

**INDIAN COUNCIL OF MEDICAL RESEARCH - NATIONAL CENTRE FOR DISEASE INFORMATICS AND RESEARCH
BENGALURU**

No. NCDIR/Admin/Advt./1/2018-19/

24-5-2018

VACANCY CIRCULAR

Online Applications are invited for one post of Multi-Tasking Staff (General) (Unreserved) at National Centre for Disease Informatics and Research, Bengaluru.

Sl. No.	Name of the post	Pay (As per 7 th CPC)	No. of Vacancies & Reservation Category	Age Limit	Qualification		
					Essential	Desirable	Job Requirements
1	Multi-Tasking Staff (General)	Level 1 of Pay Matrix [Rs. 18,000 - Rs. 56,900]	One post (Unreserved)	Between 18 to 25 Years	Matriculation / High school or equivalent from a recognized Board.	(1) 12 th Passed or Equivalent qualification from a recognized board or University. (2) Three years' experience of working in a research institute (3) Able to read and write English (4) File sorting and Management. (5) Energetic and enthusiastic personality. (6) Knowledge of computer operations – MS- Office. (7) Driving License for 3 or 4 wheelers (LMV) and HMV badge (8) Experience of working in Govt. Office / Autonomous bodies. etc.	The selected candidates are required to carry out Multi-Tasking jobs such as rendering assistance to Ministerial, Technical, Scientific staff including watch and ward and transportation. They are required to carry out various types of jobs such as movement of official files, storing, retrieving and data entry on computer, photocopying, cleaning office premises, gardening, driving including minor mechanical work, attending banking transitions etc. and any other work assigned from time to time.

1. Age Limit:

- i. The crucial date for determination of age will be the last date for receipt of applications i.e as on **26th June 2018 (On-Line)**.
- ii. Age Relaxation for identified posts will be in accordance with the orders issued by the Central Government from time to time.
 - a) Govt. Servants with three years' regular service:
 - Group C Vacancies - up to 40 Years (45 years for SC/ST)
 - b) Persons with Disabilities – Low vision, hearing impairment and locomotors disability as defined by DoPT, Govt. of India.
 - Group C Vacancies - 10 Years for UR, 15 years for SC/ST and 13 years for OBC.
- iii. No relaxation of age against Unreserved (UR) vacancies. Age relaxation is available for identified reserved posts only.
- iv. Candidates working or have worked on the projects in ICMR Institutes / Centres shall be given onetime age relaxation for the posts advertised under Direct Recruitment provided they meet the essential qualifications and experience prescribed for the post, with a view to provide them the opportunity to compete with other candidates.

2. How to apply

- i. 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) One-self attested recent passport size photograph
 - (f) ID Proof (Ex. PAN/Voter ID/Driving License etc.)
 - (g) SC/ST/OBC/PWD Certificates, if applicable
 - (h) One set of self-attested photocopies of all documents
 - (i) Application fee in the form of Demand Draft

ii. Applications from employees working in Central/State Govt. Departments / Public Sector Undertakings and Govt. funded research agencies must be forwarded through proper channel. Applications submitted along with “**No Objection Certificate**” from the employer will only be considered. Applications received after the closing date will not be considered.

iii. Last Date for submitting completed applications:

Online : 26-6-2018 upto 5:00 PM
Hardcopy : 3-7-2018 upto 5:00 PM

3. Application fee:

Demand Draft of Rs. 300/- (Rupees Three Hundred only) payable in favour of ‘The Director, NCDIR, Bengaluru’ should be enclosed along with application and should reach to this office on or before closing date. The SC/ST/Women/ PWD candidates are exempted from the application fee. All other / ICMR employees are not exempted from the payment of application fee.

- i. On the over leaf of demand Draft, the candidate must mention his/her name and post applied for.
- ii. Fee once paid will not be refunded under any circumstances.
- iii. Any other mode of payment viz. cash, money order and cheque will not be accepted.

4. Mode of selection:

- i. Selection for the post of Multi-Tasking Staff (General) shall be by written test followed by skill test.
- ii. Written test will be consisting of objective type questions on the basic knowledge of Science, Mathematics and General Knowledge.

5. Pay and allowances:

- i. Level 1 of Pay Matrix (Rs. 18,000 – Rs. 56,900) [Pre-revised pay band -1 of Rs. 5200-20200 + Grade Pay of Rs. 1800/-] + Allowances as admissible under ICMR rules.
- ii. Allowances as per Central Government Rules are admissible on the above pay scale.
- iii. Benefits of the 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-ECD & PR dated 22.12.2003 effective from 01.01.2004

6. General Instructions:

- i. The envelope containing applications should be superscribed – Application for the post of '**Multi-Tasking Staff (General)**'.
- ii. As per the Council's Letter No.16/129/2015-Admin.II dated 29-10-2015, the practice of holding interviews, whereas assessment of personality is not absolutely necessary, all the Institutes/Centres including ICMR Hqrs may consider to dispense with the practice of conducting interviews as part of selection process for Junior Level posts (Group-B & C Posts) in Administrative and Technical cadre with immediate effect. Accordingly, only written test / skill test will be held and No Interview/personal discussion for the above post.
- 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/ skill test and no correspondence will be entertained in this regard.
- vi. Date of written test / skill 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 / skill 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 : 26-6-2018 upto 5:00 pm
Hardcopy : 3-7-2018 upto 5:00 pm

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

Sd/-
DIRECTOR
NCDIR, Bengaluru