

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

No. NCDIR/Projects-Rec/1/2018-19

8-6-2018

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 walk-in-written test and / or personal discussion: National Centre for Disease Informatics and Research, Bengaluru.

I. 'Setting up of Hospital Based Cancer Registry in Regional Cancer Centre' at NCDIR, Bengaluru. (Up to 31-3-2020)

SI No	Name of the Post	Consolidated Salary per month	No. of Vacancies & Reservation	Age Limit	Qualifications		Job Description
					Essential	Desirable	
1	Scientist C (Medical)	Rs. 72,325 (Including HRA)	1 (UR)	40 Years	Post Graduate Degree (MD/MS/DNB or equivalent) after MBBS or equivalent with one-year experience OR Postgraduate diploma in medical subjects after MBBS with two years' experience OR MBBS / BDS/ Graduate degree in Indian systems of Medicine degree with four years' experience in medical subjects after degree	(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/Ph.D etc.) or 2 years' experience in cancer or other NCD epidemiology/NPCDCS programme etc.	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 assigned as per requirement.

SI No	Name of the Post	Consolidated Salary per month	No. of Vacancies & Reservation	Age Limit	Qualifications		Job Description
					Essential	Desirable	
2	Scientist B (Medical)	Rs. 68,875 (Including HRA)	2 (UR)	35 Years	MBBS / BDS degree with one year Research / Teaching experience from a recognized university.	(i) Additional Post-Doctoral research / teaching experience in the relevant subjects in recognized institute(s); (ii) Knowledge of Computer Applications. (iii) Trained in Public health / Epidemiology / research methodology. (iv) 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.	To develop programmes for research and training related to this project and to provide assistance in conducting research for prevention and control of Cancer and other non-communicable diseases in India. To undertake monitoring / coordination / data management / report writing and publication or any other work as per requirement from time to time.
3	Computer Programmer (Grade B)	Rs. 32,500	2 (UR)	30 years	Master's Degree in Computer Application / Information Technology / Computer Science from recognized university. OR 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.	Experience in working with Java Technologies – My SQL, JEE, Spring, Hibernate, Eclipse IDE, Apache Tomcat Server, HTML Bootstrap coding, CSS, Java Script and XML.	To develop and run software application programmes for disease data capture, checking, processing, analysis and reporting under the guidance of the senior software programmers. The incumbent will have to assist other Scientists to develop outputs on the research projects / activities.

SI No	Name of the Post	Consolidated Salary per month	No. of Vacancies & Reservation	Age Limit	Qualifications		Job Description
					Essential	Desirable	
4	Project Technical Officer (Statistics)	Rs. 32,000	1 (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, EPISTAT & application packages like MS-Office. Two years post MSc research experience.	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.
5	Project Admin. Assistant	Rs. 32,000	1 (OBC)	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.	(i) The selected candidate is required to assist Director/Administrative Officer/ Accounts Officer in matters related to accounting, administration, purchase and stores. (ii) Should be well versed in GoI Rules & Regulations on the dealing subject, bring out clearly the question under consideration and able to initiate/ complete a course of action.
6	Data Entry Operator (Grade A)	Rs. 17,000	2 (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.

II. ‘Additional Population Based Cancer Registry –North East Regional Cancer Registry’ at NCDIR, Bengaluru. (Up to 31-3-2022)

SI No	Name of the Post	Consolidated Salary per month	No. of Vacancies & Reservation	Age Limit	Qualifications		Job Description
					Essential	Desirable	
1	Scientist D (Medical)	Rs. 75,700 (Including HRA)	1 (UR)	45 Years	<p>Post Graduate Degree (MD/MS/DNB or equivalent) after MBBS with five years’ experience</p> <p>OR</p> <p>Postgraduate Diploma in Medical subjects after MBBS or equivalent degree with six years’ experience</p> <p>OR</p> <p>MBBS or equivalent degree with eight years’ experience</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.</p> <p>(ii) Additional Post-Doctoral research / teaching experience in the relevant subjects in recognized institute(s);</p> <p>(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/Phd etc.) or 2 years’ experience in cancer or other NCD Epidemiology/NPCDCS Programme etc.</p>	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 scientific 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.

III. ‘A national model to establish a cohort to measure burden and map quality of care for type 2 diabetes mellitus in India, involving medical colleges through primary health care setup- a feasibility study’ at NCDIR, Bengaluru. (Up to 31-3-2020)

SI No	Name of the Post	Consolidated Salary per month	No. of Vacancies & Reservation	Age Limit	Qualifications		Job Description
					Essential	Desirable	
1	Project Technical Officer (Medical Social Worker)	Rs. 32,000	2 (UR)	30 Years	Graduate in social work / sociology / anthropology / biological science/ relevant subjects / from a recognized university with five years’ work experience from a recognized institution OR Master’s degree in the relevant subject (Social Work/ Sociology/ Anthropology/ Biological sciences	Post Graduate Degree in Medical Social Work with 2 years’ experience in health science research/set up	The candidate is required to provide assistance in the implementation, planning, monitoring the quality control of multi-centric project.
2	Project Assistant	Rs. 31,000	1 (UR)	30 Years	Graduate in Life Science / Mass Communication / Journalism from a recognized university with three years’ work experience from recognized institution or Master's Degree in the relevant subject	(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.	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.

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 B)	Rs. 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 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.

IV. 'Development of Atlas of Cancer in Haryana State' at NCDIR, Bengaluru. (Up to 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	Scientist B (Programmer)	Rs. 54,300 (Including HRA)	1 (UR)	35 Years	1 st Class Master's Degree in Computer Application / Information Technology / Computer Science from recognized institution/ university with 2 years' experience OR 2nd class Master's degree with Ph. D in relevant subject from a recognized University. OR B.E/ B.Tech degree in Computer Engineering / Computer Science / Computer Technology / Information Technology with one year experience.	Knowledge and experience in .NET Framework 3.5, ASP.net, C#.NET, VB.NET, MVC, JavaScript, LINQ, WCF Services/Web Services, JQuery, AJAX, SQL Server 2005/2008, HTML/HTML 5, Bootstrap.	To develop software application programmes for disease data capture, checking, processing, analysis and reporting. The incumbent will have to provide assistance in the implementation of the project and any other related work as per requirement.

V. 'Development of Cancer Registries in urban populations along the river course of Ganga' at NCDIR, Bengaluru. (Up to 31-3-2022)

SI No	Name of the Post	Consolidated Salary per month	No. of Vacancies & Reservation	Age Limit	Qualifications		Job Description
					Essential	Desirable	
1	Project Assistant	Rs. 31,000	1 (UR)	30 Years	Graduate in Life Science / Mass Communication / Journalism from a recognized university with three years' work experience from recognized institution or Master's Degree in the relevant subject	(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.	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.

VI. 'A study on the Magnitude and Pattern of Causes of Heart Failure-a feasibility study' at NCDIR, Bengaluru. (Up to 31-3-2020)

SI No	Name of the Post	Consolidated Salary per month	No. of Vacancies & Reservation	Age Limit	Qualifications		Job Description
					Essential	Desirable	
2.	Project Assistant	Rs. 31,000	1 (UR)	30 Years	Graduate in Life Science / Mass Communication / Journalism from a recognized university with three years' work experience from recognized institution or Master's Degree in the relevant subject	(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.	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.

VII. ‘Older Population Based Cancer Registry – North East Region Cancer Registry’ at NCDIR, Bengaluru. (Up to 31-3-2022)

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)	Rs. 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 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.

VIII. ‘Implementation of NCDIR Electronic Mortality Software (NCDIR e-MOR) in hospitals of the National Cancer Registry Programmer (NCRP) Network in North East India’ at NCDIR, Bengaluru. (Up to 31-3-2022)

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)	Rs. 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 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.

IX. ‘Setting up of a Cancer as a Notifiable Disease in Karnataka State’ at NCDIR, Bengaluru. (Up to 31-3-2020)

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)	Rs. 17,000	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.

Terms and Conditions:

- Interested and eligible candidates can appear for walk-in- written test and / or personal discussion on the dates mentioned on next page alongwith the application form (attached)
- 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 walk-in- 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 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 the date of walk-in- written test and / or personal discussion.
- No TA/DA will be paid for attending the walk-in- 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 walk-in- written test and / 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. 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
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 date of walk-in- written test and / or personal discussion 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 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:

SCHEDULE FOR WALK-IN- WRITTEN TEST FOLLOWED BY PERSONAL DISCUSSION

Sl. No.	Post	No. of posts	Date and time of verification of document	Date and time of skill test	Date and time of written test	Date and time of personal discussion
1	Project Admin Assistant	1	26-6-2018 from 9:30 AM to 11 AM	Not Applicable	26-6-2018 from 11 AM to 12:30 PM	26-6-2018 from 2:30 PM onwards
2	Data Entry Operator (Grade B)	3	26-6-2018 from 9:30 AM to 11 AM	26-6-2018 from 11 AM to 12:30 PM	Not Applicable	26-6-2018 from 2:30 PM onwards
3	Data Entry Operator (Grade A)	3	26-6-2018 from 9:30 AM to 11 AM	26-6-2018 from 11 AM to 12:30 PM	Not Applicable	26-6-2018 from 2:30 PM onwards
4	Scientist D (Medical)	1	27-6-2018 from 9:30 AM to 11 AM	Not Applicable	27-6-2018 from 11 AM to 12:30 PM	27-6-2018 from 2:30 PM onwards
5	Scientist C (Medical)	1	27-6-2018 from 9:30 AM to 11 AM	Not Applicable	27-6-2018 from 11 AM to 12:30 PM	27-6-2018 from 2:30 PM onwards
6	Scientist B (Medical)	2	27-6-2018 from 9:30 AM to 11 AM	Not Applicable	27-6-2018 from 11 AM to 12:30 PM	27-6-2018 from 2:30 PM onwards
7	Scientist B (Programmer)	1	27-6-2018 from 9:30 AM to 11 AM	Not Applicable	27-6-2018 from 11 AM to 12:30 PM	27-6-2018 from 2:30 PM onwards
8	Project Technical Officer (Medical Social Worker)	2	28-6-2018 from 9:30 AM to 11 AM	Not Applicable	28-6-2018 from 11 AM to 12:30 PM	28-6-2018 from 2:30 PM onwards
9	Project Technical Officer (Statistics)	1	28-6-2018 from 9:30 AM to 11 AM	Not Applicable	28-6-2018 from 11 AM to 12:30 PM	28-6-2018 from 2:30 PM onwards
10	Computer Programmer (Grade B)	2	28-6-2018 from 9:30 AM to 11 AM	Not Applicable	28-6-2018 from 11 AM to 12:30 PM	28-6-2018 from 2:30 PM onwards
11	Project Assistant	3	28-6-2018 from 9:30 AM to 11 AM	Not Applicable	28-6-2018 from 11 AM to 12:30 PM	28-6-2018 from 2:30 PM onwards
	Total	20				

** 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 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 allowed to attend walk - in - written test and / or personal discussion.

NOTE

1. Shortlisted candidates will be called for written test/ skill test / personal discussion after verification of essential qualification and experience.
2. Speed test on computer will be conducted as qualifying criteria for Data Entry Operator (Grade B) and Data Entry Operator (Grade A) after verification of essential qualification and experience.
3. 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**