**INDIAN COUNCIL OF MEDICAL RESEARCH**

**ANSARI NAGAR, NEW DELHI-110029**

**Informatics, System Research & Management (ISRM)**

**WALK IN INTERVIEW**

**on 8.4.2019 at 1130 AM**

**Project Assistant- (One Post) -ST**

**Essential Qualification:**

* Three years Graduate Degree from a recognized University and Five years of experience in handling office work after obtaining essential qualification

**OR**

* Three years Graduate Degree from a recognized University with Diploma in the required subject from a recognized university/institute with 3 years experience in handling office work after obtaining essential qualification.

**Desirable Qualification:**

* Knowledge of file management and office work.
* Knowledge of Computer applications, handling Databases and Data systems.
* Strong knowledge of Microsoft Office and good typing speed.
* Fluency in spoken and written English and Hindi.
* Ability to work in a team.

**Duties:**

To carry out data entry and to help in handling data base, Data analysis, field work and other project related work

**Age Limit:**

* Not exceeding 30 years. Age relaxation is for SC, ST & OBC candidates as per Govt. Rules. No Age relaxation against the Unreserved vacancies as per Govt. of India order No.36011/1/98/Estt(Res) dated 1/7/1998.

**Salary:** Consolidate Salary of Rs. 32,000/- per month.

Note: **The post is for DGHS for strengthening and implementation of the software NIKUSHT developed by ICMR under The National Eradication Programme**

1. Qualification/degree should be from a reputed Institution/University.

2. Mere fulfilling the essential qualification/experience does not guarantee for selection.

3. Canvassing in any form will be a disqualification.

4. No TA/DA will be paid either for attending the interview or joining the post.

**Candidates must bring along with them all the relevant documents in original and one set of attested photocopies of the same and one passport size recent colour photograph. The Registration time is from 9.30 AM to 11.00 AM on 8.4.2019. After 11.00 AM not any candidate allowed to attend the walk-in-interview.**