

**NATIONAL CENTRE FOR DISEASE INFORMATICS AND RESEARCH**  
**NATIONAL CANCER REGISTRY PROGRAMME**  
*Indian Council of Medical Research*

No. NCDIR/Admin/ Advt. /2/2014

Dated: 22-1-2014

**WEBSITE**

Applications are invited for the following posts at National Centre for Disease Informatics and Research (ICMR), Bangalore.

Sl. No.	Name of the Post	Pay Band & Grade Pay	No. of Vacancies & Reservation Category	Age Limit	Qualification		Job Description
					Essential	Desirable	
1	Lower Division Clerk	Pay Band-1 of Rs. 5200-20200 + Grade Pay Rs. 1900/-	02 – UR	18-27 years	(i) 12th Passed or Equivalent qualification from a recognized Board or University. (ii) A typing speed of 30 w.p.m. in English or 25 w.p.m. Hindi on Manual Typewriter <b>OR</b> A Typing speed of 35 w.p.m. in English or 30 w.p.m in Hindi on computer (35 w.p.m & 30 w.p.m correspond to 10500 KDPH/9000 KDPH on an average of 5 key depressions for each word)	(i) Graduate (ii) Degree / Diploma in computer application (iii) One Year Experience	To assist Administration in routine office work. Typing comparing preparation of statements, maintenance of file/registers. Should be able to carry out job in any section of administration/accounts.
2	Staff Car Driver (Ordinary Grade)	Pay Band-1 of Rs. 5200-20200 + Grade Pay Rs. 1900/-	01 – UR	Not exceeding 25 years	Matric/S.S.C or equivalent from a recognized board with valid driving license issued by RTO of any State and authorized to drive Light Motor Vehicles (Goods and Passenger) and two wheeler with/without Gear and Two years experience in recognized organization/institute.	(1) License to drive Heavy Motor vehicle (Goods & Passenger) and Three Wheelers (Auto Rickshaw) (2) Capable of handling minor repairs	Other than routine driving work.

## General Terms and Conditions

**AGE LIMIT:** Relax-able up to 5 years for Government Servants and SC/ST, 3 years for OBC (Not belonging to Creamy Layer), PH Candidates 10 years and also for certain other categories with the instructions issued by the Department of Personnel and Training from time to time in this regard.

1. The crucial date for determination of age will be the last date for receipt of applications (i.e. On-Line).
2. Allowances as per Central Government Rules are admissible on the above pay scale.
3. 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.
4. Applications from employees working in Central/State Govt. Departments / Public Sector Undertakings and Govt. funded research agencies must be forwarded through proper channel. Advance copies of application will be considered subject to the conditions that a "No Objection Certificate" from the employer is produced at the time of personal discussion. Application received after the closing date will not be considered.
5. Candidates working on the Long Term projects in ICMR Institutes / Centres shall be given one time age relaxation, for posts advertised under Direct Recruitment provided they meet essential qualifications and experience for the post, with a view to provide them opportunity to compete with other candidates.
6. Selection shall be by competitive test & interview.
7. Since it is not possible to call all the eligible candidates for the interview/personal discussion, the applicants may be short-listed for this purpose. The decision of the Director-in-Charge, NCDIR will be final in this regard.
8. Any 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.
9. The number of vacancies mentioned is only tentative and may vary. No enquiry in this regard will be entertained.
10. Date of test / interview / selection will be communicated to the eligible candidates through call letters only and no enquiry in this regard will be entertained.
11. No TA/DA will be admissible to attend the test/ interview.

Application forms and other general terms and conditions can be downloaded from website [www.ncdirindia.org](http://www.ncdirindia.org) / [www.ncrpindia.org](http://www.ncrpindia.org). The application may be preferably submitted **ONLINE** through [www.ncdirindia.org](http://www.ncdirindia.org) / [www.ncrpindia.org](http://www.ncrpindia.org). The printed copy of the filled online application duly signed by the applicant should be submitted along with attested copies of the certificates (duly signed by Gazetted Officer) in support of date of birth, educational qualification, experience, recent pass photo size etc. and a crossed Indian Postal Order (IPO) for Rs. 100/- (Rupees one hundred only) payable to the Director-in-Charge, NCDIR, Bangalore should reach the centre on or before the closing date. The candidates applying for more than one post should send separate application forms along with requisite certificates and separate Postal Orders for each post. The envelope containing applications should be superscribed Application for the post of "...". The SC/ST, woman and physically handicapped candidates are exempted from the application fee payable in form of IPO. IPOs are payable by all other candidates including ICMR employees. Incomplete /late applications or application without postal orders will not be entertained. Application received after the closing date for whatever reason is liable to be rejected. Application with evidence for proof of age (HSC certificate), educational qualifications and supporting documents of experiences to be furnished for consideration. Unsigned / incomplete application or application without supportive evidence asked for / without postal order application received late shall be summarily rejected.

**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. **Last Date for submitting completed applications:**

**On-Line : 20<sup>th</sup> February 2014 up to 5 PM**

**Hardcopy: 25<sup>th</sup> February 2014 up to 5 PM**