

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

**Adv. No. 03/2022 dated 11-03-2022**

Online applications are invited for project post to be filled up on purely temporary or contractual basis under project at ICMR-National Centre for Disease Informatics and Research, Bengaluru.

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

**I. Setting up of Hospital Based Cancer Registries under Regional Cancer Centers' 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	Project Section Officer	Rs. 34,780/- Per Month	1 Post (OBC)	33 Years (including 3 Years of age relaxation for OBC candidates)	Three years' Graduate in any discipline from a recognized university / institution with 5 years' experience of 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) Noting and drafting (iv) Working knowledge of Microsoft Word, Excel, PowerPoint etc. (v). Knowledge of TA/DA Rules of Govt of India.	(i). Handling all the relevant matters at semi-executive level. (ii). Dealing with all the matters pertaining to projects for obtaining and scrutiny of UCs, submission of proposal for release of funds, etc., (iii). Rendering assistance to Scientists/Administrative Officer and Accounts Officer dealing with various matters, as and when necessary.

प्रशासनिक अधिकारी/Administrative Officer  
एन सी डी आई आर (आई सी एम आर), बेंगलुरु  
NCDIR (ICMR), Bengaluru  
11/3/22

### Terms and Conditions:

1. Interested and eligible candidates should apply preferably ONLINE through the website [www.ncdirindia.org](http://www.ncdirindia.org). Duly filled application affixing recent passport size photograph along with self-attested copies of all relevant certificates and experience should be sent to ICMR-NCDIR, Bengaluru before **21-03-2022 by email ([adm.ncdir@gov.in](mailto:adm.ncdir@gov.in))**. While sending application by email candidates should attach ICMR-NCDIR application format, along with documents related to education and experience in chronological order. (Pdf format)
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.
3. Age relaxation against post earmarked for reserved candidates will be as per Govt. of India Norms. No age relaxation against Unreserved (UR) vacancy.
4. 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. Age concession to the extent of service rendered in other research projects of ICMR will also admissible for experienced and skilled persons.
5. Persons already in regular time scale service under any Government Department / Organizations are not eligible.
6. Qualification and experience should be in relevant discipline/ field and from a reputed institution/ organization recognized by relevant authority. Experience shall count from the date of completion of minimum educational qualification.
7. Submission of incorrect or false information during the process of interview/ personal discussion through video conferencing shall disqualify the candidature at any stage.
8. Mere fulfilling the essential qualification/ experience does not guarantee selection.
9. Above posts are contractual and duration mentioned in each project, subject to satisfactory performance and requirement of the institute, the contract will be extended.
10. Age will be reckoned from the last date of receipt of application by email i.e., **21-03-2022**.
11. This post is purely temporary and co-terminable with the project. Employees will be engaged on consolidated pay basis.
12. The appointment will be made on the basis of results of interview / personal discussion through video conferencing mode.
13. Selected candidate will not have any right to claim for regular appointment in the Council on the basis of contract appointment.
14. Late received applications will not be considered. Only short-listed candidates will be called for interview/video conferencing, no correspondence will be entertained in this regard.
15. Incomplete applications, without photograph or without copies of relevant certificates will not be entertained. 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.
16. No TA/DA will be paid for appearing in interview/video conferencing. 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.
17. Shortlisted candidates will be called for interview personal discussion and / or video conferencing after verification of essential qualification and experience. Bad connection/ connection failure from any side during interview / personal discussion will not be a responsibility of ICMR-NCDIR, Bengaluru.

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



**SCHEDULE FOR SUBMISSION OF ONLINE APPLICATION BY EMAIL AND PERSONAL DISCUSSION/ OR VIDEO CONFERENCING**

Sl. No	Post	No. of posts	Date and time of submission of online application by email	Date and time of personal discussion/ or video conferencing
1	Project Section Officer	01 (OBC)	<b><u>21-03-2022 till 5:00 PM</u></b>	Date of personal discussion / video conferencing will be intimated to eligible / shortlisted candidates

The selected candidate should bring original certificates in the time of joining (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/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 report the duty.

**NOTE**

1. Guidelines for applying online are given in Annexure - I
2. Shortlisted candidates will be called for interview / personal discussion through video conferencing 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](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)).

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

Sd/-  
DIRECTOR  
ICMR-NCDIR, Bengaluru