

**ICMR-NATIONAL CENTRE FOR DISEASE INFORMATICS AND RESEARCH**

Department of Health Research, Ministry of Health and Family Welfare, Government of India,  
Nirmal Bhawan- ICMR Complex, Poojanahalli Road, Kannamangala Post, Bengaluru –562 110. Karnataka (India)  
Email: [adm.ncdir@gov.in](mailto:adm.ncdir@gov.in)

**Adv. No. 4/2023 dated 15-05-2023**

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.

Name of the Project: **‘Development of WHO South-East Asia Region Cancer Profile’ at ICMR-National Centre for Disease Informatics and Research, Bengaluru.** (upto 14-09-2023) [Short term extramural]

Name of the Post	Consultant (Medical)
Number of Posts	1 (One)
Essential Qualification	MBBS with Post Graduate Degree (MD/DNB/MPH) in Public health/Community Medicine/ Preventive and Social medicine/ Epidemiology / Public Health from a recognized University/ Institute. Research experience with published papers is appreciable. OR Retired Government employee with essential requisite educational qualification stated above drawing pay in the pay band Rs. 15600-39100 + Grade Pay of Rs. 6600/- at the time of retirement and having adequate working experience in the required domain/ field And Knowledge of Computer applications (MS word/ Excel/ Power point)
Age Limit	Upto 70 Years
Emoluments	Rs. 75,000/- per month
Job Description	To assist the study team for 1. Undertaking literature review, scientific write-up, and preparation of the report 2. Conduct interviews with relevant stakeholders to understand key issues in the delivery of cancer care in SEAR countries 3. Communication with expert groups, conduct meetings and coordination. 4. To undertake any other project related work assigned.

*Note: The post of Consultant (Medical) is on full time basis and no private / consultancy is permitted.*

<b>Name of the Post</b>	Consultant (Scientific Non-Medical)
<b>Number of Posts</b>	1 (One)
<b>Essential Qualification</b>	Professional having M.Sc or M.Tech in Statistics with R& D experience and published papers  OR Retired Government employee with essential requisite educational qualification stated above drawing pay in the pay band Rs. 15600-39100 + Grade Pay of Rs. 5400/- at the time of retirement and having at least 20 years' experience in the required domain/ field  And Knowledge of Computer applications (MS word/ Excel/ Power point/SPSS/STATA/R)
<b>Age Limit</b>	Upto 70 Years
<b>Emoluments</b>	Rs. 50,000/- per month
<b>Job Description</b>	To assist the study team for 1. Undertake the extraction of relevant data from identified sources of literature and conduct descriptive analysis through the generation of tables, graphs and figures 2. Qualitative analysis of data generated through stakeholder interviews.

*Note: The post of Consultant (Scientific Non-Medical) is on full time basis and no private / consultancy is permitted.*

**Terms and Conditions:**

- Interested and eligible candidates should apply preferably ONLINE through the website [www.ncdirindia.org](http://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 **29-05-2023 by email ([adm.ncdir@gov.in](mailto: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).
- Persons already in regular time scale service under any Government Department / Organizations are not eligible.
- 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.
- Submission of incorrect or false information during the process of interview/ personal discussion through video conferencing shall disqualify the candidature at any stage.
- Mere fulfilling the essential qualification/ experience does not guarantee selection.
- The appointment is for a period upto 14-09-2023.

7. Age will be reckoned from the last date of receipt of application by email i.e., **29-05-2023**.
8. These posts are purely temporary and co-terminable with the project. Employees will be engaged on consolidated pay basis.
9. The appointment will be made on the basis of results of interview / personal discussion through video conferencing mode.
10. Selected candidate will not have any right to claim for regular appointment in the Council on the basis of contract appointment.
11. Late received applications will not be considered. Only short-listed candidates will be called for interview/video conferencing, no correspondence will be entertained.
12. 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.
13. 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.
14. **Shortlisting Criteria:**
  - a) The shortlisting is based on criteria fixed by ICMR-NCDIR.
  - b) In the first 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.

**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
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15. 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.

**SCHEDULE FOR SUBMISSION OF ONLINE APPLICATION BY EMAIL AND PERSONAL DISCUSSION/ OR VIDEO CONFERENCING**

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	Consultant (Medical)	1 Post	<b><u>29-05-2023 till 5:00 PM</u></b>	Date of personal discussion / video conferencing will be intimated to eligible / shortlisted candidates
2	Consultant (Scientific-Non Medical)	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. Shortlisted candidates will be called for interview / personal discussion through video conferencing after verification of essential qualification & experience.
3. Any Addendum/Corrigendum in respect of above vacancy notice shall be issued on our websites [www.ncdirindia.org](http://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](http://www.ncdirindia.org)).

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