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

Adv. No. 08/2022 dated 22-06-2022

Online applications are invited for various project posts to be filled up on purely temporary or contractual basis under project at ICMR-National Centre for Disease Informatics and Research, Bengaluru.

Place of duty: ICMR-National Centre for Disease Informatics and Research, Bengaluru.

I. **'Setting up of Hospital Based Cancer Registry in Regional Cancer Centre at ICMR-NCDIR, Bengaluru'**. {Initially for a period of one year and may be extended as per the requirement of the institute/ funding agency}

Sl. No	Name of the Post	Revised Salary Per month	No. of Vacancies & Reservation	Age Limit	Qualifications Essential	Qualifications Desirable	Job Description
1	Project Admin. Assistant	₹. 32,000/- Per Month	1-Post (EWS)	30 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 in double entry system, ledger etc. (ii) Knowledge of government rules governing Finance/ Accounts and Establishment matters and principles of audit of accounts. (iii) Experience in handling Administrative / Accounts / Establishment / Purchase and Stores	(i) The selected candidate is required to assist Scientists /Administrative Officer/ Accounts Officer in matters related to accounting, administration, purchase and stores. (ii) Should be well versed in GoI Rules & Regulations on the dealing subject, bringing out clearly the question under consideration with ability to initiate/ complete a course of action
2	Data Entry Operator (Grade A)	₹. 17,000/- Per Month	1 Post (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)Work experience in hospitals/HMIS (iii). Experience in handling MS Office	(i) Data entry and management related to project (ii). Any other job assigned by this office time to time (iii). The candidate should be willing to travel across the selected states for data collection

प्रशासनिक अधिकारी/Administrative Officer
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II. **'DHR-ICMR: Health Technology Assessment Project under Resource Centre/Hub' at ICMR-NCDIR, Bengaluru.** {Initially for a period of one year and may be extended as per the requirement of the institute/ funding agency}

Sl. No	Name of the Post	Revised Salary Per month	No. of Vacancies & Reservation	Age Limit	Qualifications		Job Description
					Essential	Desirable	
1	Project Scientist – C (Non-medical)	₹. 60,000 - 65,000/- per month Depending upon experience and Knowledge, emoluments will be fixed.	1 Post (UR)	40 years	1st class Master's degree in Statistics / Biostatistics / Life Science from a recognized university with four years' experience OR 2nd Class Master's degree with Ph. D in Statistics / Biostatistics / Epidemiology / Public Health with at least one research paper in Science Citation Indexes (SCI) Journal.	(i). Doctorate degree in Statistics / Biostatistics/Epidemiology from a recognized University for candidates with 1st class relevant degree. (ii). Additional post-doctoral research, teaching experience in relevant subjects in recognized institutes. (iii). Knowledge of statistical related computer software like STATA, RSPSS, EPI-INFO, EPI-STAT & application packages like MS Office, Fox-Pro	To undertake data management, analysis, report writing using modern statistical tools for implementation of project or any other related work as per requirement
2	Field Officer	₹. 25,000/- to ₹. 30,000/- per month Depending upon experience and Knowledge, emoluments will be fixed.	1 Post (OBC)	38 years (including 3 years of age relaxation for OBC candidates)	Graduate in Science/ public health from a recognized university with three years of work experience after graduation in a research organization/community based health project	Experience in data handling/basic data analysis in MS excel and SPSS	(i). Undertaking field visits for data collection relevant to the research topic. (ii). Data management: data cleaning and statistical analysis
3	Field Investigator	₹. 30,000/- to ₹. 32,000/- per month Depending upon experience and Knowledge, emoluments will be fixed.	1 Post (SC)	40 years (Including 5 years age relaxation for SC candidates)	Graduate in Science/ public health from a recognized university with three years of work experience after graduation in a research organization/community based health project	Experience in data handling/basic data analysis in MS excel and SPSS	(i). Undertaking field visits for data collection relevant to the research topic. (ii). Data management: data cleaning and statistical analysis (iii). Study Coordination and communication with relevant stakeholders

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III. **'HTA of National Stroke Care Registry Programme development of Hospital Based Stroke Registries (HBSR) in different regions of India' at ICMR-NCDIR, Bengaluru.** {Initially for a period of one year and may be extended as per the requirement of the institute/ funding agency}

Sl. No	Name of the Post	Revised Salary Per month	No. of Vacancies & Reservation	Age Limit	Qualifications		Job Description
					Essential	Desirable	
1	Computer Programmer (Grade B)	₹. 32,500/- Per Month	1-Post (UR)	30 Years	Master's Degree in Computer Application / Information Technology / Computer Science from recognized institution/ 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	Android developer Java, Android, Restful API and Json Parsing, Multithreading, Java, XML, HTML5, CSS3, Angular JS, SQ Lite, My SQL, Data Encryption, Google Maps and location services. Familiar with Restful API to connect to server and json parsing, multithreading and parallel processing, knowledge in SQLite and data encryption, Google maps integration and related APIs, strong knowledge of Android UI design principles, patterns and best practices. Should have completed a course in Android application development and have a strong understanding of Android SDK and mobile development cycle. OR .Net developer C#.NET & VB.NET developer with good communication and analytical skills. The ideal candidate should be proficient in the following areas: .NET Framework 3.5, ASP.net C#.NET, VB.NET, .NET MVC, MS SQL Server, JavaScript, LINQ, WCF Services/Web Services, JQuery, AJAX, JavaScript, SQL Server 2005/2008/2012, web-designing skills with HTML 5, Bootstrap, Google Maps and location services.	Assisting the senior software development colleagues with all aspects of software design, coding and database development for software applications in disease data capture, checking, processing, analysis, reporting and data visualizations. The incumbent will have to provide required assistance to develop outputs on different aspects of the project or may be assigned any other responsibilities from time to time as per requirement.
2	Project Section Officer	₹. 32,000/- Per Month	1 Post (ST)	35 Years (Including 5 years age relaxation for ST candidates	Graduate in any discipline from a recognized university / institution with 5 years' experience of administration / finance and accounts work	(i) Experience in dealing with various matters related to administration, establishment, accounts and procurement through GeM and allied matters at supervisory level. (ii) Conversant with Govt. of India (GoI) rules and procedures. (iii) Noting and drafting (iii). Working knowledge of Microsoft Word, Excel, PowerPoint etc. (iv). Knowledge of TA/DA Rules of Govt of India	(i). Handling all the relevant matters at semi-executive level (ii). Dealing with all the matters pertaining to projects for obtaining and scrutiny of UCs, submission of proposal for release of funds, etc.(iii). Rendering assistance to Scientists/Administrative Officer and Accounts Officer dealing with various matters, as and when necessary

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					Essential Qualification	Desirable Qualification	Job Requirement
3	Project Assistant	₹. 31,000/- Per Month	1 Post (UR)	30 Years	Graduate in life science / Biostatistics from a recognized university with three years' work experience from recognized institution OR Master's degree in the life Sciences from a recognized university	(i). Master's degree in relevant fields (Microbiology, Biochemistry/Bioinformatics/Biostatistics/Epidemiology/Public health or similar) from a recognized university. (ii). Knowledge of Computer Application. (iii). Work Experience in a health research projects. (iv). Good writing and communication skills	The candidate is required to provide assistance in the implementation of the project. The work involves communication with centers, monitoring, coordination, literature search, filling preparation of reports or any other related work as per requirement
4	Project Multi-Tasking Staff	₹. 15,800/- Per Month	1 Post (UR)	25 Years	Matriculation / High School OR Equivalent from a recognized Board	(i). Five years' experience of working in a research institute/organization. (ii). Able to read and write English and preference will be given to Local Candidates(iii). File sorting and Management. (iv). Energetic and enthusiastic personality. (v) Knowledge of computer operations (MS Office). (iv). Experience of working in Govt. Office/Autonomous bodies etc.,	The selected candidate is required to carry out the following duties. (i). Physical maintenance of records of the office. (ii). General cleanliness and up keep of the premises. (iii). Movement of files, papers etc., as instructed. (iv). Photocopying, sending of fax, etc., (v). Assisting in routine office works like, inwarding, despatch, etc., including operations of computer. (vi). Delivering of DAK (inside and outside). (vii). Watch and ward duties as and when allotted. (viii). Cleaning of rooms, dusting of furniture, cleaning of fixtures etc., (ix). Upkeep of parks, lawns, potted plants etc., (x). Attending to outdoor duties like bank work, post office work, local purchase etc.,

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INDIAN COUNCIL OF MEDICAL RESEARCH | NATIONAL CENTRE FOR DISEASE INFORMATICS AND RESEARCH

NATIONAL CANCER REGISTRY PROGRAMME India Since 1981

IV. **'DHR-ICMR: Advanced Medical Oncology Diagnostic Services (Diamonds) under HTAIn Pilot Research Project' at ICMR-NCDIR, Bengaluru** {Initially for a period of one year and may be extended as per the requirement of the institute/ funding agency}

Sl. No	Name of the Post	Revised Salary Per month	No. of Vacancies & Reservation	Age Limit	Qualifications		Job Description
					Essential	**Desirable**	
1	Data Entry Operator (Grade A)	₹. 17,000/- Per Month	1 Post (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)Work experience in hospitals/HMIS (iii). Experience in handling MS Office	(i) Data entry and management related to project (ii). Any other job assigned by this office time to time (iii). The candidate should be willing to travel across the selected states for data collection

V. **'Incidental Gall Bladder Cancer and other pre malignant Gall Bladder Condition in India towards early detection of Gall Bladder Cancer' at ICMR-NCDIR, Bengaluru.** {Upto 31-1-2023}

Sl. No	Name of the Post	Revised Salary Per month	No. of Vacancies & Reservation	Age Limit	Qualifications		Job Description
					Essential	**Desirable**	
1	Senior Project Assistant	₹. 17,000/- Per Month	1 post (OBC)	31 Years (including 3 years of age relaxation for OBC candidates)	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 depressions per hour (KDPH) on computer	(i) 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 an added advantage	Noting and drafting, correspondence with centres. Preparation of budget & Utilization Certificates, letters, pay bills, TA claims etc. All project related work as assigned from time to time and miscellaneous day to day administrative /accounts work

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Terms and Conditions:

1. Interested and eligible candidates should apply preferably ONLINE through the website www.ncdirindia.org. Duly filled application affixing recent passport size photograph along with self-attested copies of all relevant certificates and experience should be sent to ICMR-NCDIR, Bengaluru before **12-07-2022 by email (adm.ncdir@gov.in)**. While sending application by email candidates should attach ICMR-NCDIR application format, along with documents related to education and experience in chronological order. (Pdf format)

2. Community/ Caste certificate: Candidates applying under **OBC** category shall submit self-attested copy of OBC Non – Creamy Layer Certificate in specified format, issued within one year from the closing date of application by the appropriate authority. Only Non-Creamy Layer OBC certificate issued within one year will be -accepted and other certificates will not be accepted.

3. Community/ Caste certificate: Candidates applying under **SC/ST** category shall submit self-attested copy of SC/ST Certificate in specified format.

4. Community/ Caste certificate: Candidates applying under **EWS** category shall submit self-attested copy of EWS Certificate in specified format.

5. Age relaxation against post earmarked for reserved candidates will be as per Govt. of India Norms. No age relaxation against Unreserved (UR) vacancy.

6. Age Concession: Age relaxation in respect of SC/ST/OBC candidates, retrenched government employees, Departmental Candidates (including projects) and Ex-servicemen in accordance with the instructions issued by the Central Government from time to time.

7. Persons already in regular time scale service under any Government Department / Organizations are not eligible.

8. Qualification and experience should be in relevant discipline/ field and from a reputed institution/ organization recognized by relevant authority. Experience shall count from the date of completion of minimum educational qualification.

9. Submission of incorrect or false information during the process of interview/ personal discussion through video conferencing shall disqualify the candidature at any stage.

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

11. Above posts are contractual and duration mentioned in each project, subject to satisfactory performance and requirement of the institute, the contract will be extended.

12. Age will be reckoned from the last date of receipt of application by email i.e., **12-07-2022.**

13. This post is purely temporary and co-terminable with the project. Employees will be engaged on consolidated pay basis.

14. The appointment will be made on the basis of results of interview / personal discussion through video conferencing mode.

15. Selected candidate will not have any right to claim for regular appointment in the Council on the basis of contract appointment.

16. Late received applications will not be considered. Only short-listed candidates will be called for interview/video conferencing, no correspondence will be entertained in

17. Incomplete applications, without photograph or without copies of relevant certificates will not be entertained. The Director, ICMR-NCDIR reserves the right to increase or decrease the no. of posts or reject the applications or cancel the notification without assigning any reason thereof.

18. No TA/DA will be paid for appearing in interview/video conferencing. Any canvassing by or on behalf of the candidates or to bring political or other outside influence with regard to selection/recruitment shall be disqualification.

19. **Shortlisting Criteria:**
    a) The shortlisting is based on criteria fixed by ICMR-NCDIR.
    b) In the fist instance, all the candidates who fulfill minimum eligibility criteria, in respect of age, educational qualifications and experience, etc (wherever required), shall be shortlisted.
    c) If the number of such shortlisted candidates are high and it is not possible to call all of them for interview, then the ICMR-NCDIR shall further shortlist the candidates, on the basis of some suitable shortlisting criteria, as may be fixed by the appointing authority i.e. Director, ICMR-NCDIR. Though this may vary from case to case, depending on merits, ICMR-NCDIR, generally prefers to call candidates with higher experience in the relevant fields or candidates with higher educational qualification or both, as the case may be.

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Note: The purpose of shortlisting candidates is to restrict, to a reasonable limit, the number of candidates to be called for interview, keeping in view the number of vacancies available at a time, the number of candidates satisfying the Essential Qualifications and other conditions prescribed. In order to rationalize the time of the interview Boards are also to reasonably restrict the number of candidates to be called for interview, a set of norms have been adopted with the approval of the Competent Authority, which are indicated below:

For one vacancy	Up to 12 Candidates
For 2-3 vacancy	Up to 24 Candidates
For 4-6 vacancy	Up to 36 Candidates
For 7-9 vacancy	Up to 48 Candidates
For 10 vacancy and above	Up to 50 Candidates or above (5times the number of posts

20. Shortlisted candidates will be called for interview personal discussion and / or video conferencing after verification of essential qualification and experience. Bad connection/ connection failure from any side during interview / personal discussion will not be a responsibility of ICMR-NCDIR, Bengaluru.

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Sl. No	Post	No. of posts	Date and time of submission of online application by email	Date and time of personal discussion/ or video conferencing
1	Project Scientist – C (Non-Medical)	1 Post		
2	Project Section Officer	1 Post		
3	Computer Programmer (Grade B)	1 Post		
4	Project Admin Assistant	1 Post		
5	Project Assistant	1 Post	**12-07-2022 till 1:00 PM**	Date of personal discussion / video conferencing will be intimated to eligible / shortlisted candidates
6	Data Entry Operator (Grade A)	2 Posts		
7	Senior Project Assistant	1 Post		
8	Field Officer	1 Post		
9	Field Investigator	1 Post		
10	Project Multi-Tasking Staff	1 Post		

The selected candidate should bring original certificates in the time of joining (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/EWS/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 report the duty.

NOTE

1. Guidelines for applying online are given in Annexure – I
2. Speed test on computer will be conducted as qualifying criteria for the posts of Data Entry Operator (Grade A) and Senior Project Assistant after verification of essential qualification and experience. Those who are qualified in skill test will be called for interview / personal discussion.
3. Shortlisted candidates will be called for interview / personal discussion through video conferencing after verification of essential qualification & experience.
4. 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
ICMR-NCDIR, Bengaluru

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