

No. NCDIR/Proj-Rec/15/2020-21

29-03-2021

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

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

I. 'Strengthening Medical certification of cause of death (MCCD) by development of mortality audit systems framework, online MCCD modules and standardize e-Mor application' at ICMR-National Centre for Disease Informatics and Research, Bengaluru. (upto 17-12-2021) [Funded by WHO]

SI No	Name of the Post	Consolidated Salary per month	No. of Vacancies & Reservation	Age Limit	Qualifications		Job Description
					Essential	Desirable	
1	Consultant (Medical)	Rs. 70,000/- (Including HRA)	1 Post (UR)	70 Years	Professionals with MD or DNB (Community Medicine / PSM / Forensic Medicine) with relevant work experience in clinical services / public health system.	i) Qualifications in Public Health or Epidemiology or Statistics ii) Training in public health related subjects iii) Experience of conducting or working in Biomedical Health Research / Public Health Research / iv) Experience in conducting training programmes v) Retired Government Doctor having adequate working experience in the field of Civil Registration System (CRS) and Medical Certification of Cause of Death (MCCD) system vi) Good writing / Communication skills / Editorial work / Related Publications. vii) Interpersonal skills viii) Knowledge of Computer applications.	To coordinate project related activities and monitor the smooth implementation of the project. To plan, coordinate and develop documents related to mortality audit and medical certification of cause of death. To develop content for training modules related to the project.


 29/3/21
 ए.ओ., एनसीडीआईआर (आईसीएमआर)
 AO, NCDIR (ICMR)

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					Essential	Desirable	
2	Project Assistant	Rs. 31,000/-	1 Post (UR)	30 years	Graduate in science / relevant subjects from a recognized university with three years work experience from a recognized institution OR Master's degree in the relevant subject.	Graduate or postgraduate courses in health sciences Work experience in Research institutes Good writing skills, letter writing, report writing in English Skills in using Microsoft office and other software tools	To assist the project in all documentation, communication activities, and maintain files and material related to the project.

II. 'Developing a Public Health informatics platform in India for a view of Health and Disease under Epidemiology Data Analytics (EDA) of Interdisciplinary Cyber Physical Systems (ICPS) Programme of the Department of Science and Technology (DST), GOI' at ICMR-NCDIR, Bengaluru (Upto 16-05-2022) [Funded by DST]

Sl. No	Name of the Post	Consolidated Salary per month	No. of Vacancies & Reservation	Age Limit	Qualifications		Job Description
					Essential	Desirable	
1	Research Associate - I	Rs. 46,800/-	1 Post (UR)	40 Years (In case of women candidates the upper age is relaxed by two years)	MD/MS or equivalent DNB – Medicine / Surgery / Community Medicine / Pathology / Pediatrics / Hospital Administration and other relevant discipline with at least one research paper in Science Citation Indexes (SCI) Journal. OR Ph. D in Biostatistics / Epidemiology / Public Health with at least one research paper in Science Citation Indexes (SCI) Journal.	Post-Graduation Qualification in Epidemiology or Public Health (MAE/MPH/M.Sc/PhD etc) OR Experience in NCD epidemiology/ health systems/ data science/ translational research/ public health programmes.	To develop programmes for research and training, plan & undertake research on different aspects of research projects on non-communicable diseases, to provide assistance in conducting research work and do data analysis related to the project or as assigned from time to time. Preparation of reports and policy briefs.

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AO, NCDIR (ICMR)

Signature
24/3/21

III. 'HTA of National Stroke Care Registry Programme Development of Hospital Based Stroke Registry in different regions in India.
 (Initially one year, may be extended further period of six months) [Funded by DHR]

Sl. No	Name of the Post	Consolidated Salary per month	No. of Vacancies & Reservation	Age Limit	Qualifications		Job Description
					Essential	Desirable	
1	Project Multi Tasking Staff	15,800/-	1 Post (UR)	25 Years	Matriculation / High School OR Equivalent from a recognized Board	(i). Five years' experience of working in a research institute/organization. (ii). Able to read and write English. (iii). File sorting and Management. (iv). Energetic and enthusiastic personality. (v) Knowledge of computer operations (MS Office). (iv). Experience of working in Govt. Office/Autonomous bodies etc.,	The selected candidate is required to carry out the following duties. (i). Physical maintenance of records of the office. (ii). General cleanliness and up keep of the premises. (iii). Movement of files, papers etc., as instructed. (iv). Photocopying, sending of fax, etc., (v). Assisting in routine office works like, inwarding, despatch, etc., including operations of computer. (vi). Delivering of DAK (inside and outside). (vii). Watch and ward duties as and when allotted. (viii). Cleaning of rooms, dusting of furniture, cleaning of fixtures etc., (ix). Upkeep of parks, lawns, potted plants etc., (x). Attending to outdoor duties like bank work, post office work, local purchase etc.,


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Terms and Conditions:

1. Interested and eligible candidates should apply preferably ONLINE through the website 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 **16-04-2021 by email (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. Persons already in regular time scale service under any Government Department / Organizations are not eligible.
3. No relaxation against Unreserved (UR) vacancy.
4. 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.
5. Submission of incorrect or false information during the process of interview/ personal discussion through video conferencing shall disqualify the candidature at any stage.
6. Mere fulfilling the essential qualification/ experience does not guarantee selection.
7. Above posts are contractual for a period of six months, subject to satisfactory performance and requirement of the institute, the contract will be extended.
8. Age will be reckoned from the last date of receipt of application by email i.e **16-04-2021**.
9. These posts are purely temporary and co-terminable with the project. Employees will be engaged on consolidated pay basis.
10. The appointment will be made on the basis of results of interview / personal discussion through video conferencing mode.
11. Selected candidate will not have any right to claim for regular appointment in the Council on the basis of contract appointment.
12. 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.
13. 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.
14. 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.
15. 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.


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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	Consultant (Medical)	01 (UR)	16-04-2021 till 05:00 PM	Date of personal discussion / video conferencing will be intimated to shortlisted candidates
2	Project Assistant	01 (UR)		
3	Research Associate - I	01 (UR)		
4	Project Multi Tasking Staff	01 (UR)		

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 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

ए.ओ., एनसीडीआईआर(आईसीएमआर)
AO, NCDIR (ICMR)
Signature 29/1/21