

ICMR-Centre on Non-Communicable Diseases
Division of Non-Communicable Diseases
(Indian Council of Medical Research)
Block-DP-1, Sector-V, Salt Lake, Kolkata-700091

No. MHP/Covid-19/CNCD/ 237/2021-22

Date: 26-10-2021

NOTIFICATION

Applications are invited for the post of Technical Assistant & Data Entry Operator to be filled up on purely temporary basis in the ICMR funded time bound project entitled “*Mental Health Problems in COVID-19: A Multicentric study in Eastern and North Eastern India*” under Dr. Amit Chakrabarti, Scientist “F” & Principle Investigator of the above project.

1) Technical Assistant

1.	No. of post	06 (Six): (Unreserved-4, Reserved for OBC-1, Reserved for SC-1). The incumbents shall be required to work in Kolkata, Urban site, Purba Bardhaman, Rural site and ESI-IPM, Sealdah, Kolkata site.
2.	Qualification	Graduate in Psychology/Clinical Psychology from a recognized university with three years work experience from a recognized institute or Master’s degree in the relevant subject.
3.	Desirable	Experience in Clinical Psychology/Neuro Psychology, Psychometric assessments and research projects.
4.	Maximum age limit	30 years.
5.	Emoluments	Rs.31,000/- consolidated p.m.
6.	Duration	Six months or completion of project, whichever is earlier. Initial appointment will be for a period of three months, extendable upon the satisfactory performance of the candidate.
7.	Job requirement	To carry out field work and other project related work.

2) Data Entry Operator (Grade-A)

1	No. of post	02 (Two): (Unreserved-1, Reserved for OBC-1). The incumbents shall be required to work in ICMR-CNCD, Kolkata and ESI-IPM, Sealdah, Kolkata.
2.	Qualification	Intermediate or 12 th pass from recognized board. A speed test of not less than 15,000 key depression per hour through speed test on computer.
3	Maximum age limit	25 years.
4.	Emoluments	Rs.17,000/- consolidated p.m.
5	Duration	Nine months or completion of project, whichever is earlier. Initial appointment will be for a period of three months, extendable upon the satisfactory performance of the candidate.
6	Job requirement	To carry out data entry and help in data management & analysis, field work and other project related work.

Contd.P-2

Terms & Conditions

1. Qualification & experience required are as per ICMR guidelines; experience shall be counted after acquiring the essential qualification; age limit and experience will be considered as on closing date.
2. The application duly signed by the applicant should be submitted on the day of interview along with self attested copies of the certificates. (a) Proof of Date of Birth (b) Educational Qualification (c) Experience (d) Recent Passport size photograph. Unsigned/incomplete applications or applications without supportive evidence shall be summarily rejected.
3. Benefits of Provident Fund, CCA, Leave Travel Concession, Medical Claim etc. are not admissible; since the post is purely temporary, and co-terminate with the project, the incumbents selected will have no claim for regular appointments / employment under ICMR-CNCD/ICMR or continuation in any other project. ICMR guidelines, as applicable will be followed for all other purposes.
4. Age relaxation may be considered for deserving candidates. Age relaxation for SC/ST/OBC/PWD candidates will be as per government rules.
5. No TA/DA will be paid for attending the written test / interview / personal discussion.
6. 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 written test / interview / personal discussion.
7. Selection of candidates shall be made by walk-in written test and skill test as per ICMR guidelines. Merit shall be based on the performance in the written test; however skill test shall be qualifying only. The written examination/test shall be of one (1) hour duration consisting of objective type questions on General Science, General Analytical Ability and knowledge of concerned area.
8. Candidates possessing the above essential qualification and experience may report on **23-11-2021 latest by 9.30 am**, with an application on plain paper with reference to the advertisement and post applying for; a copy of CV and copies of self-attested testimonials for Walk-in-Written Test followed by Skill test at **ICMR-Centre on Non-Communicable Diseases, Block- DP-1, Sector V, Salt Lake, Kolkata 700091.**

Post	Date & Time of Screening of Documents	Date & Time of Written Test	Date & Time of Skill Test
Technical Assistant	23-11-2021 at 9-30a.m.	23-11-2021 at 12-00 noon – 1-00 pm	23-11-2021 at 3-00 pm
Data Entry Operator	23-11-2021 at 9-30a.m.	23-11-2021 at 12-00 noon – 1-00 pm	23-11-2021 at 3-00 pm

9. Only shortlisted candidates will be allowed for written test after verification of essential qualification and experience. Based on the performance in the written test a merit list will be prepared for calling for skill test.


(Officer-in-Charge)

Officer-In-Charge
ICMR-Centre on Non Communicable Diseases
Block-DP1, Sector-V, Bidhan Nagar
Salt Lake, Kolkata-700 091