

**ICMR - NATIONAL CENTRE FOR DISEASE INFORMATICS AND RESEARCH  
INDIAN COUNCIL OF MEDICAL RESEARCH**

Department of Health Research, Ministry of Health and Family Welfare, Government of India  
Nirmal Bhawan-ICMR Complex (II Floor), Poojanahalli, N.H-7, B. B. Road,  
Kannamangala Post, Bengaluru-562 110 (India)

**Advertisement No. NCDIR/3/2018-19 dated 3-11-2018**

Online Applications are invited upto 17-12-2018 for the post of Technical Assistant at National Centre for Disease Informatics and Research, Bengaluru.

SI No	Name of the Post	Pay matrix	No. of Vacancies & Reservation Category	Upper Age Limit	Qualifications		Job Description
					Essential	Desirable	
1	Technical Assistant	Level: 6 of 7 <sup>th</sup> CPC of Rs. 35,400 - 1,12,400	1 Post (Reserved for SC)	35 Years <i>(Including 5 years age relaxation for SC)</i>	1 <sup>st</sup> Class three-year Bachelor's degree in Life Science (Zoology / Biochemistry / Microbiology / Biotechnology / Genetics) / relevant subject from a recognized University in relevant field.	(i) Experience of working in health / medical research, documentation and preparing reports. (ii) Knowledge of Computer Applications. (iii) Basic Biostatistics knowledge. (iv) Superior knowledge of English language. (v) Good comprehension and communication skills.	The candidate will be required to develop quality publication, prepare scientific document (manuscript, posters, abstracts, policy brief, factsheets etc.) Ability to do literature search, synthesis and documentation. Preparation of presentation.

### **1. Age Limit**

- i. Not exceeding 35 years for SC Category candidates against the reserve post for SC as on the last date mentioned above.
- ii. Person working in ICMR projects continuously shall also be eligible for age relaxation upto five years provided he/she entered into project service within prescribed age limit for the post.

### **2. Other Service Conditions:**

- i. Allowances as per Central Government Rules are admissible on the above mentioned pay scale
- ii. Benefits of new restructured defined contributory Pension System are admissible as per the provision contained in the Ministry of Finance, Department of Economic Affairs (ECB & PR Division), Notification No.5/7/2003-ECB & PR dated 22.12.2003 effective from 1.1.2004.
- iii. Applications from employees working in Central/State Govt. Departments/Public Sector Undertakings and Govt. Funded research agencies must be forwarded through proper channel. Advance copies of application will be considered subject to the conditions that a 'No Objection Certificate' from the employer is produced at the time of written test. Application received after the closing date will not be considered.

### **3. Application fee:**

- i. Demand Draft of Rs. 300/- (Rupees three hundred only) payable in favour of "The Director, NCDIR, Bengaluru" should be enclosed alongwith application and should reach to this office on or before closing date. The SC/ST/Women/physically handicapped candidates (PH) are exempted from the application fee. All other / ICMR employees are not exempted from the payment of application fee.
- ii. On the over leaf of demand Draft, the candidate must mention his/her name and post applied for.
- iii. Fee once paid will not be refunded under any circumstances.
- iv. Any other mode of payment viz. cash, money order and cheque will not be accepted.

#### **4. How to apply**

- i. Application forms and other information can be obtained from ICMR's website [www.icmr.nic.in](http://www.icmr.nic.in) or NCDIR's website [www.ncdirindia.org](http://www.ncdirindia.org)
- ii. The application may be preferably submitted online through [www.ncdirindia.org](http://www.ncdirindia.org) (Guidelines – Annexure I)
  - (a) The printed copy of the filled online application duly signed by the applicant should be submitted to National Centre for Disease Informatics and Research, Nirmal Bhawan-ICMR Complex (II Floor), Poojanahalli, N.H-7, B. B. Road, Kannamangala Post, Bengaluru-562 110, along with self-attested copies of the certificates
  - (b) Proof of Date of Birth
  - (c) Educational qualification
  - (d) Experience certificates/testimonials
  - (e) List of Publications mentioning clearly the 'Name of the Journal' and 'Impact Factor'
  - (f) One-self attested recent passport size photograph
  - (g) ID Proof (Ex. PAN/Voter ID/Driving License etc.)
  - (h) One set of self-attested photocopies of all documents
  - (i) Application fee in the form of Demand Draft
- iii. Last Date for submitting completed applications
  - Online : 17-12-2018 upto 5:30 pm
  - Hardcopy : 26-12-2018 upto 5:30 pm

#### **5. Selection Procedure:**

All the eligible candidates will be called for the written test. The written test would be of 100 marks consisting of 100 objective/ MCQ type questions of one mark each for the correct answer. For each wrong answer 0.25 marks will be deducted. Out of 100 questions, 90 questions will be objective/ MCQ type and 10 objective/ MCQ for analytical skills.

#### **6. General Instructions:**

- i. The post is with all India transfer liability under the Council.
- ii. The envelope containing applications should be superscribed – Application for the post of '**Technical Assistant**'

- iii. Unsigned/incomplete applications or applications without supportive evidence, without application fee (in the form of Demand Draft), applications received late, shall be summarily rejected.
- iv. NCDIR, Bengaluru will not be responsible for any postal delay/wrong delivery.
- v. Since it is not possible to call all the eligible candidates for the written test, the applications fulfilling essential qualification and experience will be shortlisted. Only shortlisted candidates will be called for written test and no correspondence will be entertained in this regard.
- vi. Date of written test will be communicated to the eligible candidates through call letters only and no enquiry in this regard will be entertained.
- vii. No TA/DA will be admissible to attend the written test.
- viii. Canvassing by or on behalf of the candidates or to bring political or other outside influence with regard to selection / recruitment shall be treated as disqualification
- ix. Any Addendum/Corrigendum in respect of above vacancy notice shall be issued on our websites [www.ncdirindia.org](http://www.ncdirindia.org). Applicants are requested to regularly visit our website to keep themselves updated.

**Note:** All on-line applications have to be accompanied by duly signed hard copy along with necessary documents so as to reach NCDIR before last date. On-line applications alone will not be considered.

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Further information on NCDIR and its Mission/Function can be viewed on the NCDIR website ([www.ncdirindia.org](http://www.ncdirindia.org))

**Sd/-**  
**DIRECTOR**  
**NCDIR, Bengaluru**

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

Instructions for filling up of Online Application Form

General Instructions:

1. Candidates must follow the instructions strictly as given in the Information available on website. [www.ncdirindia.org](http://www.ncdirindia.org)
2. The instructions are available in the website in the PDF format.
3. Before filling up of application, the candidate should obtain Demand Draft of Rs. 300/- (Rupees Three Hundred only) payable in favour of “The Director, NCDIR, Bengaluru”
4. Make sure you are filling up the application for the correct post.
5. Fill all the details in the required format as indicated in application form.
6. Fill up all the entries of application form; don't leave any blank entry if it is mandatory to fill. If any entry is optional to fill, then make your decision accordingly.
7. Clearly mention all other details like your age, gender, date of birth and nationality, academic records and other details etc.
8. The candidate's application form must be complete in all aspects while submitting the online application form.
9. The candidate should fill his/her mobile number, complete postal address with the pin code and e-mail address for further correspondence.
10. It will be the responsibility of the candidate to ensure that he/she fills-in his/her correct postal and e-mail addresses in the Application Form. Candidates must ensure that address given by them be such that the candidate may be able to get the communication in this address. This institute is NOT BE HELD RESPONSIBLE FOR ANY LOSS IN TRANSIT OR FOR AN INCORRECT ADDRESS GIVEN BY THE APPLICANT IN THE APPLICATION FORM.
11. One good quality colour passport size photograph has been duly pasted in the space earmarked for it on the computer generated confirmation page.
12. In case, if candidate have any queries or needs any assistance regarding submission of online application and other details, he / she may contact this office by sending email (Email id: [adm.ncdir@gov.in](mailto:adm.ncdir@gov.in)) or over phone (Phone: 080-22176330).

### Specific guidelines for submitting on-line applications

1. This is an Online Data Entry Application.
2. On clicking “Apply Online” link the data entry page will open, and then one can commence completing the application form.
3. The application can be saved by clicking submit button and submitted applications cannot be recalled or edited later.
4. Please fill the application carefully and completely and then click on “submit” button in order to submit the same.
5. Once it is submitted a copy of the application will be sent to candidate’s email-id. A printout of the completed application received in your e-mail has to be taken. This will serve as hard copy which needs to be signed and sent by post with all necessary enclosures. Online submitted application is to be also sent by hard copy with related documents before closing date.
6. With one email-id/mobile no. Only one application can be submitted to NCDIR for a single post. Anyhow the same mobile no. or email-id can be used for different posts.
7. Once the last date of applications is over, online applications cannot be submitted.

The Director,  
National Centre for Disease Informatics and Research, Nirmal Bhawan-ICMR Complex  
(II Floor), Poojanahalli, N.H-7, B. B. Road, Kannamangala Post, Bengaluru-562 110

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