

**ICMR - 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)

Advertisement No. NCDIR/3/2018-19 dated 3-11-2018

Online Applications are invited upto 17-12-2018 for the post of Technical Assistant at National Centre for Disease Informatics and Research, Bengaluru.

SI No	Name of the Post	Pay matrix	No. of Vacancies & Reservation Category	Upper Age Limit	Qualifications		Job Description
					Essential	Desirable	
1	Technical Assistant	Level: 6 of 7 th CPC of Rs. 35,400 - 1,12,400	1 Post <i>(Reserved for SC)</i>	35 Years <i>(Including 5 years age relaxation for SC)</i>	1 st Class three-year Bachelor's degree in Life Science (Zoology / Biochemistry / Microbiology / Biotechnology / Genetics) / relevant subject from a recognized University in relevant field.	(i) Experience of working in health / medical research, documentation and preparing reports. (ii) Knowledge of Computer Applications. (iii) Basic Biostatistics knowledge. (iv) Superior knowledge of English language. (v) Good comprehension and communication skills.	The candidate will be required to develop quality publication, prepare scientific document (manuscript, posters, abstracts, policy brief, factsheets etc.) Ability to do literature search, synthesis and documentation. Preparation of presentation.

1. Age Limit

- i. Not exceeding 35 years for SC Category candidates against the reserve post for SC as on the last date mentioned above.
- ii. Person working in ICMR projects continuously shall also be eligible for age relaxation upto five years provided he/she entered into project service within prescribed age limit for the post.

2. Other Service Conditions:

- i. Allowances as per Central Government Rules are admissible on the above mentioned pay scale
- ii. Benefits of new restructured defined contributory Pension System are admissible as per the provision contained in the Ministry of Finance, Department of Economic Affairs (ECB & PR Division), Notification No.5/7/2003-ECB & PR dated 22.12.2003 effective from 1.1.2004.
- iii. Applications from employees working in Central/State Govt. Departments/Public Sector Undertakings and Govt. Funded research agencies must be forwarded through proper channel. Advance copies of application will be considered subject to the conditions that a 'No Objection Certificate' from the employer is produced at the time of written test. Application received after the closing date will not be considered.

3. Application fee:

- i. Demand Draft of Rs. 300/- (Rupees three hundred only) payable in favour of "The Director, NCDIR, Bengaluru" should be enclosed alongwith application and should reach to this office on or before closing date. The SC/ST/Women/physically handicapped candidates (PH) are exempted from the application fee. All other / ICMR employees are not exempted from the payment of application fee.
- ii. On the over leaf of demand Draft, the candidate must mention his/her name and post applied for.
- iii. Fee once paid will not be refunded under any circumstances.
- iv. Any other mode of payment viz. cash, money order and cheque will not be accepted.

4. How to apply

- i. Application forms and other information can be obtained from ICMR's website www.icmr.nic.in or NCDIR's website www.ncdirindia.org
- ii. The application may be preferably submitted online through www.ncdirindia.org (Guidelines – Annexure I)
 - (a) The printed copy of the filled online application duly signed by the applicant should be submitted to National Centre for Disease Informatics and Research, Nirmal Bhawan-ICMR Complex (II Floor), Poojanahalli, N.H-7, B. B. Road, Kannamangala Post, Bengaluru-562 110, along with self-attested copies of the certificates
 - (b) Proof of Date of Birth
 - (c) Educational qualification
 - (d) Experience certificates/testimonials
 - (e) List of Publications mentioning clearly the 'Name of the Journal' and 'Impact Factor'
 - (f) One-self attested recent passport size photograph
 - (g) ID Proof (Ex. PAN/Voter ID/Driving License etc.)
 - (h) One set of self-attested photocopies of all documents
 - (i) Application fee in the form of Demand Draft
- iii. Last Date for submitting completed applications
 - Online : 17-12-2018 upto 5:30 pm
 - Hardcopy : 26-12-2018 upto 5:30 pm

5. Selection Procedure:

All the eligible candidates will be called for the written test. The written test would be of 100 marks consisting of 100 objective/ MCQ type questions of one mark each for the correct answer. For each wrong answer 0.25 marks will be deducted. Out of 100 questions, 90 questions will be objective/ MCQ type and 10 objective/ MCQ for analytical skills.

6. General Instructions:

- i. The post is with all India transfer liability under the Council.
- ii. The envelope containing applications should be superscribed – Application for the post of '**Technical Assistant**'

- iii. Unsigned/incomplete applications or applications without supportive evidence, without application fee (in the form of Demand Draft), applications received late, shall be summarily rejected.
- iv. NCDIR, Bengaluru will not be responsible for any postal delay/wrong delivery.
- v. Since it is not possible to call all the eligible candidates for the written test, the applications fulfilling essential qualification and experience will be shortlisted. Only shortlisted candidates will be called for written test and no correspondence will be entertained in this regard.
- vi. Date of written test will be communicated to the eligible candidates through call letters only and no enquiry in this regard will be entertained.
- vii. No TA/DA will be admissible to attend the written test.
- viii. Canvassing by or on behalf of the candidates or to bring political or other outside influence with regard to selection / recruitment shall be treated as disqualification
- ix. Any Addendum/Corrigendum in respect of above vacancy notice shall be issued on our websites www.ncdirindia.org. Applicants are requested to regularly visit our website to keep themselves updated.

Note: All on-line applications have to be accompanied by duly signed hard copy along with necessary documents so as to reach NCDIR before last date. On-line applications alone will not be considered.

Last Date for submitting completed applications

Online : 17-12-2018 upto 5:30 pm
Hardcopy : 26-12-2018 upto 5:30 pm

Further information on NCDIR and its Mission/Function can be viewed on the NCDIR website (www.ncdirindia.org)

Sd/-
DIRECTOR
NCDIR, Bengaluru