NATIONAL CENTRE FOR DISEASE INFORMATICS AND RESEARCH
Indian Council of Medical Research, Bengaluru.

No. NCDIR/Projects-Rec/3/2018-19

20-12-2018

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 and / or personal discussion: National Centre for Disease Informatics and Research, Bengaluru.

I. **Population Based Cancer Survival Study on Cancers of the Breast, Cervix, Head & Neck including infrastructure for NCDIR, Bengaluru.**
(Upto 28-2-2022)

Sl. No	Name of the Post	Consolidated Salary per month	No. of Vacancies & Reservation	Age Limit	Qualifications		Job Description
					Essential	Desirable	
1	Project Technical Officer (Statistics)	Rs. 32,000/-	1 (SC)	35 Years (Including 5 years age relaxation for SC)	Graduate in Statistics / Biostatistics from recognized university with five years' work experience from a recognized institution OR Master's degree in the Statistics / Biostatistics from recognized university.	Knowledge of statistics related computer software like SPSS, EPI-INFO, EPISTAT & application packages like MS-Office.	The candidate is required to provide assistance in data analysis and statistical outputs using modern medical statistical tools for implementation of this project or any other related work as per requirement.

Sl. No	Name of the Post	Consolidated Salary per month	No. of Vacancies & Reservation	Age Limit	Qualifications		Job Description
					Essential	Desirable	
2	Assistant	Rs. 32,000/-	1(OBC)	33 Years (Including 3 years age relaxation for OBC)	Three years' 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, ledger etc. (ii) Experience in handling Administration, Accounts, Establishment matters (which include all service related matters) and procurement and maintenance of stores, etc., (iii) Working Knowledge of Tally ERP etc.,	The selected candidate, (i) is required to assist Director/ Administrative Officer/ Accounts Officer in all the 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 well versed with Govt. of India (GoI) Rules & Regulations on the subjects stated above. (iii) shall 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)

II. **Implementation of NCDIR Electronic Mortality Software (NCDIR-eMOR) – Strengthen Medical Certification of Cause of Death at NCDIR, Bengaluru.** (Upto 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	Section Officer	Rs. 32,000/-	1 Post (OBC)	33 Years (Including 3 years' age relaxation for OBC)	Three years' Graduate in any discipline from a recognized university/ institution with 5 years' experience of administration/ finance and accounts work.	(i) Shall possess experience of dealing with various matters related to administration, establishment, accounts and procurement through GeM and allied matters at supervisory level. (ii) Well versed with Govt. of India (GoI) rules and procedures. (iii) Working knowledge of PFMS/Tally ERP. (iv) Knowledge of TA/DA Rules.	The selected candidate (i) is required to handle all the relevant matters at semi-executive level. (ii) shall deal with all the matters pertaining to projects like obtaining and scrutiny of UCs, submission of proposal for release of funds, etc., (iii) render assistance to Administrative Officer and Accounts officers in dealing with various matters as and when arise.

Sl. No	Name of the Post	Consolidated Salary per month	No. of Vacancies & Reservation	Age Limit	Qualifications		Job Description
					Essential	**Desirable**	
2	Assistant	Rs. 32,000/-	2 Posts (UR)	30 Years	Three years' 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, ledger etc. (ii) Experience in handling Administration, Accounts, Establishment matters (which include all service related matters) and procurement and maintenance of stores, etc., (iii) Working Knowledge of Tally ERP etc.,	The selected candidate, (i) is required to assist Director/ Administrative Officer/ Accounts Officer in all the 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 well versed with Govt. of India (GoI) Rules & Regulations on the subjects stated above. (iii) shall 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)

Sl. No	Name of the Post	Consolidated Salary per month	No. of Vacancies & Reservation	Age Limit	Qualifications		Job Description
					Essential	Desirable	
3	Multi-Tasking Staff	Rs. 15,800/-	1 Post (UR)	25 Years	Matriculation / High school or equivalent from a recognized Board.	(1) Five years' experience of working in a research institute/ organization. (2) Able to read and write English (3) File sorting and Management (4) Energetic and enthusiastic personality (5) Knowledge of computer operations (MS Office). (6) Experience of working in Govt. Office/ Autonomous bodies. Etc.,	The selected candidate is required to carry out the following duties 1. Physical maintenance of records of the office. 2. General cleanliness and up keep of the premises 3. Movement of files, papers, etc., as instructed 4. Photocopying, sending of fax, etc., 5. Assisting in routine office works like, inwarding, despatch, etc., including operating of computer 6. Delivering of Dak (inside and Outside) 7. Watch and ward duties as and when allotted 8. Cleaning of rooms, dusting of furniture, cleaning of fixtures etc., 9. Upkeep of parks, lawns, potted plants, etc. 10. Attending to outdoor duties like bank work, post office work, local purchase, etc.,

III.   Setting up of Hospital Based Cancer Registry in Regional Cancer Centre' at NCDIR, Bengaluru. (Upto 31-3-2020)

SI No	Name of the Post	Consolidated Salary per month	No. of Vacancies & Reservation	Age Limit	Qualifications		Job Description
					Essential	**Desirable**	
1	Computer Programmer (Grade B)	Rs. 32,500/-	1 Post (OBC)	33 Years (Including 3 years relaxation for OBC)	Master's Degree in Computer Application / Information Technology / Computer Science from recognized university. OR B.E/ B. Tech in Computer Engineering / Computer Science / Computer Technology / Information Technology from a recognized university with two years' experience in relevant areas of programming or information system in a Government, Autonomous, PSU etc. recognized organizations.	Experience in working with Java Technologies – My SQL, JEE, Spring, Hibernate, Eclipse IDE, Apache Tomcat Server, HTML Bootstrap coding, CSS, Java Script and XML.	To develop and run software application programmes for disease data capture, checking, processing, analysis and reporting under the guidance of the senior software programmers. The incumbent will have to assist other Scientists to develop outputs on the research projects / activities.

Sl. No	Name of the Post	Consolidated Salary per month	No. of Vacancies & Reservation	Age Limit	Qualifications		Job Description
					Essential	**Desirable**	
2	Assistant	Rs. 32,000/-	1 Post (UR)	30 Years	Three years' 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, ledger etc. (ii) Experience in handling Administration, Accounts, Establishment matters (which include all service related matters) and procurement and maintenance of stores, etc., (iii) Working Knowledge of Tally ERP etc.,	The selected candidate, (i) is required to assist Director/ Administrative Officer/ Accounts Officer in all the 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 well versed with Govt. of India (GoI) Rules & Regulations on the subjects stated above. (iii) shall 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)

IV.   Strengthening of National Cancer Registry Programme at NCDIR, Bengaluru. (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	Project Technical Officer (Population Studies)	Rs. 32,000/-	1 (UR)	30 Years	Graduate in (Statistics / Biostatistics) with five-year work research experience from a recognized institution or M.Sc in (Statistics / Biostatistics) or M.Sc in Biostatistics and Demography or M.A / M.Sc in (Demography / Population Studies) with specialization in Statistics.	Knowledge of statistics related computer software like SPSS, EPI-INFO, EPISTAT & application packages like MS-Office.	The candidate is required to provide assistance in data analysis and statistical outputs using modern medical statistical tools for implementation of this project or any other related work as per requirement.
2	Project Technical Officer (Statistics)	Rs. 32,000/-	1 (UR)	30 Years	Graduate in Statistics / Biostatistics from recognized university with five years' work experience from a recognized institution OR Master's degree in the Statistics / Biostatistics from recognized university.	Knowledge of statistics related computer software like SPSS, EPI-INFO, EPISTAT & application packages like MS-Office.	The candidate is required to provide assistance in data analysis and statistical outputs using modern medical statistical tools for implementation of this project or any other related work as per requirement.

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

| Sl. No | Name of the Post | Consolidated Salary per month | No. of Vacancies & Reservation | Age Limit | Qualifications | | Job Description |
					Essential	Desirable	
4	Jr. Project Assistant (LDC)	Rs. 16,000/-	2 Posts (UR)	25 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. iv) submit files with proper examination with noting and drafting of replies and/ or originating letters v) 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.

V. **Setting up of Hospital Based Stroke Registry in different regions of India at NCDIR, Bengaluru.** (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	Project Technical Officer (Statistics)	Rs. 32,000/-	1 Post (UR)	30 Years	Graduate in Statistics / Biostatistics from recognized university with five years' work experience from a recognized institution OR Master's degree in the Statistics / Biostatistics from recognized university.	Knowledge of statistics related computer software like SPSS,EPI-INFO, EPISTAT & application packages like MS-Office.	The candidate should provide assistance as data analysis and statistical outputs using modern medical statistical tools for implementation of this project or any other related work as assigned from time to time.
2	Computer Programmer (Grade B)	Rs. 32,500/-	1 Post (UR)	30 Years	Master's Degree in Computer Application / Information Technology / Computer Science from recognized university. OR B.E/ B. Tech in Computer Engineering / Computer Science / Computer Technology / Information Technology from a recognized university with two years' experience in relevant areas of programming or information system in a Government, Autonomous, PSU etc. recognized organizations.	Experience in working with Java Technologies – My SQL, JEE, Spring, Hibernate, Eclipse IDE, Apache Tomcat Server, HTML Bootstrap coding, CSS, Java Script and XML.	To develop and run software application programmes for disease data capture, checking, processing, analysis and reporting under the guidance of the senior software programmers. The incumbent will have to assist other Scientists to develop outputs on the research projects / activities.

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

Sl. No	Name of the Post	Consolidated Salary per month	No. of Vacancies & Reservation	Age Limit	Qualifications		Job Description
					Essential	**Desirable**	
4	Multi-Tasking Staff	Rs. 15,800/-	1 Post (UR)	25 Years	Matriculation / High school or equivalent from a recognized Board.	(1) Five years' experience of working in a research institute/ organization. (2) Able to read and write English (3) File sorting and Management (4) Energetic and enthusiastic personality (5) Knowledge of computer operations (MS Office). (6) Experience of working in Govt. Office/ Autonomous bodies. Etc.,	The selected candidate is required to carry out the following duties 1. Physical maintenance of records of the office. 2. General cleanliness and up keep of the premises 3. Movement of files, papers, etc., as instructed 4. Photocopying, sending of fax, etc., 5. Assisting in routine office works like, inwarding, despatch, etc., including operating of computer 6. Delivering of Dak (inside and Outside) 7. Watch and ward duties as and when allotted 8. Cleaning of rooms, dusting of furniture, cleaning of fixtures etc., 9. Upkeep of parks, lawns, potted plants, etc. 10. Attending to outdoor duties like bank work, post office work, local purchase, etc.,

VI. CaRes NER- A Multidisciplinary Research Programme for Prevention and Control of Cancer in the North Eastern States in India' at NCDIR, Bengaluru. (Upto 30-9-2021)

SI No	Name of the Post	Consolidated Salary per month	No. of Vacancies & Reservation	Age Limit	Qualifications Essential	Desirable	Job Description
1	Senior Project Assistant (Upper Division Clerk)	Rs. 17,000/-	1 Post (UR)	28 Years	i) 12th Pass OR equivalent from a recognized board with five years' experience of administration work, OR ii) Graduate in any discipline from recognized university with two years' experience of administration work, and iii) A speed test of not less than 8000 key depression per hour through speed test on computer	(i) Minimum of five years' 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) Qualification in Stenography will be a major advantage.	Preparation of budget & Utilization Certificates, letters, pay bills, TA claims etc. All project related work assigned from time to time and other day to day administrative /accounts work.

VII   Patterns of Care and survival study (POCSS) on Gall Bladder Cancer (GBC) in Hospital Based Cancer Registries. (Upto 16-12-2023)

SI No	Name of the Post	Consolidated Salary per month	No. of Vacancies & Reservation	Age Limit	Qualifications		Job Description
					Essential	Desirable	
1	Computer Programmer (Grade B)	Rs. 32,500/-	1 Post (UR)	30 Years	Master's Degree in Computer Application / Information Technology / Computer Science from recognized university. OR B.E/ B. Tech in Computer Engineering / Computer Science / Computer Technology / Information Technology from a recognized university with two years' experience in relevant areas of programming or information system in a Government, Autonomous, PSU etc. recognized organizations.	Experience in working with Java Technologies – My SQL, JEE, Spring, Hibernate, Eclipse IDE, Apache Tomcat Server, HTML Bootstrap coding, CSS, Java Script and XML.	To develop and run software application programmes for disease data capture, checking, processing, analysis and reporting under the guidance of the senior software programmers. The incumbent will have to assist other Scientists to develop outputs on the research projects / activities.
2	Data Entry Operator (Grade A)	Rs. 17,000/-	1 (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) Knowledge of DTP packages and use of software programmes will be an added qualification.	(i) Typing work, knowledge of data entry and data management related to project (ii) Any other job assigned by this office time to time.

Terms and Conditions:

1. Interested and eligible candidates can appear for walk-in- written 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 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 and / or personal discussion.
10. No TA/DA will be paid for attending the walk-in- written 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 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 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 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:

SCHEDULE FOR WALK-IN- WRITTEN TEST FOLLOWED BY PERSONAL DISCUSSION

08-01-2019

Sl. No.	Post	No. of posts	Date and time of verification of document	Date and time of Written test/ Personal discussion
1	Project Technical Officer (Statistics)	3	08-01-2019 from 9 AM to 11 AM	08-01-2019 from 11AM onwards
2	Project Technical Officer (Population Studies)	1	08-01-2019 from 9 AM to 11 AM	08-01-2019 from 11AM onwards
3	Computer Programmer (Grade B)	3	08-01-2019 from 9 AM to 11 AM	08-01-2019 from 11AM onwards
4	Data Entry Operator (Grade A)	1	08-01-2019 from 9 AM to 11 AM	08-01-2019 from 11AM onwards **(Skill Test)**

09-01-2019

Sl. No.	Post	No. of posts	Date and time of verification of document	Date and time of Skill test and Interview
1	Section Officer	3	09-01-2019 from 9 AM to 11 AM	09-01-2019 from 11AM onwards
2	Assistant	4	09-01-2019 from 9 AM to 11 AM	09-01-2019 from 11AM onwards
3	Sr. Project Assistant (UDC)	1	09-01-2019 from 9 AM to 11 AM	09-01-2019 from 11AM onwards
4	Jr. Project Assistant (LDC)	2	09-01-2019 from 9 AM to 11 AM	09-01-2019 from 11AM onwards
5	Multi-Tasking Staff	2	09-01-2019 from 9 AM to 11 AM	09-01-2019 from 11AM onwards
	Total	**20**		

* 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 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) 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 attend walk - in - written 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 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
NCDIR, Bengaluru