

NATIONAL CENTRE FOR DISEASE INFORMATICS AND RESEARCH
Indian Council of Medical Research, Bengaluru

No. NCDIR/Projects-Rec/3/2017

28-9-2017

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

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

Place of written test and / or personal discussion: National Centre for Disease Informatics and Research, Bengaluru.

I. “Additional PBCR-NERCR” at NCDIR-NCRP (ICMR), Bengaluru (Duration: 5 years upto 28-02-2022)

SI No	Name of the Post	Consolidated Salary per month (Including HRA)	No. of Vacancies & Reservation	Age Limit	Qualifications		Job Description
					Essential	Desirable	
1	Scientist - D (Medical)	75,700 (Including HRA)	1(UR)	45 Years	Post Graduate Degree (MD/MS/DNB or equivalent) after MBBS with five years' experience OR Postgraduate Diploma in medical subjects after MBBS or equivalent degree with six years' experience OR MBBS or equivalent degree with eight years' experience.	(i) MD/MS in Medicine/ Pediatrics/ P&SM, Pathology/ Pulmonary Medicine Radiotherapy/ Obstetrics and Gynecology from a recognized University for candidates with first class relevant degree / Master of Public Health. (ii) Additional Post-doctoral research / teaching experience in the relevant subjects in recognized institute(s); (iii) Knowledge of Computer Applications. iv) Trained in Public health/Epidemiology/research methodology v) Post Graduate Qualification in Epidemiology or Public Health (MAE/MPH/MSc/PhD etc.) or 2 years' experience in cancer or other NCD epidemiology/NPCDCS programme etc.	To be able to develop and conduct programmes for research and training related to the projects. The incumbent is expected undertake the research and to provide guidance on various medical aspects to the team of software programmers and statisticians for developing software applications programmes for generating scientific information and reports. The candidate is also expected to have a good knowledge on the application of epidemiological tools and patterns of patient care in control of disease.

SI No	Name of the Post	Consolidated Salary per month	No. of Vacancies & Reservation	Age Limit	Qualifications		Job Description
					Essential	Desirable	
2	Computer Programmer (Grade A)	32,000	1 (UR)	30 Years	<p>Master's Degree in Computer Application / Information Technology / Computer Science from recognized university.</p> <p>OR</p> <p>B.E/ B.Tech in Computer Engineering / Computer Science / Computer Technology / Information Technology from a recognized university</p>	<p>Experience in working with Java Technologies – My SQL, JEE, Spring, Hibernate, Eclipse IDE, Apache Tomcat Server, HTML Bootstrap coding, CSS, Java Script and XML.</p>	<p>To develop and run software application programmes for disease data capture, checking, processing, analysis and reporting. The incumbent will have to provide assistance to develop outputs on different aspects related to the project as per requirement from time to time.</p>
3	Data Entry Operator (Grade B)	18,000	1 (UR)	28 Years	<p>Intermediate or 12th pass in science stream from recognized board with DEOACC 'A' level from a recognized institute and / or 2 years' experience in EDP work in Government, Autonomous, PSU or any other recognized organization</p> <p>A speed test of not less than 15000 key depression per hour through speed test on computer</p>	<p>(i) Speed of 15000 key depressions per hour & at least 3 years' experience in operation of PC.</p> <p>(ii) Knowledge of DTP packages and use of software programmes will be an added qualification.</p> <p>(iii) Knowledge of data entry, as per required norms. Would be required to do office related work assigned from time to time</p>	<p>The candidate will be required to undertake typing work, data entry, data management, monitoring and quality control related to the project as per the requirement.</p>

II. Development of Atlas of Cancer in Haryana States (Upto 30-11-2018)

SI No	Name of the Post	Consolidated Salary per month	No. of Vacancies & Reservation	Age Limit	Qualifications		Job Description
					Essential	Desirable	
1	Data Entry Operator (Grade B)	18,000	1 (UR)	28 Years	Intermediate or 12 th pass in science stream from recognized board with DEOACC 'A' level from a recognized institute and / or 2 years' experience in EDP work in Government, Autonomous, PSU or any other recognized organization A speed test of not less than 15000 key depression per hour through speed test on computer	(i) Speed of 15000 key depressions per hour & at least 3 years' experience in operation of PC. (ii) Knowledge of DTP packages and use of software programmes will be an added qualification. (iii) Knowledge of data entry, as per required norms. Would be required to do office related work assigned from time to time	The candidate will be required to undertake typing work, data entry, data management, monitoring and quality control related to the project as per the requirement.
2	Senior Project Assistant (Upper Division Clerk)	17,000	1 (UR)	28 Years	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 typing speed of 35 wpm in English or 30 wpm in Hindi or 10500 KDPH in English or 9000 KDPH in Hindi.	(i) Minimum of 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 a major advantage.	Preparation of budget & Utilization Certificates, letters, pay bills, TA claims etc. All project related work assigned from time to time and other day to day administrative /accounts work.

III. Older PBCR-NERCR” at NCDIR-NCRP (ICMR), Bengaluru (Duration: 5 years upto 28-02-2022)

SI No	Name of the Post	Consolidated Salary per month	No. of Vacancies & Reservation	Age Limit	Qualifications		Job Description
					Essential	Desirable	
1	Data Entry Operator (Grade B)	18,000	1 (UR)	28 Years	Intermediate or 12 th pass in science stream from recognized board with DEOACC ‘A’ level from a recognized institute and / or 2 years’ experience in EDP work in Government, Autonomous, PSU or any other recognized organization A speed test of not less than 15000 key depression per hour through speed test on computer	(i) Speed of 15000 key depressions per hour & at least 3 years’ experience in operation of PC. (ii) Knowledge of DTP packages and use of software programmes will be an added qualification. (iii) Knowledge of data entry, as per required norms. Would be required to do office related work assigned from time to time	The candidate is required to undertake typing work, data entry, data management, monitoring and quality control related to the project as per the requirement.

IV. Survey for monitoring the National Non-Communicable Disease Target’ at NCDIR (ICMR), Bengaluru (Upto 31-03-2018)

SI No	Name of the Post	Consolidated Salary per month	No. of Vacancies & Reservation	Age Limit	Qualifications		Job Description
					Essential	Desirable	
1	Data Entry Operator (Grade A)	15,732	1 (UR)	25 years	Intermediate OR 12 th 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) Knowledge of DTP packages and use of software programmes will be an added qualification.	(i) Typing work, knowledge of data entry and data management related to project (ii) Any other job assigned by this office time to time.

V. Burden of Non-Communicable Diseases and Associated Risk Factors for India (BOD-NCD) Cancer Working Group' at NCDIR (ICMR), Bengaluru (Upto 14-09-2018)

Sl. No	Name of the Post	Consolidated Salary per month	No. of Post	Upper Age Limit	Qualifications	
					Essential	Desirable
1	Senior Research Fellow (SRF)	Rs. 28,000/- p.m. + HRA 30% @ Rs. 8,400/- p.m.	1 (UR)	35 years	Post graduate degree in Biostatistics/Epidemiology with NET and 2 years' of research experience OR Graduate degree in professional course with NET and 2 years' of research experience OR Post Graduate Degree in professional courses (MD/MS/MDS or equivalent) with 2 years' of research experience	1. Work experience in health research involving proposal development, literature search, data management, data analysis, report writing and grant management. 2. Good working knowledge of computer packages and internet. 3. Knowledge on disease burden estimation studies.

Terms and Conditions:

- Interested and eligible candidates should apply preferably ONLINE through the website www.ncdirindia.org. Last date for applying online is as shown in table on next page.
- 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 written test and / or personal discussion shall disqualify the candidature at any stage.
- The Director reserves the right to increase / decrease the number of vacancies as per requirement.
- Candidates applying for more than one post should apply online **SEPARATELY** for each post.
- No benefit of provident fund, Leave Travel Concession, Medical Claim etc. will be considered, since the posts are purely temporary basis.
- Age relaxation against post earmarked for reserved candidates will be as per Govt. of India Norms. No relaxation against Unreserved (UR) vacancies.
- Age limit and experience will be considered as on closing date of application.
- No TA/DA will be paid for attending the written test and / or personal discussion.
- Mere fulfilling the essential qualification / experience does not guarantee selection.
- Candidates employed in Govt. Service /Semi Govt. Autonomous Bodies of State/Central Govt. should submit a "No Objection Certificate" from their employer at the time of written test / personal discussion.

13. The above posts are filled-up on purely temporary basis and contractual basis, co-terminus with the project & the candidate will have no right to claim for Permanent Employment under NCDIR/ICMR or continuation of his/her services in any other project.
14. Written test will be for 70 marks consisting of 100 objective and multiple type questions on syllabus as per the essential qualification, desirable qualification and job description.
15. Community/ Caste certificate: Candidates applying under OBC category, shall submit 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 certificates will be accepted and other certificates will not be accepted.
16. All posts are contractual for the duration offered. The appointment may be renewed after every specific period of time subject to satisfactory performance and project requirement.
17. The Director has the right to accept/reject any application without assigning any reason thereof and no recommendation in this matter will be entertained.
18. Canvassing and bringing pressure in any form for short listing and employment will be a disqualification and barred from selection process.
19. Candidates possessing the above essential qualification and experience may apply online and come for walk - in - written test and / or personal discussion at National Centre for Disease Informatics and Research, Nirmal Bhawan-ICMR Complex (II Floor), Poojanahalli, Kannamangala Post, Bengaluru-562110 on the dates indicated below:

Sl. No.	Post	No. of posts	Last date of applying online	Date and time of verification of document	Date and time of written test *	Date and time of skill test	Date and time of personal discussion
1	Scientist – D (Medical)	1	12-10-2017 upto 5 PM	13-10-2017 from 9:30 AM to 11 AM	13-10-2017 11 AM to 12:30 PM	NA	13-10-2017 from 2:30 PM onwards
2	Senior Research Fellow (SRF)	1	12-10-2017 upto 5 PM	13-10-2017 from 9:30 AM to 11 AM	13-10-2017 11 AM to 12:30 PM	NA	13-10-2017 from 2:30 PM onwards
3	Computer Programmer (Grade A)	1	11-10-2017 upto 5 PM	12-10-2017 from 9:30 AM to 11 AM	12-10-2017 11 AM to 12:30 PM	NA	12-10-2017 from 2:30 PM onwards
4	Data Entry Operator (Grade B)	3	11-10-2017 upto 5 PM	12-10-2017 from 9:30 AM to 11 AM	-	12-10-2017 11 AM to 12:30 PM	12-10-2017 from 2:30 PM onwards
5	Data Entry Operator (Grade A)	1	11-10-2017 upto 5 PM	12-10-2017 from 9:30 AM to 11 AM	-	12-10-2017 11 AM to 12:30 PM	12-10-2017 from 2:30 PM onwards
6	Senior Project Assistant (Upper Division Clerk)	1	11-10-2017 upto 5 PM	12-10-2017 from 9:30 AM to 11 AM	-	12-10-2017 11 AM to 12:30 PM	12-10-2017 from 2:30 PM onwards

**** If the eligible candidates are more than 30, then written test will be held followed by personal discussion otherwise direct personal discussion will be held from the time of written test indicated onwards.***

Those appearing for walk - in - written test / skill test and / or personal discussion should bring with them original certificates (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/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 entertained to attend walk - in - written test and / or personal discussion.

NOTE

1. Guidelines for applying online are given in Annexure - 1
2. Shortlisted candidates will be called for skill test / written test / personal discussion after verification of essential qualification and experience.
3. Speed test on computer will be conducted as qualifying criteria for Data Entry Operator (Grade B), Data Entry Operator (Grade A) and Senior Project Assistant (Upper Division Clerk) after verification of essential qualification and experience
4. Shortlisted candidates appearing for written test and / or personal discussion should bring with them original certificates (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) One set of self-attested photocopies of all documents. (7) SC/ST/OBC/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 entertained to written test and / or personal discussion.
5. 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
NCDIR, Bengaluru**