



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/ACO/648/2018

26-7-2018

VACANCY CIRCULAR

Applications are invited upto 28th August 2018 from the eligible candidates of ICMR HQRS./Institutes/Centres to fill up the post of Accounts Officer (Jr. Gr) (Unreserved) at ICMR-NCDIR, Bengaluru:

Name of the Post	Accounts Officer (Jr. Gr)
No. of Posts	1 (One) (UR)
Eligibility	<u>I. Educational Qualification</u> Minimum three years Bachelor's degree in any discipline from a recognized university. <u>II. Experience</u> Assistant in Grade Pay of Rs. 4200 (as per 6 th CPC) or Level 6 of 7 th CPC having five years regular service and two years working experience in Finance / Accounts.
Pay Scale	Level-7 in the Pay Matrix of 7 th Pay Commission of Rs. 44900-142400/- (Pre-revised PB-2-Rs.9300-39100 Grade Pay Rs.4600/-)
Location	NCDIR, Bengaluru.

Eligible candidates may apply through proper channel in the prescribed format attached herewith. The filled in application along with documents in support of Educational Qualifications, Experience, Vigilance Clearance Certificate and APAR dossiers for the last five years duly attested by the Director / Director-In-Charge of the concerned Institute should reach the undersigned on or before 28th August 2018.


Administrative Officer 26/7/18
For Director

To
The Director-General/Director/Director-in-Charge
All Permanent Institutes/ Centres/ ICMR Headquarters, New Delhi

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Indian Council of Medical Research, Bengaluru.

Annexure-A

Application form for the post of Accounts Officer (Jr. Gr)

1. Name (in Block Letters):
2. Name of the Office
Where working (in Block Letter):
3. Date of Birth (in Christian Era):
4. Date of appointment in Government
Service (in Christian era):
5. Date of Retirement:
6. Substantive Pay scale / 7th CPC:
7. Present Pay scale / 7th CPC:
8. Educational Qualifications:
9. Experience:
10. Nature of present employment (Whether ad-hoc or Temporary or permanent):
11. Details of Employment, in chronological order (Enclose a separate sheet, duly authenticated by candidate's signature, if the space below is in-sufficient)

Continued on next page:

Name of Organization / office	Post held	From	To	Pay Band + Grade Pay/Pay Level / Pay Matrix	Nature of Duties

12. Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if the space is insufficient.

13. Please state clearly whether in the light of entries made by you, you meet the requirement of the post.

14. Whether belongs to SC/ST/OBC:

15. Remarks, if any:

Date:

Signature of the Candidate

Telephone No:

E-mail id:

Residential Address:

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Annexure-B

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

1. It is certified that the particulars furnished by the official in Annexure-A, are correct as per the service records.
2. It is certified that no disciplinary / vigilance case is pending or contemplated 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. APAR grading for the last 5 years in respect of the official is as under:

Name of the Official	2013-14	2014-15	2015-16	2016-17	2017-18

6. The official will be relieved from his duties to take up the assignment in NCDIR, Bengaluru on his / her selection.

Head of Office / Employer with seal