

NATIONAL CENTRE FOR DISEASE INFORMATICS AND RESEARCH, BANGALORE

(INDIAN COUNCIL OF MEDICAL RESEARCH)

Nirmal Bhawan-ICMR Complex (II Floor), Poojanahalli, Off NH-7,

Adjacent to Trumpet Flyover of BIAL, Kannamangala Post, Bangalore – 562 110 (INDIA)

No. NCDIR/Admin/ Adv/1/2013

Dated: 19-12-2013

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

Sl. No.	Name of the Post	Age as on 10-1-14	Pay Scale	Essential Qualifications	Desirable Qualification	Job Requirements
1	Assistant (Accounts) (Junior Grade) (One Post – UR)	Below 28 years	Pay Band-2 of Rs. 9300-34800 plus Grade Pay of Rs. 4200	(1). Candidates with three years Graduate degree from recognized university (2) Eight years experience of working in the pay scale of Rs.5200-20200+GP Rs.2800 in Government/Semi Government/ Autonomous Body/Organization and having experience of accounting procedures in the Central Govt.	(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 coordinating with centres across the country with reference to release of budget & accounting will be added an advantage.	The duties of Assistant include pre-checking of bills presented by DDO, preparation of budget, compilation of accounts (including preparation of balance sheet), audit, scrutiny of financial proposals relating to purchase of stores, equipments, capital etc, Knowledge of income tax rules and preparation of statements of TDS etc.
2	Attendant (Services) (One Post – UR)	Below 25 years	Pay Band-1 of Rs. 5200-20200 Plus Grade Pay of Rs. 1800	High School/Matric or equivalent from a recognized board.	(1) Experience of working in a research Institute (2) Able to read and write English (3) File sorting and management (4) Energetic and enthusiastic personality.	Assist (such as file management, storing and retrieving, movement, photocopying, paper communication etc.) in various intramural and extramural activities/projects of Centre

General Terms and Conditions:

Age Limit: Relaxable up to 5 years for Government Servants and SC/ST, 3 years for OBC (Not belonging to Creamy Layer), PH Candidates 10 years and in accordance with the instructions issued by the Department of Personnel and Training from time to time in this regard.

- The incumbent will be governed by the New Restructured Defined Contributory Pension System as per the provision contained in the Ministry of Finance, Department of Economic Affairs (ECB & PR Division), Notification No. 5/7/2003-ECB & PR dated 22-12-2003 effective from 01-01-2004
- The incumbent will be governed by rules and regulations of ICMR/GOI.
- Employees working under the control of Central / State / Semi Government and Government controlled undertakings should apply through proper channel.
- Advance copies of applications will be considered subject to the conditions that a “No Objection Certificate” from the employer is produced at the time of personal discussion.
- 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.
- 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.
- The number of vacancies mentioned is only tentative and may vary. No enquiry in this regard will be entertained.
- Date of interview /selection will be communicated to the eligible candidates through call letters only and no enquiry in this regard will be entertained
- No TA/DA will be paid to attend the interview.
- 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.

Application forms and other general terms and conditions can be downloaded from website www.ncdirindia.org/ncrpindia.org. The application may be preferably submitted **ONLINE through www.ncdirindia.org/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 on the above mentioned address and 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 (PH) 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. **Last Date for submitting completed applications: On-Line : 10th January 2014 up to 5 P M**

Hardcopy : 15th January 2014 up to 5 P M