

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

No. NCDIR/Projects-Rec/4/2017

24-11-2017

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

- I. Development of Atlas of Cancer in Haryana States (Upto 30-11-2018) – 1 Post**
- II. Older PBCR-NERCR at NCDIR-NCRP (ICMR), Bengaluru (Duration: 5 years upto 28-02-2022) – 1 Post**
- III. Additional PBCR-NERCR at NCDIR-NCRP (ICMR), Bengaluru (Duration: 5 years upto 28-02-2022) – 1 Post**
- IV. A study on the Magnitude and Pattern of Causes of Heart Failure-a feasibility study. (Duration: 2 years upto 28-02-2019) – 1 Post**
- V. Implementation of NCDIR electronic Mortality software (NCDIR e-MOR) in hospitals of the National Cancer Registry Programme (NCRP) network in North East India. (Duration: 5 years upto 28-02-2022) – 1 Post**

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	5 (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 8000 key depression per hour through speed test on computer	(i) Speed of 8000 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.

I. Development of Atlas of Cancer in Haryana States (Upto 30-11-2018) – 1 Post

II. Development of Cancer Registries in urban populations along the river course of Ganga. (Duration: 5 years upto 28-02-2022) – 1 Post

SI No	Name of the Post	Consolidated Salary per month	No. of Vacancies & Reservation	Age Limit	Qualifications		Job Description
					Essential	Desirable	
2	Senior Project Assistant (Upper Division Clerk)	17,000	2 (UR)	28 Years	i) 12 th 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 depression per hour through speed test on computer	(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.

I. Development of Population Based Stroke Registry in different regions of India (Duration: 3 years upto 28-02-2020) – 1 Post

II. Setting up of a Cancer as a Notifiable Disease in Karnataka State. (Duration: 1 year upto 28-02-2018) – 1 Post

SI No	Name of the Post	Consolidated Salary per month	No. of Vacancies & Reservation	Age Limit	Qualifications		Job Description
					Essential	Desirable	
3	Data Entry Operator (Grade A)	17,000	2 (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) A speed test of not less than 8000 key depressions per hour through speed test on computer. (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.

I. Survey for monitoring the National Non-Communicable Disease Target' at NCDIR (ICMR), Bengaluru (Upto 31-03-2018) -1 Post

SI No	Name of the Post	Consolidated Salary per month	No. of Vacancies & Reservation	Age Limit	Qualifications		Job Description
					Essential	Desirable	
4	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.

I. Additional PBCR-NERCR" at NCDIR-NCRP (ICMR), Bengaluru (Duration: 5 years upto 28-02-2022) – 1 Post

SI No	Name of the Post	Consolidated Salary per month	No. of Vacancies & Reservation	Age Limit	Qualifications		Job Description
					Essential	Desirable	
5	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.	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

						<p>iv) Trained in Public health/Epidemiology/research methodology</p> <p>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.</p>	<p>application of epidemiological tools and patterns of patient care in control of disease.</p>
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I. Development of Population Based Stroke Registry in different regions of India (Duration: 3 years upto 28-02-2020) -1 Post

SI No	Name of the Post	Consolidated Salary per month (Including HRA)	No. of Vacancies & Reservation	Age Limit	Qualifications		Job Description
					Essential	Desirable	
6	Scientist C (Medical)	72,325 (Including HRA)	1 (UR)	40 Years	<p>Post Graduate Degree (MD/MS/DNB or equivalent) after MBBS or equivalent with one year experience</p> <p>OR</p> <p>Postgraduate diploma in medical subjects after MBBS with two years' experience</p> <p>OR</p> <p>MBBS / BDS/ Graduate degree in Indian systems of Medicine degree with four years' experience in medical subjects after degree</p>	<p>(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.</p> <p>iv) Trained in Public Health / Epidemiology / Research Methodology</p> <p>v) Post Graduate Qualification in Epidemiology or Public Health (MAE/MPH/MSc/Ph.D etc.) or 2 years' experience in cancer or other NCD epidemiology/NPCDCS programme etc.</p>	<p>To develop and conduct programmes for research and training related to the project. The incumbent is expected to provide guidance on various medical aspects to the team of software programmers and statisticians for developing software applications programmes for generating scientific information. Assistance in monitoring / coordinating / data management / data analysis / report writing and dissemination activities or any other related work as per requirement.</p>

I. Implementation of NCDIR electronic Mortality software (NCDIR e-MOR) in hospitals of the National Cancer Registry Programme (NCRP) network in North East India. (Duration: 5 years upto 28-02-2022)

SI No	Name of the Post	Revised Salary per month (Including HRA)	No. of Vacancies & Reservation	Age Limit	Qualifications		Job Description
					Essential	Desirable	
7	Scientist C (Programmer)	57660 (Including HRA)	1 (UR)	40 Years	<p>1st class Master's Degree in Computer Application / Information Technology / Computer Science from recognized institution/ university with 4 years' experience</p> <p>OR</p> <p>2nd class Master's degree with Ph. D in relevant subject from a recognized University with 4 years' of experience.</p> <p>OR</p> <p>B.E/ B.Tech in Computer Engineering / Computer Science / Computer Technology / Information Technology from a recognized institution / university with 6 years' experience after B.E/ B.Tech degree.</p>	<p>(i) Good Knowledge of Business Intelligence, Data Warehouse concepts, and ETL and data modelling.</p> <p>(ii) Consolidate and optimize available data warehouse infrastructure.</p> <p>(iii) Conceive analytics and business intelligence platform architecture for clients, including internal and third-party clients.</p> <p>(iv) Design and Implement ETL procedures for intake of data from both internal and outside sources; as well as ensure data is verified and quality is checked.</p> <p>(v) Design and implement ETL processes and data architecture to ensure proper functioning of analytics lad, third-party's reporting environments and dashboard.</p> <p>(vi) Collaborate with domain and technology stakeholders in ensuring data ware house architecture development and utilization.</p> <p>(vii) Carry out monitoring, tuning, and database performance analysis.</p> <p>(viii) Perform the design and extension of data marts, meta data, and data models.</p> <p>(ix) Ensure all data warehouse architecture codes are maintained in a version control system.</p> <p>(x) Exceptional experience developing codes, testing for quality assurance, administering RDBMS, and monitoring of database.</p> <p>(xi) High proficiency in dimensional modelling techniques and their applications.</p>	<p>To be able to work in a team in various aspects of software development. This includes setting project goals, planning, scheduling and designing as part of software development life cycle etc. To develop software application programmes for data capture, checking, processing, analysis and reporting. Managing all centres data for different years, maintaining the same with periodic backups, data base capacity planning, tuning and performance monitoring will be some of the major responsibilities. Preparation of infographics on data and its visualization.</p>

						(xii) Several years working experience with reporting and analytical tools. (xiii) Hands on experience with Amazon AWS or any other computing platforms. (xiv) Strong experience with Hadoop, Impala, Pig, Hive, YARN, and other “big data” technologies.	
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Terms and Conditions:

1. Interested and eligible candidates should apply preferably ONLINE through the website www.ncdirindia.org. for the posts of Data Entry Operator (Grade B), Data Entry Operator (Grade A) and Senior Project Assistant (Upper Division Clerk). Last date for applying online is as shown in table on next page.
2. Candidates appearing for the post of Scientist – D (Medical), Scientist – C (Medical) and Scientist - C (Programmer) need not apply online. Candidate can appear for walk-in-interview on the dates mentioned alongwith the application form (attached).
3. Qualification and experience should be in relevant discipline/field and from a reputed institution / organization recognized by relevant authority.
4. Experience shall count from the date of completion of minimum educational qualification.
5. Submission of incorrect or false information during the process of skill test and / or personal discussion shall disqualify the candidature at any stage.
6. The Director reserves the right to increase / decrease the number of vacancies as per requirement.
7. Candidates applying for more than one post should apply online **SEPARATELY** for each post.
8. No benefit of provident fund, Leave Travel Concession, Medical Claim etc. will be considered, since the posts are purely temporary basis.
9. Age relaxation against post earmarked for reserved candidates will be as per Govt. of India Norms. No relaxation against Unreserved (UR) vacancies.
10. Age limit and experience will be considered as on closing date of application.
11. No TA/DA will be paid for attending the skill test and / or personal discussion.
12. Mere fulfilling the essential qualification / experience does not guarantee selection.
13. 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 skill test / personal discussion.
14. 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.
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 - skill 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:

SCHEDULE FOR SKILL TEST FOLLOWED BY INTERVIEW

Sl. No.	Post	No. of posts	Last date of applying online	Date and time of verification of document	Date and time of skill test	Date and time of walk-in personal discussion
1	Data Entry Operator (Grade B)	5	13-12-2017 upto 5 PM	14-12-2017 from 9:30 AM to 11 AM	14-12-2017 from 11 AM to 1 PM	14-12-2017 from 2:30 PM onwards
2	Data Entry Operator (Grade A)	3	13-12-2017 upto 5 PM	14-12-2017 from 9:30 AM to 11 AM	14-12-2017 from 11 AM to 1 PM	14-12-2017 from 2:30 PM onwards
3	Senior Project Assistant (Upper Division Clerk)	2	13-12-2017 upto 5 PM	14-12-2017 from 9:30 AM to 11 AM	14-12-2017 from 11 AM to 1 PM	14-12-2017 from 2:30 PM onwards

SCHEDULE FOR WALK-IN- INTERVIEW

Sl. No.	Post	No. of posts	Date and time of verification of document	Date and time of walk-in personal discussion
1	Scientist – D (Medical)	1	15-12-2017 from 9:30 AM to 11 AM	15-12-2017 from 11 AM onwards
2	Scientist – C (Medical)	1	15-12-2017 from 9:30 AM to 11 AM	15-12-2017 from 11 AM onwards
3	Scientist - C (Programmer)	1	15-12-2017 from 9:30 AM to 11 AM	15-12-2017 from 11 AM onwards

Those appearing for walk - in - 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 - skill 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 / 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. 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