



**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)

No. NCDIR/ICMR/ACO/648/2018

Date: 3-11-2018

**VACANCY CIRCULAR**

Sub: Filing up of one post of Accounts Officer (Junior Grade) in the pre-revised Pay Band (PB-2) of ₹.9300-34800+ Grade Pay of 4,600/- corresponding to the 'Level' 7 of the present Pay Matrix of ₹.44,900-1,42,400 on Deputation basis at NCDIR, Bengaluru.

ICMR- National Centre for Disease Informatics and Research, Bengaluru – an Autonomous Institute, under the Indian Council of Medical Research, Department of Health Research, Ministry of Health and Family Welfare, invites online applications on **DEPUTATION BASIS** (ISTC Method) from among the officers from Central Government/ State Government / Autonomous Body / PSU. The period of deputation shall initially be for a period of three years (renewable every year).

The detail of the post and their eligibility criteria is given below:

Name of the Post	Accounts Officer (Junior Grade)
No. of. Post	One (1)
Classification	Group 'B' Ministerial
Duration of Deputation	Three (3) Years – Renewable every year
Eligibility	<p>(a) (i) Holding analogous posts on regular basis in the parent cadre/ Department.</p> <p style="text-align: center;">OR</p> <p>(ii) with 5 years' service as Assistant in Central/ State Govt/ Autonomous Organization / PSU in the grade rendered after appointment thereto on a regular basis in the Pay Band (PB-2) of ₹. 9300 – 34800/- + Grade Pay of ₹. 4,200/- or equivalent in the parent cadre or Department and</p> <p>(iii) two years working experience in Budget/ Finance / Accounts.</p> <p style="text-align: center;">AND</p> <p>(b) Possessing the following educational qualifications.</p> <p>(i) Three Years Bachelor's degree in any discipline from recognized University.</p>

Duties and Responsibilities in brief	<ol style="list-style-type: none"> <li>1. Submission of Annual accounts.</li> <li>2. Finalization of Income Tax, GST returns.</li> <li>3. Verification of UCs and Receipts and Payments of Various Intramural/Extramural Projects of ICMR and other agencies etc.</li> <li>4. Audit of Accounts and submission of Reports to concerned authority.</li> <li>5. Pre- checking of bills to be presented to DDO.</li> <li>6. Screening of financial proposals relating to purchase of stores, equipments, capsules etc.</li> <li>7. Preparation of budget, compilation of accounts (including preparation of balance sheets)</li> <li>8. Updation of the following books: <ol style="list-style-type: none"> <li>a. Cash Book</li> <li>b. Bank Book</li> <li>c. Receipts and Payments, Income expenditure, bank reconciliation etc.</li> <li>d. Contingency expenses.</li> </ol> </li> <li>9. Any other allied jobs as assigned from time to time.</li> </ol>
Location	Bengaluru

Note 1: The period of Deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government **shall ordinarily not exceed three years.**

Note 2: The **department officers** in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment by deputation. Similarly, **deputationists** shall not be eligible for consideration for appointment by promotion.

Note 3: The upper age limit for appointment by deputation shall not be exceeding **Fifty-Six (56)** years as on the closing date of receipt of applications.

### **General conditions and terms of Deputation**

1. The Deputation will be governed as per the instructions issued by the Department of Personnel and Training from time to time and also as per the provisions of the Recruitment Rules.
2. The tenure of deputation will initially be for a period of three (03) years and is renewable every year.
3. The matter of pay and allowances will be governed strictly by the orders of the Central Government for such comparable posts.
4. The Officer should be holding the analogous post on substantive basis.
5. The appointment in ICMR-NCDIR will be further subject to acceptance of terms and conditions of appointment issued by ICMR.
6. In case the selected officer seeks repatriation before completion of two years on deputation, no transfer TA/DA will be paid on repatriation. Further if any officer seeks repatriation within one year or less, Transfer TA/DA already paid, if any is also liable to be recovered.

7. Applications which are not accompanied with the certificate/ information to be given by the Head of Office/ Employer of the Applicant as per Annexure-B will not be considered.
8. Applications not sent through proper channel on or before the due date/ not in the prescribed format, and applications received after cut-off date i.e., 26-12-2018 will not be entertained.
9. **How to apply**
  - i. 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) One-self attested recent passport size photograph
    - (f) ID Proof (Ex. PAN/Voter ID/Driving License etc.)
    - (g) One set of self-attested photocopies of all documents
  - ii. Last date for submitting completed applications
    - Online : 17-12-2018 upto 5:30 pm
    - Hardcopy : 26-12-2018 upto 5:30 pm
10. While forwarding the applications, the Cadre Controlling Authority may please ensure that the particulars furnished by the officers have been verified and found correct and a certificate to this effect shall be submitted. Applications received after the due date or without ACRs/APARs or otherwise found incomplete will not be considered.
11. Officials who are selected for the above post will not be permitted to withdraw their names after selection.
12. It is to be noted that mere possession of the qualification does not entitle a candidate for appointment for the aforementioned posts.
13. The Director, ICMR-NCDIR reserves the right to accept/ reject any application without specifying any reason.

**Sd/  
Director  
NCDIR, Bengaluru**

**CERTIFICATE TO BE GIVEN BY THE EMPLOYER WHILE FORWARDING THE APPLICATION**

Certified that the particulars furnished above by  
shri/Smt/Kum.....

Designation ..... have been verified and found correct. It is also certified  
that no vigilance case is pending or contemplated against  
Shri/Smt./Kum..... and his/her integrity is beyond doubt.

Character Rolls for the last 5 years are enclosed. It is also certified that no major or minor penalty has been  
imposed on the above officer during the last 10 years of service

**SIGNATURE OF THE EMPLOYING AUTHORITY  
WITH STAMP AND DATE**

**Certificate / Information to be given by the Head of Office / Employer of the applicant**

1. It is certified that the particulars furnished by the officer in Annexure – A, are correct as per the service records.
2. It is certified that no disciplinary/ vigilance case is pending or completed against the officer and he/ she is clear from the vigilance angle.
3. His/her integrity is certified.
4. It is certified that no major or minor penalties have been imposed on the officer during the last 10 years.
5. CR/APAR grading / Marks for the last 05 years in respect of the official is as under:

<b>Name of the Official</b>	<b>2013-14</b>	<b>2014-15</b>	<b>2015-16</b>	<b>2016-2017</b>	<b>2017-18</b>

6. The official will be relieved from his duties to take up the assignment in ICMR-NCDIR on his/her selection on deputation basis.

**Signature of Head of Office / Employer with seal & Date**

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. Make sure you are filling up the application for the correct post.
4. Fill all the details in the required format as indicated in application form.
5. 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.
6. Clearly mention all other details like your age, gender, date of birth and nationality, academic records and other details etc.
7. The candidate's application form must be complete in all aspects while submitting the online application form.
8. The candidate should fill his/her mobile number, complete postal address with the pin code and e-mail address for further correspondence.
9. 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.
10. One good quality colour passport size photograph has been duly pasted in the space earmarked for it on the computer generated confirmation page.
11. 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

Last Date for submitting completed applications

Online : 17-12-2018 upto 5:30 pm  
Hardcopy : 26-12-2018 upto 5:30 pm

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