NATIONAL CENTRE FOR DISEASE INFORMATICS AND RESEARCH
(*Indian Council of Medical Research*)

Adv. No. 15/2022 dated 11-11-2022

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

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

Place of walk-in-interview / personal discussion: ICMR-National Centre for Disease Informatics and Research, Bengaluru.

I. **'Patterns of Care and Survival Study (POCSS) on Gall Bladder Cancer (GBC) in Hospital Based Cancer Registry' at ICMR-NCDIR, Bengaluru.** {Initially for a period of one year and may be extended based on requirement of the organization}

Sl. No	Name of the Post	Stipend	No. of Vacancies & Reservation	Age Limit	Qualifications		Job Description
					Essential	**Desirable**	
1	Data Entry Operator (Grade A)	₹. 17,000/- Per Month	1 Post (OBC)	25 years plus (3 Years of age relaxation for OBC candidates)	Intermediate OR 12th pass from recognized board. A speed test of not less than 8000 key depressions per hour through speed test on computer	(i). Bachelor's degree in Computer Application /IT/Computer Sciences from a recognized Institution/ University. (ii)Work experience in hospitals/HMIS (iii). Experience in handling MS Office	(i) Data entry and management related to project (ii). All project related work assigned by office from time to time. (iii). Noting, Drafting of letters, Typing/clerical work.

प्रशासनिक अधिकारी/Administrative Officer
एन सी डी आई आर (आई सी एम आर), बेंगलुरु
NCDIR (ICMR), Bengaluru

II. **'Development of Population Based Stroke Registry'** in different regions of India at NCDIR, Bengaluru. {Initially for a period of one year and may be extended as per the requirement of the institute/ funding agency}

SI No	Name of the Post	Consolidated Salary per month	No. of Vacancies & Reservation	Age Limit	Qualifications		Job Description
					Essential	**Desirable**	
1	Project Admin. Assistant	₹. 32,000/- Per Month	1-Post (SC)	30 Years plus (5 Years of age relaxation for SC candidates)	Graduate in any discipline from recognized University with five years' experience in administration or finance/accounts work	(i) Knowledge of preparation of Budget, finalization of accounts, maintenance of cash book in double entry system, ledger etc. (ii) Knowledge of government rules governing Finance/ Accounts and Establishment matters and principles of audit of accounts. (iii) Experience in handling Administrative / Accounts / Establishment / Purchase and Stores. (iv) Working Knowledge of Computer and MS-office	1. Management of project activities and monitoring implementation of project and the participating centers. To assist in any other works related to the project or other scientific/administrative. 2. To assist in preparation of all necessary documents of the meetings/training/workshops etc. Secretarial Assistance. 3. To assist in any other works related to the project or other technical activities
2	Data Entry Operator (Grade A)	₹. 17,000/- Per Month	1 Post (UR)	25 years	Intermediate OR 12th pass from recognized board. A speed test of not less than 8000 key depressions per hour through speed test on computer	(i). Bachelor's degree in Computer Application /IT/Computer Sciences from a recognized Institution/ University. (ii) Work experience in hospitals/HMIS (iii). Experience in handling MS Office	(i) Data entry and management related to project (ii). All project related work assigned by office from time to time. (iii). Noting, Drafting of letters, correspondence, with participating centers Typing/clerical work.

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III. **'CaRes NER – A Multidisciplinary Research Programme for Prevention and Control of Cancer in North Eastern States in India' at ICMR-NCDIR, Bengaluru.** {Initially for a period of one year and may be extended based on requirement of the organization}

SI No	Name of the Post	Consolidated Salary per month	No. of Vacancies & Reservation	Age Limit	Essential		Essential
					Essential	Desirable	
1	Data Entry Operator (Grade A)	₹. 17,000/- Per Month	1 Post (SC)	25 years plus (5 Years of age relaxation for SC candidates)	Intermediate OR 12th pass from recognized board. A speed test of not less than 8000 key depressions per hour through speed test on computer	(i). Bachelor's degree in Computer Application /IT/Computer Sciences from a recognized Institution/ University. (ii)Work experience in hospitals/HMIS (iii). Experience in handling MS Office	(i) Data entry and management related to project (ii). All project related work assigned by office from time to time. (iii). Noting, Drafting of letters, correspondence, with participating centers Typing/clerical work.

IV. **"A national model to establish a cohort to measure burden and map quality of care for type 2 diabetes mellitus in India, involving medical colleges through primary health care setup- a feasibility study" at ICMR-NCDIR, Bengaluru.** {Initially for a period of one year and may be extended as per the requirement of the institute/ funding agency}

SI No	Name of the Post	Consolidated Salary per month	No. of Vacancies & Reservation	Age Limit	Qualifications		Job Description
					Essential	Desirable	
1	Data Entry Operator (Grade B)	₹. 18,000/- Per Month	1 Post (UR)	28 years	Intermediate OR 12th pass in science stream from recognized board with DEOACC 'A' level from a recognized institute and / or 2 years' experience in EDP work in Government, Autonomous, PSU or any other recognized organization. A speed test of not less than 8000 key depressions per hour through speed test on computer	(i). Bachelor's degree in Computer Application /IT/Computer Sciences from a recognized Institution/ University. (ii)Work experience in hospitals/HMIS (iii). Experience in handling MS Office	(i) Data entry and management related to project (ii). All project related work assigned by office from time to time. (iii). Noting, Drafting of letters, Typing/clerical work.

प्रशासनिक अधिकारी/Administrative Officer 11/11/22
एन सी डी आई अर (आई सी एम आर), बेंगलुरु
NCDIR (ICMR), Bengaluru

V. **'Setting up of Hospital Based Cancer Registry in Regional Cancer Centre at ICMR-NCDIR, Bengaluru'.** {Initially for a period of one year and may be extended as per the requirement of the institute/ funding agency}

| Sl. No | Name of the Post | Revised Salary Per month | No. of Vacancies & Reservation | Age Limit | Qualifications | | Job Description |
					Essential	Desirable	
1	Project Admin. Assistant	₹. 32,000/- Per Month	2-Posts (1-EWS 1-OBC)	30 Years plus (3 Years of age relaxation for OBC candidates)	Graduate in any discipline from recognized University with five years' experience in administration or finance/accounts work	(i) Knowledge of preparation of Budget, finalization of accounts, maintenance of cash book in double entry system, ledger etc. (ii) Knowledge of government rules governing Finance/ Accounts and Establishment matters and principles of audit of accounts. (iii) Experience in handling Administrative / Accounts / Establishment / Purchase and Stores. (iv) Working Knowledge of Computer and MS-office	1. Management of project activities and monitoring implementation of project and the participating centres. To assist in any other works related to the project or other scientific/administrative. 2. To assist in preparation of all necessary documents of the meetings/training/workshops etc. Secretarial Assistance. 3. To assist in any other works related to the project or other technical activities
2	Data Entry Operator (Grade A)	₹. 17,000/- Per Month	2 Posts (UR)	25 years	Intermediate OR 12th pass from recognized board. A speed test of not less than 8000 key depressions per hour through speed test on computer	(i). Bachelor's degree in Computer Application /IT/Computer Sciences from a recognized Institution/ University. (ii)Work experience in hospitals/HMIS (iii). Experience in handling MS Office	(i) Data entry and management related to project (ii). All project related work assigned by office from time to time. (iii). Noting, Drafting of letters, correspondence, with participating centers Typing/clerical work.

Terms and Conditions:

1. Interested and eligible candidates who wish to appear for the walk-in-interview/personal discussions for the above-mentioned post may download the application form (attached) from the websites of ICMR/NCDIR. Candidates are requested to fill the application form and bring all the original certificates of educational qualification (Certificate/Statement of marks), experience certificates, etc., along with one set of xerox of the same duly self-attested and a recent passport size photograph for attending walk in interview. No need to send hardcopy of application form to ICMR-NCDIR, Bengaluru.

2. Community/ Caste certificate: Candidates applying under **OBC** category shall submit self-attested copy of OBC Non – Creamy Layer Certificate in specified format, issued within one year from the closing date of application by the appropriate authority. Only Non-Creamy Layer OBC certificate issued within one year will be -accepted and other certificates will not be accepted.

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NCDIR (ICMR), Bengaluru

3. Community/ Caste certificate: Candidates applying under **SC/ST** category shall submit self-attested copy of SC/ST Certificate in specified format.
4. Candidates applying under **EWS** category shall submit self-attested copy of EWS Certificate in specified format.
5. Age relaxation against post earmarked for reserved candidates will be as per Govt. of India Norms. No age relaxation against Unreserved (UR) vacancy.
6. Age Concession: Age relaxation in respect of SC/ST/OBC candidates, retrenched government employees, Departmental Candidates (including projects) and Ex-servicemen in accordance with the instructions issued by the Central Government from time to time.
7. Persons already in regular time scale service under any Government Department / Organizations are not eligible.
8. Qualification and experience should be in relevant discipline/ field and from a reputed institution/ organization recognized by relevant authority. Age and Experience shall count from the date of completion of minimum educational qualification.
9. Submission of incorrect or false information during the process of interview/ personal discussion shall disqualify the candidature at any stage.
10. Mere fulfilling the essential qualification/ experience does not guarantee selection.
11. Above posts are contractual and duration mentioned in each project, subject to satisfactory performance and requirement of the institute, the contract will be extended.
12. Age will be reckoned from the last date of receipt of application by email.
13. This post is purely temporary and co-terminable with the project. Employees will be engaged on consolidated pay basis.
14. The appointment will be made on the basis of results of interview / personal discussion.
15. Selected candidate will not have any right to claim for regular appointment in the Council on the basis of contract appointment.
16. The Director, ICMR-NCDIR reserves the right to increase or decrease the no. of posts or reject the applications or cancel the notification without assigning any reason thereof.
17. No TA/DA will be paid for appearing in walk-in-interview. Any canvassing by or on behalf of the candidates or to bring political or other outside influence with regard to selection/recruitment shall be disqualification.
18. Separate application form should be filled for each post.
19. **Shortlisting Criteria:**
    a) The shortlisting is based on criteria fixed by ICMR-NCDIR.
    b) In the first instance, all the candidates who fulfill minimum eligibility criteria, in respect of age, educational qualifications and experience, etc (wherever required), shall be shortlisted.
    c) If the number of such shortlisted candidates are high and it is not possible to call all of them for interview, then the ICMR-NCDIR shall further shortlist the candidates, on the basis of some suitable shortlisting criteria, as may be fixed by the appointing authority i.e. Director, ICMR-NCDIR. Though this may vary from case to case, depending on merits, ICMR-NCDIR, generally prefers to call candidates with higher experience in the relevant fields or candidates with higher educational qualification or both, as the case may be.

Note: The purpose of shortlisting candidates is to restrict, to a reasonable limit, the number of candidates to be called for walk-in-interview, keeping in view the number of vacancies available at a time, the number of candidates satisfying the Essential Qualifications and other conditions prescribed. In order to rationalize the time of the interview Boards are also to reasonably restrict the number of candidates to be called for walk-in-interview, a set of norms have been adopted with the approval of the Competent Authority, which are indicated below:

For one vacancy	Up to 12 Candidates
For 2-3 vacancy	Up to 24 Candidates
For 4-6 vacancy	Up to 36 Candidates
For 7-9 vacancy	Up to 48 Candidates
For 10 vacancy and above	Up to 50 Candidates or above (5times the number of posts

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20. Candidate possessing the above essential qualification and experience may come for walk-in-interview / personal discussion at ICMR-NCDIR, Nirmal Bhawan, ICMR Complex, (II Floor), Poojanahalli Kannamangala Post, Bengaluru-562110 on the date indicated below.

21. The candidates must reach on as mentioned below dates at 8.00 AM till 10:30 AM for registration in ICMR-NCDIR, Bengaluru. The verification of documents will start from 8:10 AM onwards and eligible candidates after verification would be interviewed from 11:30 AM onwards.

SCHEDULE FOR WALK-IN-SCREENING FOLLOWED BY INTERVIEW / PERSONAL DISCUSSION

Sl. No	Post	No. of posts	Data and time of Document verification	Date and time of personal discussion / interview
1	Data Entry Operator (Grade A)	5 Posts		
2	Data Entry Operator (Grade B)	1 Post	**29-11-2022 from 08:00 AM to 10:30 AM**	**29-11-2022 from 11:30 AM onwards**
3	Project Admin Assistant	3 Posts		

Those appearing for walk-in-interview / 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) Three sets of self-attested photocopies of all documents. (7) SC/ST/OBC/EWS/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-interview / personal discussion.

NOTE

1. Speed test on computer will be conducted as qualifying criteria for the posts of Data Entry Operator (Grade A) and Data Entry Operator (Grade B) after verification of essential qualification and experience. Those who are qualified in skill test will be called for interview / personal discussion.
2. Shortlisted candidates will be called for interview / personal discussion after verification of essential qualification & experience.
3. Any Addendum/Corrigendum in respect of above vacancy notice shall be issued on our websites 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).

Sd/-
DIRECTOR
ICMR-NCDIR, Bengaluru

प्रशासनिक अधिकारी/Administrative Officer 14/11/22
एन सी डी आई ᳚र (आई सी एम आर), बेंगलुरु
NCDIR (ICMR), Bengaluru