) Graduation in any discipline from a recognized university. ii) one year Diploma in Computer Application/ Computer Science.	The Candidate selected is required to i) take responsibility to maintain the data, files and documents of the office in a systematic manner in general and of the Projects in particular ii) assist the supervisors in all the matters pertaining to the project apart from those assigned from time to time iii) do complete typing work of the section/unit/division as the case may be. v) submit files with proper examination with noting and drafting of replies and/ or originating letters vi) Assist the concerned in budgeting and releasing of funds to the centres attached to the Projects vi) Carry out any other work (indoor as well as outdoor) as assigned by the supervisors from time to time.

  
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## Terms and Conditions:

1. Interested and eligible candidates can appear for walk-in- written test/ skill test and / or personal discussion on the dates mentioned on next page along with the application form (attached).
2. Qualification and experience should be in relevant discipline/field and from a reputed institution / organization recognized by relevant authority.
3. Experience shall count from the date of completion of minimum educational qualification.
4. Submission of incorrect or false information during the process of walk-in- written test/ skill test and / or personal discussion shall disqualify the candidature at any stage.
5. The Director reserves the right to increase / decrease the number of vacancies as per requirement.
6. Candidates applying for more than one post should apply SEPARATELY for each post.
7. No benefit of provident fund, Leave Travel Concession, Medical Claim etc. will be considered, since the posts are purely temporary basis.
8. Age relaxation against post earmarked for reserved candidates will be as per Govt. of India Norms. No relaxation against Unreserved (UR) vacancies.
9. Age limit and experience will be considered as on the date of walk-in- written test/ skill test and / or personal discussion.
10. No TA/DA will be paid for attending the walk-in- written test/ skill test and / or personal discussion.
11. Mere fulfilling the essential qualification / experience does not guarantee selection.
12. Candidates employed in Govt. Service /Semi Govt. Autonomous Bodies of State/Central Govt. should submit a “No Objection Certificate” from their employer at the time of walk-in- written test/ skill test and / personal discussion.
13. The above posts are filled-up on purely temporary basis and contractual basis, co-terminus with the project & the candidate will have no right to claim for Permanent Employment under NCDIR/ICMR or continuation of his/her services in any other project.
14. Written test will be for 70 marks consisting of 100 objective and multiple type questions on syllabus as per the essential qualification, desirable qualification and job description. If the eligible candidates are more than 30, then written test will be held followed by personal discussion otherwise direct personal discussion will be held from the time of written test indicated onwards.
15. Community/ Caste certificate: Candidates applying under OBC category, shall submit attested copy of OBC Non – Creamy Layer Certificate in specified format, issued within one year from the date of walk-in- written test/skill test and / or personal discussion by the appropriate authority. Only Non Creamy Layer OBC certificates will be accepted and other certificates will not be accepted.
16. All posts are contractual for the duration offered. The appointment may be renewed after every specific period of time subject to satisfactory performance and project requirement.
17. The Director has the right to accept/reject any application without assigning any reason thereof and no recommendation in this matter will be entertained.
18. Canvassing and bringing pressure in any form for short listing and employment will be a disqualification and barred from selection process.
19. Age concession to the extent of service rendered in other research projects will also be admissible for experienced and skilled persons.
20. Candidates possessing the above essential qualification and experience may come for walk - in written test/ skill test and / or personal discussion at National Centre for Disease Informatics and Research, Nirmal Bhawan-ICMR Complex (II Floor), Poojanahalli, Kannamangala Post, Bengaluru-562110 on the dates indicated below:

  
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**SCHEDULE FOR WALK-IN- WRITTEN TEST/ SKILL TEST FOLLOWED BY PERSONAL DISCUSSION**

**Admin Posts**

Sl. No.	Post	No. of posts	Date and time of verification of document	Date and time of Skill test and Interview
1	Project Section Officer	1	22-1-2020 from 9 AM to 11 AM	22-1-2020 from 11AM onwards
2	Project Admin Assistant	4	22-1-2020 from 9 AM to 11 AM	22-1-2020 from 11AM onwards
3	Senior Project Assistant	2	22-1-2020 from 9 AM to 11 AM	22-1-2020 from 11AM onwards
4	Junior Project Assistant	1	22-1-2020 from 9 AM to 11 AM	22-1-2020 from 11AM onwards


*\* If the eligible candidates are more than 30, then written test will be held followed by personal discussion otherwise direct personal discussion will be held from the time of written test indicated onwards.*

Those appearing for walk - in - written test/ skill test and / or personal discussion should bring with them original certificates (1) Educational qualification (2) Proof of Date of birth (3) Experience certificates/testimonials (4) One-self attested recent passport size photograph (5) ID Proof (Ex. PAN/Voter ID/Driving License etc.) (6) one set of self-attested photocopies of all documents. (7) SC/ST/OBC/PWD Certificates, if applicable. (8) Candidates should submit all certifications/testimonials in original for verification. Candidates who fail to bring the original certificates will not be allowed to attend walk - in - written test/ skill test and / or personal discussion.

**NOTE**

1. Shortlisted candidates will be called for written test/ skill test / personal discussion after verification of essential qualification and experience.
2. Any Addendum/Corrigendum in respect of above vacancy notice shall be issued on our websites [www.ncdirindia.org](http://www.ncdirindia.org) only and no separate notification shall be issued in the press. Applicants are requested to regularly visit our website to keep themselves updated.

Further information on NCDIR and its Mission/Function can be viewed on the NCDIR website ([www.ncdirindia.org](http://www.ncdirindia.org))

  
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Sd/-  
DIRECTOR  
NCDIR, Bengaluru