

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

**Annexure I**

**Instructions for filling up of Online Application Form**

Interested and eligible candidates may be preferably submit **ONLINE** application through [www.ncdirindia.org](http://www.ncdirindia.org). Once it is submitted a copy of the application will be sent to candidate's email-id.

The candidates should print the copy of application sent by email and affix a passport size photograph in the space provided. The same should be carried by the candidates on the day of documents verification /written test / skill test / personal discussion.

**General Instructions:**

1. Candidates must follow the instructions strictly as given in the Information available on website. [www.ncdirindia.org](http://www.ncdirindia.org)
2. The instructions are available in the website in the PDF format.
3. The candidates applying more than one post should submit separate application
4. Make sure you are filling up the application for the correct post.
5. Fill all the details in the required format as indicated in application form.
6. Fill up all the entries of application form; don't leave any blank entry if it is mandatory to fill. If any entry is optional to fill then make your decision accordingly.
7. Clearly mention all other details like your age, gender, date of birth and nationality, academic records and other details etc.
8. The candidate's application form must be complete in all aspects while submitting the on-line application form.
9. The candidate should fill his/her mobile number, complete postal address with the pin code and e-mail address for further correspondence.
10. With one email-id/mobile no. Only one application can be submitted to NCDIR for a single post
11. It will be the responsibility of the candidate to ensure that he/she fills-in his/her correct postal and e-mail addresses in the Application Form. Candidates must ensure that address given by them be such that the candidate may be able to get the communication in this address. This institute is NOT BE HELD RESPONSIBLE FOR ANY LOSS IN TRANSIT OR FOR AN INCORRECT ADDRESS GIVEN BY THE APPLICANT IN THE APPLICATION FORM.

### **Specific guidelines for submitting on-line applications**

1. This is an Online Data Entry Application.
2. On clicking “Apply Online” link the data entry page will open, and then one can commence completing the application form.
3. With one email-id/mobile no. Only one application can be submitted to NCDIR for a single post. Anyhow the same mobile no. or email-id can be used for different posts.
4. Please fill the application carefully and completely and then click on “submit” button in order to submit the same.
5. Once the last date of applications is over, it cannot be submitted. Applications in draft will not be considered.
6. Shortlisted candidate should bring valid photo ID card along with application for identification sake at the time of walk - in - written test and / or interview.
7. Post, number of vacancies, category, desirable qualification, job requirement and other general terms and conditions remain same as per No. NCDIR/Projects-Rec/3/2017/, dated 23-11-2017.
8. In case, if candidate have any queries or needs any assistance regarding submission of online application and other details, he / she may contact this office by sending email (Email id: [adm.ncdir@gov.in](mailto:adm.ncdir@gov.in)) or over phone (Phone: 080-22176330).

### **Last Dates for submitting completed applications are as given below:**

Sl. No.	Post	No. of posts	Last date of applying online
1	Data Entry Operator (Grade B)	5	13-12-2017 upto 5 PM
2	Data Entry Operator (Grade A)	3	13-12-2017 upto 5 PM
3	Senior Project Assistant (Upper Division Clerk)	2	13-12-2017 upto 5 PM