

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

Instructions for filling up of Online Application Form

General Instructions:

1. Candidates must follow the instructions strictly as given in the Information available on website. www.ncdirindia.org
2. The instructions are available in the website in the PDF format.
3. Before filling up of application, the candidate should obtain Demand Draft of Rs. 500/- (Rupees five Hundred only) payable in favour of “The Director, NCDIR, Bengaluru”
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. 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.
11. One good quality colour passport size photograph has been duly pasted in the space earmarked for it on the computer generated confirmation page.
12. 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) or over phone (Phone: 080-22176330).

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. The application can be saved by clicking submit button and submitted applications cannot be recalled or edited later.
4. Please fill the application carefully and completely and then click on “submit” button in order to submit the same.
5. Once it is submitted a copy of the application will be sent to candidate’s email-id. A print-out of the completed application received in your e-mail has to be taken. This will serve as hard copy which needs to be signed and sent by post with all necessary enclosures. Online submitted application is to be also sent by hard copy with related documents before closing date.
6. 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.
7. Once the last date of applications is over, online applications cannot be submitted.

The Director,
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

Last Date for submitting completed applications

Online : **31st January 2018 upto 5:30 pm**
Hardcopy : **15th February 2018 upto 5:30 pm**

Note: All on-line applications have to be accompanied by duly signed hard copy along with necessary documents so as to reach NCDIR before the last date. On-line applications alone will not be considered.