

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

Adv. No. 04/2022 dated 11-03-2022

Online applications are invited for project posts to be filled up on purely temporary or contractual basis under project at ICMR-National Centre for Disease Informatics and Research, Bengaluru.

Place of duty: ICMR-National Centre for Disease Informatics and Research, Bengaluru.

I. “Strengthening the Medical Certification of Cause of Death (MCCD) practices in public and private healthcare facilities in India: Research to implementation”.
{Initially for a period of one year and may be extended as per the requirement of the institute/ funding agency}

SI No	Name of the Post	Consolidated Salary per month	No. of Vacancies & Reservation	Age Limit	Essential	Desirable	Job Description
1	Project Technical Officer	₹. 32,000/- Per Month	1-Post (SC)	35 Years (including 5 years of age relaxation for SC candidates)	Master's degree in the Statistics / Biostatistics from recognized university.	(i). Research/work experience in Hospitals/ Health system/ Health research / HMIS/ Civil Registration and Vital Statistics system (ii). Experience in handling softwares/applications like EPI-INFO, EPISTAT, EPIDATA and SPSS	(i). Data collection at health facility and system level, Data management, data cleaning, analysis (ii) The candidate should be willing to travel across the selected states for data collection.
2	Project Technical Officer	₹. 32,000/- Per Month	4-Posts (2-UR 1-OBC 1-SC)	30 Years (3 Years of age relaxation for OBC candidates and 5 Years of age relaxation for SC candidates)	Master's degree in Hospital or Health Management/ Hospital or Health Administration/ Health Information Management / Health Informatics / Master in Public Health.	(i). Research/work experience in Hospitals/ Health system /HMIS/Civil Registration and Vital Statistics system. (ii). Experience in handling softwares and MS Office (iii). Fluency in one or more of these languages-Kannada, Telugu, Bengali in addition to English	(i). Data collection at health facility and system level, Data management, data cleaning (ii). Good skills in interviewing and Interpersonal skills and able to work in a team (iii). The candidate should be willing to travel across the selected states for data collection.


Sanjay
प्रशासनिक अधिकारी/Administrative Officer 11/3/22
एन सी डी आई आर (आई सी एम आर), बेंगलुरु
NCDIR (ICMR), Bengaluru

SI No	Name of the Post	Consolidated Salary per month	No. of Vacancies & Reservation	Age Limit	Essential	Desirable	Job Description
3	Project Scientist – B (Medical)	₹. 68,875/- (Including HRA)	1-Post (OBC)	35 Years (3 Years of age relaxation for OBC candidates)	MBBS degree with one-year Research / Teaching experience OR MD/MS in Community Medicine/ Medicine/Pediatrics/ Pathology /ObGyn/Hospital or Health Administration from a recognized university.	(i). Post Graduate Qualification in Epidemiology/Hospital Administration/ Public Health (MAE/MPH/MHA/MSc/PhD etc) (ii). Experience in handling softwares/applications like EPI-INFO, EPIDATA, EPIDATA and STATA (iii). Training/experience in Research /Medical Certification of Cause of Death/ICD-10 coding (iv). Fluency in one or more of these Languages-Kannada, Telugu, Bengali in addition to English	(i). Conduct literature review, synthesise and write reports on medical and public health topics (ii). Coordinate and conduct data collection at health facility and system level, Organise data management and transmission (iii). Training, guiding and supervising PTOs/DEOs in their day to day work (iv). Able to work in a team The candidate should be willing to travel across the selected states for data collection.
4	Data Entry Operator (Grade A)	₹. 17,000/-	1 (UR)	25 years	Intermediate OR 12th pass from recognized board. A speed test of not less than 8000 key depressions per hour through speed test on computer.	(i). Bachelor's degree in Computer Application /IT/Computer Sciences from a recognized Institution/ University. (ii). Work experience in hospitals/HMIS Experience in handling MS Office	(i). Data entry and management related to project (ii). Any other job assigned by this office time to time (iii). The candidate should be willing to travel across the selected states for data collection.

Signature 21/3/22
प्रशासनिक अधिकारी/Administrative Officer
एन सी डी आई आर (आई सी एम आर), बेंगलुरु
NCDIR (ICMR), Bengaluru

Terms and Conditions:

1. Interested and eligible candidates should apply preferably ONLINE through the website www.ncdirindia.org. Duly filled application affixing recent passport size photograph along with self-attested copies of all relevant certificates and experience should be sent to ICMR-NCDIR, Bengaluru before **28-03-2022 by email (adm.ncdir@gov.in)**. While sending application by email candidates should attach ICMR-NCDIR application format, along with documents related to education and experience in chronological order. (Pdf format)
2. Community/ Caste certificate: Candidates applying under **OBC** category shall submit self-attested copy of OBC Non – Creamy Layer Certificate in specified format, issued within one year from the closing date of application by the appropriate authority. Only Non-Creamy Layer OBC certificate issued within one year will be -accepted and other certificates will not be accepted.
3. Community/ Caste certificate: Candidates applying under **SC** category shall submit self-attested copy of ST Certificate in specified format.
4. Age relaxation against post earmarked for reserved candidates will be as per Govt. of India Norms. No age relaxation against Unreserved (UR) vacancy.
5. Persons already in regular time scale service under any Government Department / Organizations are not eligible.
6. Qualification and experience should be in relevant discipline/ field and from a reputed institution/ organization recognized by relevant authority. Experience shall count from the date of completion of minimum educational qualification.
7. Submission of incorrect or false information during the process of interview/ personal discussion through video conferencing shall disqualify the candidature at any stage.
8. Mere fulfilling the essential qualification/ experience does not guarantee selection.
9. Above posts are contractual and duration mentioned in each project, subject to satisfactory performance and requirement of the institute, the contract will be extended.
10. Age will be reckoned from the last date of receipt of application by email i.e., **28-03-2022**.
11. This post is purely temporary and co-terminable with the project. Employees will be engaged on consolidated pay basis.
12. The appointment will be made on the basis of results of interview / personal discussion through video conferencing mode.
13. Selected candidate will not have any right to claim for regular appointment in the Council on the basis of contract appointment.
14. Late received applications will not be considered. Only short-listed candidates will be called for interview/video conferencing, no correspondence will be entertained in this regard.
15. Incomplete applications, without photograph or without copies of relevant certificates will not be entertained. The Director, ICMR-NCDIR reserves the right to increase or decrease the no. of posts or reject the applications or cancel the notification without assigning any reason thereof.
16. No TA/DA will be paid for appearing in interview/video conferencing. Any canvassing by or on behalf of the candidates or to bring political or other outside influence with regard to selection/recruitment shall be disqualification.
17. Shortlisted candidates will be called for interview personal discussion and / or video conferencing after verification of essential qualification and experience. Bad connection/ connection failure from any side during interview / personal discussion will not be a responsibility of ICMR-NCDIR, Bengaluru.


प्रशासनिक अधिकारी/Administrative Officer
एन सी डी आई आर (आई सी एम आर), बेंगलुरु
NCDIR (ICMR), Bengaluru

SCHEDULE FOR SUBMISSION OF ONLINE APPLICATION BY EMAIL AND PERSONAL DISCUSSION/ OR VIDEO CONFERENCING


Sl. No	Post	No. of posts	Date and time of submission of online application by email	Date and time of personal discussion/ or video conferencing
1	Project Scientist – B (Medical)	1 (OBC)	<u>28-03-2022 till 5:00 PM</u>	Date of personal discussion / video conferencing will be intimated to eligible / shortlisted candidates
2	Project Technical Officer	1 (SC)		
3	Project Technical Officer	1 (OBC)		
4	Project Technical Officer	1 (SC)		
5	Project Technical Officer	2 (UR)		
6	Data Entry Operator (Grade A)	1 (UR)		

The selected candidate should bring original certificates in the time of joining (1) Educational qualification (2) Proof of Date of birth (3) Experience certificates/testimonials (4) One-self attested recent passport size photograph (5) ID Proof (Ex. PAN/Voter ID/Driving License etc.) (6) Three sets of self-attested photocopies of all documents. (7) SC/ST/OBC/PWD Certificates, if applicable. (8) Candidates should submit all certifications/testimonials in original for verification. Candidates who fail to bring the original certificates will not be allowed to report the duty.

NOTE

1. Guidelines for applying online are given in Annexure - I
2. Shortlisted candidates will be called for interview / personal discussion through video conferencing after verification of essential qualification & experience.
3. Any Addendum/Corrigendum in respect of above vacancy notice shall be issued on our websites www.ncdirindia.org only and no separate notification shall be issued in the press. Applicants are requested to regularly visit our website to keep themselves updated.

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


प्रशासनिक अधिकारी / Administrative Officer
एन सी डी आई आर (आई सी एम आर), बेंगलुरु
NCDIR (ICMR), Bengaluru

Sd/-
DIRECTOR
ICMR-NCDIR, Bengaluru