

**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. 17/2022 dated 16-12-2022**

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. 'ICMR Capacity Building for Disease Estimation and Projection' at ICMR-NCDIR, Bengaluru.** {Up to 13-4-2024 and may be extended as per the requirement of the institute/ funding agency}

Sl. No	Name of the Post	Stipend	No. of Vacancies & Reservation	Age Limit	Qualifications		Job Description
					Essential	Desirable	
1	Research Associate - III	₹. 66,960/- Per Month (₹. 54,000/- + 24% of HRA)	1 Post (UR)	40 Years (In case of women candidates the upper age is relaxed by two years)	Ph. D in Biostatistics / Statistics / Epidemiology / Public Health /population health / health informatics, with at least one research paper in Science Citation Indexes (SCI) Journal.	Two years of experience in systematic review, disease estimation and projection related to Non-communicable disease. Preferably published at least one research article related to systematic review, disease estimation and projection.	(i). Develop and implement new computational and statistical methods. Create, test, and use relevant computer code (R, Stata, or Python). (ii). Maintain scientific awareness and intellectual agility with data, methods, and analytic techniques. (iii). Excellent analytic, critical thinking, and quantitative skills. (iv). Experience devising and executing statistical modelling techniques (especially, disease estimation and projection modelling). (v). Ability to work both independently and in collaboration with a team (vi). Excellent written and oral communication skills.

*Dumresh*  
प्रशासनिक अधिकारी/Administrative Officer  
एन सी डी आई आर (आई सी एम आर), बेंगलुरु  
NCDIR (ICMR), Bengaluru

**II. Additional Population Based Cancer Registry under North East Region at NCDIR, Bengaluru. {Up to 31-3-2025 and may be extended as per the requirement of the institute/ funding agency}**

Sl No	Name of the Post	Consolidated Salary per month	No. of Vacancies & Reservation	Age Limit	Essential	Desirable	Job Description
1	Project Scientist C (Medical)	₹. 72,325/- Per Month	2 Posts (UR)	40 Years	Post Graduate Degree (MD/MS/DNB) after MBBS with one-year research experience  OR  MBBS degree with four years' research experience	(i) MD/MS/DNB in Medicine/ Pediatrics/ Pathology/ 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/Ph.D etc.) or 2 years' experience in cancer or other NCD epidemiology/NPCDCS programme etc. vi) Work experience in Health systems/ policy.	(i) Assist in ongoing research/training registry programs (ii) Conduct good literature search and synthesis, develop research proposal, data management, data analysis, report writing (iii) Any other related work assigned to.
2	Computer Programmer (Grade A)	₹. 32,000/- 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.	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.

प्रशासनिक अधिकारी/ Administrative Officer  
एन सी डी आई एन (आई सी एम आर), बेंगलुरु  
NCDIR (ICMR), Bengaluru

III. 'Development of Population Based Stroke Registry' in different regions of India at NCDIR, Bengaluru. {Up to 29-2-2025 and may be extended as per the requirement of the institute/ funding agency}

SI No	Name of the Post	Consolidated Salary per month	No. of Vacancies & Reservation	Age Limit	Qualifications		Job Description
					Essential	Desirable	
1	Project Scientist C (Medical)	₹. 72,325/- Per Month	1 Post (OBC)	40 Years plus (3 Years of age relaxation for OBC candidates)	Post Graduate Degree (MD/MS/DNB) after MBBS with one-year research experience  OR MBBS degree with four years' research experience	(i) MD/MS/DNB in Medicine/ Pediatrics/ P&SM, Pathology/ Pulmonary Medicine/ Radiotherapy/ Obstetrics and Gynecology/ Hospital Administration 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/Ph.D etc.) or 2 years' experience in cancer or other NCD epidemiology/NPCDCS programme etc. vi) Work experience in Health systems/ policy.	(i) Assist in ongoing research/training programs (ii) Conduct good literature search and synthesis, develop research proposal, data management, data analysis, report writing (iii) Any other related work assigned to.
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). All project related work assigned by office from time to time. (iii). Noting, Drafting of letters, correspondence, with participating centers Typing/clerical work.

*Sanjay*  
प्रशासनिक अधिकारी/Administrative Officer 16/12/22  
एन सी डी आई आर (आई सी एम आर), बेंगलुरु  
NCDIR (ICMR), Bengaluru

**IV. Older Population Based Cancer Registry under North East Region at NCDIR, Bengaluru.** {Up to 31-3-2025 and may be extended as per the requirement of the institute/ funding agency}

SI No	Name of the Post	Consolidated Salary per month	No. of Vacancies & Reservation	Age Limit	Essential	Desirable	Job Description
1	Computer Programmer (Grade A)	₹. 32,000/- Per Month	2-Posts (1-SC 1-ST)	30 Years plus (5 Years of age relaxation for both SC and ST candidates)	<p>Master's Degree in Computer Application / Information Technology / Computer Science from recognized institution/ 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>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.</p> <p>OR</p> <p>.Net developer C#.NET &amp; 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.</p>	<p>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.</p>

*Sarvesh* 16/12/22  
प्रशासनिक अधिकारी/Administrative Officer  
एन सी डी आई आर (आई सी एम आर), बेंगलुरु  
NCDIR (ICMR), Bengaluru

V. 'CaRes NER – A Multidisciplinary Research Programme for Prevention and Control of Cancer in North Eastern States in India' at ICMR-NCDIR, Bengaluru. {Up to 30-09-2025 and may be extended as per the requirement of the institute/ funding agency}

SI No	Name of the Post	Consolidated Salary per month	No. of Vacancies & Reservation	Age Limit	Essential		
					Essential	Desirable	
1	Project Scientist – B (Medical)	₹. 68,875/- Per Month	1-Post (EWS)	35 Years	MBBS degree with one-year Research / Teaching experience OR MD/MS in Community Medicine/ Pediatrics/ Pathology /ObGyn/Hospital Administration from a recognized university.	(i). Post Graduate Qualification in Epidemiology/Hospital Administration/ Public Health (MAE/MPH/MHA/MSc/PhD etc) (ii). Experience in handling softwares/applications like EPI-INFO, EPIDATA and STATA (iii). Training/experience in Research /Medical Certification of Cause of Death/ICD-10 coding (iv). Fluency in one or more of these Languages-Kannada, Telugu, Bengali in addition to English	(i). Conduct literature review, synthesise and write reports on medical and public health topics (ii). Coordinate and conduct data collection at health facility and system level, Organise data management and transmission (iii). Training, guiding and supervising PTOs/DEOs in their day to day work (iv). Able to work in a team The candidate should be willing to travel within India for field work.
2	Project Technical Officer (Statistics)	₹. 32,000/- Per Month	1-Posts (UR)	30 Years	Graduate in Statistics / Biostatistics from recognized university with five years' work experience from a recognized institution OR Master's degree in the Statistics / Biostatistics from recognized university.	Knowledge of statistics related computer software like SPSS, EPI-INFO, EPIDATA & application packages like MS-Office. Two years post MSc research experience particularly in survival analysis/ cancer registry.	The candidate is required to provide assistance in data analysis and statistical outputs using modern medical statistical tools for implementation of this project or any other work as per requirement.

*Sunitha*  
16/12/22  
प्रशासनिक अधिकारी/Administrative Officer  
एन सी डी आई गैर (आई सी एम आर), बेंगलुरु  
NCDIR, ICMR, Bengaluru

3	Computer Programmer (Grade A)	₹. 32,000/- Per Month	1-Post (EWS)	30 Years	<p>Master's Degree in Computer Application / Information Technology / Computer Science from recognized institution/ 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>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.</p> <p>OR</p> <p>.Net developer C#.NET &amp; 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</p>	<p>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.</p>
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**VI. 'Patterns of Care and Survival Study (POCSS) on Gall Bladder Cancer (GBC) in Hospital Based Cancer Registry' at ICMR-NCDIR, Bengaluru. {Up to 16-12-2023 and may be extended as per the requirement of the institute/ funding agency}**

Sl. No	Name of the Post	Stipend	No. of Vacancies & Reservation	Age Limit	Qualifications		Job Description
					Essential	Desirable	
1	Data Entry Operator (Grade A)	₹. 17,000/- Per Month	1 Post (OBC)	25 years plus (3 Years of age relaxation for OBC candidates)	<p>Intermediate OR</p> <p>12th pass from recognized board. A speed test of not less than 8000 key depressions per hour through speed test on computer</p>	<p>(i). Bachelor's degree in Computer Application /IT/Computer Sciences from a recognized Institution/ University.</p> <p>(ii) Work experience in hospitals/HMIS</p> <p>(iii). Experience in handling MS Office</p>	<p>(i) Data entry and management related to project</p> <p>(ii). All project related work assigned by office from time to time.</p> <p>(iii). Noting, Drafting of letters, Typing/clerical work.</p>

प्रशासनिक अधिकारी / Administrative Officer  
 एन सी डी आई नर (आई सी एम आर), बेंगलुरु  
 NCDIR (ICMR), Bengaluru

VII. 'Hospital Based Cardiovascular Disease Registry and Patterns of care for Heart Failure in North-East Region of India' at ICMR-NCDIR, Bengaluru {Up to 31-3-2024 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	<p>Master's Degree in Computer Application / Information Technology / Computer Science from recognized institution/ university.</p> <p>OR</p> <p>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</p>	<p>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.</p> <p>OR</p> <p>.Net developer C#.NET &amp; 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.</p>	<p>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.</p>

*Sanjay*  
प्रशासनिक अधिकारी/Administrative Officer  
एन सी डी आई नगर (आई सी एम आर), बेंगलुरु  
NCDIR (ICMR), Bengaluru

**VIII. "Strengthening the Medical Certification of Cause of Death (MCCD) practices in public and private healthcare facilities in India: Research to implementation". {Up to 28-02-2024 and may be extended as per the requirement of the institute/ funding agency}**

SI No	Name of the Post	Consolidated Salary per month	No. of Vacancies & Reservation	Age Limit	Essential	Desirable	Job Description
1	Project Scientist – B (Medical)	₹. 68,875/- Per Month	1-Post (OBC)	35 Years plus (3 Years of age relaxation for OBC candidates)	MBBS degree with one-year Research / Teaching experience  OR MD/MS in Community Medicine/ Pediatrics/ Pathology /ObGyn/Hospital Administration from a recognized university.	(i). Post Graduate Qualification in Epidemiology/Hospital Administration/ Public Health (MAE/MPH/MHA/MSc/PhD etc) (ii). Experience in handling softwares/applications like EPI-INFO, EPIDATA and STATA (iii). Training/experience in Research /Medical Certification of Cause of Death/ICD-10 coding (iv). Fluency in one or more of these Languages-Kannada, Telugu, Bengali in addition to English	(i). Conduct literature review, synthesise and write reports on medical and public health topics (ii). Coordinate and conduct data collection at health facility and system level, Organise data management and transmission (iii). Training, guiding and supervising PTOs/DEOs in their day to day work (iv). Able to work in a team The candidate should be willing to travel within India for field work.
2	Project Technical Officer  Place of work: Tripura	₹. 32,000/- Per Month	2-Posts (1-UR 1-SC)	30 Years plus (5 years of age relaxation for SC candidates)	Master's degree in Hospital or Health Management/ Hospital or Health Administration/ Health Information Management / Health Informatics / Master in Public Health / Masters in allied health sciences	(i). Research/work experience in Hospitals/ Health system /HMIS/Civil Registration and Vital Statistics system. (ii). Experience in handling softwares and MS Office (iii). Fluency in one or more of these languages- Bengali in addition to English	(i). Data collection at health facility and system level, Data management, data cleaning (ii). Good skills in interviewing and Interpersonal skills and able to work in a team (iii). Place of field work – Tripura Those candidates willing to be posted in Tripura for field work of 6 months may apply.

*Sumit* 16/12/22  
प्रशासनिक अधिकारी/ Administrative Officer  
एन सी डी आई नगर (आई सी एम आर), बेंगलुरु  
NCDIR (ICMR), Bengaluru



**IX. 'Setting up of Hospital Based Cancer Registry in Regional Cancer Centre at ICMR-NCDIR, Bengaluru'. {Up to 31-3-2026 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 – B (Medical)	₹. 68,875/- Per Month	2-Posts (1-OBC 1-UR)	35 Years plus (3 Years of age relaxation for OBC candidates)	MBBS degree with one-year Research / Teaching experience  OR MD/MS in Community Medicine/ Medicine/ Pediatrics/ Pathology/ObGyn/ from a recognized university.	i) Post Graduate Qualification in Epidemiology MHA or Public Health (MAE/MPH etc) ii) work experience in NCDs / epidemiology/NPCDCS programme, Health system, policy etc. iii) Research / teaching experience in the relevant subjects in recognized institute(s) iv) Trained in Public Health/Epidemiology/ Research methodology.	To develop programmes for research and training related to this project and to provide assistance in conducting research for prevention and control of Cancer in North & East regions of India. To undertake monitoring / coordination / data management / report writing and publication or any other work as per requirement from time to time.
2	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. (iv) Working Knowledge of Computer and MS-office	1. Management of project activities and monitoring implementation of project and the participating centres. To assist in any other works related to the project or other scientific/administrative. 2. To assist in preparation of all necessary documents of the meetings/training/workshops etc. Secretarial Assistance. 3. To assist in any other works related to the project or other technical activities
3	Data Entry Operator (Grade A)	₹. 17,000/- Per Month	2 Posts (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). All project related work assigned by office from time to time. (iii). Noting, Drafting of letters, correspondence, with participating centers Typing/clerical work.

प्रशासनिक अधिकारी/ Administrative Officer  
एन सी डी आई एर (आई सी एम आर), बेंगलुरु  
NCDIR (ICMR), Bengaluru  
Date: 11/12/22

**X. 'National Stroke Care Registry Programme: Development of Hospital Based Stroke Registries in different regions of India' at ICMR-NCDIR, Bengaluru.**  
{Up to 30-09-2027 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	<p>Master's Degree in Computer Application / Information Technology / Computer Science from recognized institution/ university.</p> <p>OR</p> <p>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</p>	<p>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.</p> <p>OR</p> <p>.Net developer C#.NET &amp; 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.</p>	<p>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.</p>
2	Project Assistant	₹. 31,000/- Per Month	1 Post (UR)	30 Years	<p>Graduate in life science / Biostatistics from a recognized university with three years' work experience from recognized institution</p> <p>OR</p> <p>Master's degree in the life Sciences from a recognized university</p>	<p>(i). Master's degree in relevant fields (Microbiology, Biochemistry/Bioinformatics/Biostatistics/Epidemiology/Public health or similar) from a recognized university.</p> <p>(ii). Knowledge of Computer Application.</p> <p>(iii). Work Experience in a health research projects.</p> <p>(iv). Good writing and communication skills</p>	<p>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</p>

प्रशासनिक अधिकारी/Administrative Officer

एन सी डी आई थार (आई सी एम आर), बेंगलुरु

NCDIR (ICMR), Bengaluru

16/12/22

3	Project Admin. Assistant	₹. 32,000/- Per Month	1-Post (ST)	30 Years Plus (3 Years of age relaxation for OBC candidate)	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. (iv) Working Knowledge of Computer and MS-office	1. Management of project activities and monitoring implementation of project and the participating centers. To assist in any other works related to the project or other scientific/administrative. 2. To assist in preparation of all necessary documents of the meetings/training/workshops etc. Secretarial Assistance. 3. To assist in any other works related to the project or other technical activities
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**XI. '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 31-1-2024 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 – B (Medical)	₹. 68,875/- Per Month	1-Post (UR)	35 Years	MBBS degree with one-year Research / Teaching experience  OR MD/MS in Community Medicine/ Medicine/ Pediatrics/ Pathology/ObGyn/ recognized university.	i) Post Graduate Qualification in Epidemiology MHA or Public Health (MAE/MPH etc) ii) work experience in NCDs / epidemiology/NPCDCS programme, Health system, policy etc. iii) Research / teaching experience in the relevant subjects in recognized institute(s) ii) Knowledge of Computer Applications. iv) Trained in Public Health/Epidemiology/ Research methodology.	To develop programmes for research and training related to this project and to provide assistance in conducting research for prevention and control of Cancer in North & East regions of India. To undertake monitoring / coordination / data management / report writing and publication or any other work as per requirement from time to time.

प्रशासनिक अधिकारी / Administrative Officer  
एन सी डी आई आर (आई सी एम आर), बेंगलुरु  
NCDIR (ICMR), Bengaluru

2	Senior Project Assistant	₹. 17,000/- Per Month	1 post (OBC)	28 Years (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:**

- 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 **09-01-2023 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)
- 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.
- Community/ Caste certificate: Candidates applying under SC/ST category shall submit self-attested copy of SC/ST Certificate in specified format.
- Community/ Caste certificate: Candidates applying under EWS category shall submit self-attested copy of EWS Certificate in specified format.
- Age relaxation against post earmarked for reserved candidates will be as per Govt. of India Norms. No age relaxation against Unreserved (UR) vacancy.
- 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. Age concession to the extent of service rendered in other research projects will also be admissible for experience and skilled persons, subject to approval of Director.
- 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.
- Initial appointment will normally for a period of one year and the services will be extended further period subject to satisfactory performance evaluation of the concerned project employee.
- Age will be reckoned from the last date of receipt of application by email i.e., **09-01-2023**.
- These posts are purely temporary and co-terminable with the project. Employees will be engaged on consolidated pay basis.
- The appointment will be made on the basis of results of interview / personal discussion through video conferencing mode.
- Selected candidate will not have any right to claim for regular appointment in the Council on the basis of contract appointment.
- Late received applications will not be considered. Only short-listed candidates will be called for interview/video conferencing, no correspondence will be entertained in

प्रशासनिक अधिकारी / Administrative Officer  
एन सी डी आई आर (आई सी एम आर), बेंगलुरु  
NCDIR (ICMR), Bengaluru

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:**
- The shortlisting is based on criteria fixed by ICMR-NCDIR.
  - 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.
  - 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
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.

*Sanjay*  
प्रशासनिक अधिकारी / Administrative Officer 14/12/22  
एन सी डी आई नगर (आई सी एम आर), बेंगलुरु  
NCDIR (ICMR), 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	Project Scientist – C (Medical)	3 Posts	<b><u>09-01-2023 till 5:00 PM</u></b>	Date of personal discussion / video conferencing will be intimated to eligible / shortlisted candidates
2	Project Scientist – B (Medical)	5 Posts		
3	Research Associate – III	1 Post		
4	Project Technical Officer (Statistics)	1 Post		
5	Project Assistant	1 Post		
6	Computer Programmer (Grade A)	4 Posts		
7	Computer Programmer (Grade B)	2 Posts		
8	Project Technical Officer	2 Posts		
9	Data Entry Operator (Grade A)	4 Posts		
10	Project Admin Assistant	2 Post		
11	Senior Project Assistant	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**

- Guidelines for applying online are given in Annexure – I
- 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.
- Shortlisted candidates will be called for interview / personal discussion through video conferencing after verification of essential qualification & experience.
- 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

*Sumit*  
प्रशासनिक अधिकारी/Administrative Officer  
एन सी डी आई एन (आई सी एम आर), बेंगलुरु  
NCDIR (ICMR), Bengaluru