# 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 <u>ONLINE</u> application through 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. 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 <u>23-7-2021 till 5:00 PM by email</u> (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)

# **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. Make sure you are filling up the application for the correct post.
- 4. Fill all the details in the required format as indicated in application form.
- 5. 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.
- 6. Clearly mention all other details like your age, gender, date of birth and nationality, academic records and other details etc.
- 7. The candidate's application form must be complete in all aspects while submitting the on-line application form.
- 8. The candidate should fill his/her mobile number, complete postal address with the pin code and e-mail address for further correspondence.
- 9. With one email-id/mobile no. Only one application can be submitted to NCDIR for a single post
- 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.

# 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. Post, number of vacancies, category, desirable qualification, job requirement and other general terms and conditions remain same as per No. NCDIR/Proj-Rec/5/2021-22 dated 2-7-2021.
- 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: <u>adm.ncdir@gov.in</u>) or over phone (Phone: 080-22176305).

Sl. No.	Post	No. of posts	Last date of applying online				
1	Project Scientist – C (Programmer)	2 Posts					
2	Project Scientist – B (Programmer)	2 Posts					
3	Computer Programmer (Grade B)	3 posts	23-7-2021 till 5:00 PM				
4	Project Section Officer	1 Post	25-7-2021 till 5:00 F M				
5	Project Admin Assistant	2 Posts					
6	Senior Project Assistant	1 Post					
7	Project Multi-Tasking Staff	1 Post					
	Total	12 Posts					

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



#### NATIONAL CENTRE FOR DISEASE INFORMATICS AND RESEARCH



02-7-2021

Indian Council of Medical Research, Bengaluru.

No. NCDIR/Proj-Rec/5/2021-22/

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

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

I. 'Older Population Based Cancer Registry under North Eastern Regional Cancer Centre' at ICMR-NCDIR, Bengaluru. {Initially for a period of one year and may be extended as per the requirement of the institute/ funding agency}

		Consolidated	No. of			Qualifications	
SI No	Name of the Post	Salary per month	Vacancies & Reservation	Age Limit	Essential	Desirable	Job Description
1	Project Scientist – B (Programmer)	Rs. 54,300/- (Including HRA)	l Post (UR)	35 Years	1 <sup>st</sup> Class Master's Degree in Computer Application / Information Technology / Computer Science from recognized institution/ university with 2 years' experience OR 2nd class Master's degree with Ph. D in relevant subject from a recognized University. OR B.E/ B.Tech degree in Computer Engineering / Computer Science / Computer Science / Computer Technology / Information Technology with one year experience.		To maintain and develop softwares and databases for applications in disease data capture, checking, processing, analysis, reporting, data visualizations and info graphics. Assist senior colleagues in project planning, documentation, monitoring the technical performance of softwares, responding to requests from the development team, writing reports and ensuring quality standards. The incumbent will have to provide required assistance to develop outputs on different aspects of the project or may be assigned any other responsibilities from time to time as per requirement.

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II. **'Development of Population Based Stroke Registry at Different regions of India' at ICMR-NCDIR, Bengaluru** {Initially for a period of one year and may be extended as per the requirement of the institute/ funding agency}

		Consolidated	No. of			Qualifications	
SI No	Name of the Post	Salary per month	Vacancies & Reservation	Age Limit	Essential		
1	Project Scientist – B (Programmer)	Rs. 54,300/- (Including HRA)	1 Post (OBC)	35 Years	1 <sup>st</sup> Class Master's Degree in Computer Application / Information Technology / Computer Science from recognized institution/ university with 2 years' experience OR 2nd class Master's degree with Ph. D in relevant subject from a recognized University. OR B.E/ B.Tech degree in Computer Engineering / Computer Science / Computer Technology / Information Technology with one year experience.	Android developer Java, Android, Restful API and Json Parsing, Multithreading, Java, J2EE, Struts, Spring, Hibernate(Java), EJB, XML, HTML5, CSS3, Angular JS, SQLite, My SQL, Data Encryption, Google Maps and location services. Familiar with Restful API to connect to server and json parsing, multithreading and parallel processing, knowledge in SQLite and data encryption, Google maps integration and related APIs, strong knowledge of Android UI design principles, patterns and best practices. Should have completed a course in Android application development and have a strong understanding of Android SDK and mobile development cycle. OR .Net developer C#.NET & VB.NET developer with good communication and analytical skills. The ideal candidate should be proficient in the following areas: .NET Framework 3.5, ASP.net C#.NET, VB.NET, .NET MVC, MS SQL Server, MySQL, JavaScript, LINQ, WCF Services/Web Services, JQuery, AJAX, JavaScript, web-designing skills with HTML 5, Bootstrap, Google Maps and location services.	To maintain and develop softwares and databases for applications in disease data capture, checking, processing, analysis, reporting, data visualizations and info graphics. Assist senior colleagues in project planning, documentation, monitoring the technical performance of softwares, responding to requests from the development team, writing reports and ensuring quality standards. The incumbent will have to provide required assistance to develop outputs on different aspects of the project or may be assigned any other responsibilities from time to time as per requirement.

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# III. 'Implementation of NCDIR electronic Mortality Software (NCDIR e-MOR) in hospital of the National Cancer Registry Programme (NCRP) network in North East India' at ICMR-NCDIR, Bengaluru. {Initially for a period of one year and may be extended as per the requirement of the institute/ funding agency}

SI	Name of the	Revised	No. of	Age		Qualifications	
No	Post	Salary per month	Vacancies & Reservation	Limit	Essential	Desirable	Job Description
	Project Scientist – C (Programmer)	Rs. 57,660/- (Including HRA)	l Post (UR)	40 Years	1 <sup>st</sup> class Master's Degree in Computer Application / Information Technology / Computer Science from recognized institution/ university with 4 years' experience OR 2nd class Master's degree with Ph. D in relevant subject from a recognized University with 4 years' of experience. OR B.E/ B.Tech in Computer Engineering / Computer Science / Computer Technology from a recognized institution / university with 6 years' experience after B.E/ B.Tech degree.	Android developer Java, Android, Restful API and Json Parsing, Multithreading, Java, J2EE,Struts,Spring, Hibernate(Java),EJB,XML, HTML5, CSS3, Angular JS, SQLite, My SQL, Data Encryption, Google Maps and location services. Familiar with Restful API to connect to server and json parsing, multithreading and parallel processing, knowledge in SQLite and data encryption, Google maps integration and related APIs, strong knowledge of Android UI design principles, patterns and best practices. Should have completed a course in Android application development and have a strong understanding of Android SDK and mobile development cycle. OR .Net developer C#.NET & VB.NET developer with good communication and analytical skills. The ideal candidate should be proficient in the following areas: .NET Framework 3.5, ASP.net C#.NET, VB.NET, .NET MVC, MS SQL Server, MySQL, JavaScript, LINQ, WCF Services/Web Services, JQuery, AJAX, JavaScript, web-designing skills with HTML 5, Bootstrap, Google Maps and location services.	specific needs, setting goals, planning, scheduling

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SI	Name of the	Revised	No. of	Age		Qualifications		
No	Post	Salary per month	Vacancies & Reservation	Limit	Essential	Desirable	Job Description	
1	Project	Rs. 57,660/-	1 Post	40 Years	1 <sup>st</sup> class Master's Degree in		To be able to work in a	
	Scientist – C	(Including	(UR)		Computer Application /	Android developer Java, Android, Restful API and	team in various aspects of	
	(Programmer)	HRA)			Information Technology /	Json Parsing, Multithreading, Java,	software development,	
					Computer Science from	J2EE, Struts, Spring, Hibernate(Java), EJB, XML,	understanding	
		· #			recognized institution/	HTML5, CSS3, Angular JS, SQLite, My SQL, Data	requirements and	
					university with 4 years'	Encryption, Google Maps and location services.	transforming into	
		5			experience	Familiar with Restful API to connect to server and	deliverables. This includes	
					OR	json parsing, multithreading and parallel	developing project	
					2nd class Master's degree	processing, knowledge in SQLite and data	architecture design,	
					with Ph. D in relevant subject	encryption, Google maps integration and related	innovative solutions to	
					from a recognized University	APIs, strong knowledge of Android UI design	specific needs, setting	
					with 4 years' of experience.	principles, patterns and best practices. Should have	goals, planning, scheduling	
					OR	completed a course in Android application	and designing as part of	
					B.E/ B.Tech in Computer	development and have a strong understanding of	software development life	
					Engineering / Computer	Android SDK and mobile development cycle.	cycle etc. To develop	
					Science / Computer	OD	software application	
					Technology / Information Technology from a	OR	programmes for data	
					Technology from a recognized institution /	.Net developer C#.NET & VB.NET developer with	capture, checking,	
	× .				university with 6 years'		processing, analysis and	
	220				experience after B.E/ B.Tech	good communication and analytical skills. The ideal candidate should be proficient in the following	reporting. Managing all	
					degree.	areas:	centres data for different years, maintaining the	
					degree.	.NET Framework 3.5, ASP.net C#.NET, VB.NET,		
						.NET MVC, MS SQL Server, MySQL, JavaScript,	same with periodic backups, data base capacity	
						LINQ, WCF Services/Web Services, JQuery,	planning, tuning and	
						AJAX, JavaScript, web-designing skills with	performance monitoring	
						HTML 5, Bootstrap, Google Maps and location	will be some of the major	
						services.	responsibilities.	

#### IV. 'Implementation of NCDIR electronic Mortality software (NCDIR e-MOR) – strengthen Medical Certification of Cause of Death (MCCD)' at ICMR-NCDIR, Bengaluru. {Initially for a period of one year and may be extended as per the requirement of the institute/ funding agency}

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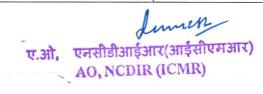
### V. 'HTA of National Stroke Care Registry Programme development of Hospital Based Stroke Registries (HBSR) in different regions of India' at ICMR-NCDIR, Bengaluru. {Initially for a period of one year and may be extended as per the requirement of the institute/ funding agency}

SI	Name of the	Consolidated	No. of		(	Qualifications	
No	Post	Salary per month	Vacancies & Reservation	Age Limit	Essential	Desirable	Job Description
	Computer Programmer (Grade B)	Rs. 32,500/- Per Month	l Post (UR)	30 Years	Master's Degree in Computer Application / Information Technology / Computer Science from recognized institution/ university. OR B.E/ B.Tech in Computer Engineering / Computer Science / Computer Technology / Information Technology from a recognized university with two years' experience in relevant areas of programming or information system in a Government, Autonomous, PSU etc. recognized organizations	Restful API and Json Parsing, Multithreading, Java, XML, HTML5, CSS3, Angular JS, SQ Lite, My SQL, Data Encryption, Google Maps and location services. Familiar with Restful API to connect to server and json parsing, multithreading and parallel processing, knowledge in SQLite and data encryption, Google maps integration and related APIs, strong knowledge of Android UI design principles, patterns and best practices. Should have completed a course in Android application development and	Assisting the senior software development colleagues with all aspects of software design, coding and database development for software applications in disease data capture, checking, processing, analysis, reporting and data visualizations. The incumbent will have to provide required assistance to develop outputs on different aspects of the project or may be assigned any other responsibilities from time to time as per requirement.





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2	Project Section Officer	Rs. 32,000/-	1 Post (OBC)	33 Years (Including 3 years age relaxation for OBC candidates)	Three years' Graduate in any discipline from a recognized university / institution with 5 years' experience of administration / finance and accounts work.	<ul> <li>(i) Experience in dealing with various matters related to administration, establishment, accounts and procurement through GeM and allied matters at supervisory level.</li> <li>(ii) Conversant with Govt. of India (GoI) rules and procedures.</li> <li>(iii) Noting and drafting</li> <li>(iii). Working knowledge of Microsoft Word, Excel, PowerPoint etc. (iv). Knowledge of TA/DA Rules of Govt of India.</li> </ul>	<ul> <li>(i). Handling all the relevant matters at semi-executive level.</li> <li>(ii). Dealing with all the matters pertaining to projects for obtaining and scrutiny of UCs, submission of proposal for release of funds, etc.,</li> <li>(iii). Rendering assistance to Scientists/Administrative Officer and Accounts Officer dealing with various matters, as and when necessary.</li> </ul>
3	Project Multi- Tasking Staff	15,800/-	1 Post (UR)	25 Years	Matriculation / High School OR Equivalent from a recognized Board	<ul> <li>(i). Five years' experience of working in a research institute/organization.</li> <li>(ii). Able to read and write English and preference will be given to Local Candidates(iii). File sorting and Management.</li> <li>(iv). Energetic and enthusiastic personality.</li> <li>(v) Knowledge of computer operations</li> <li>(MS Office).</li> <li>(iv). Experience of working in Govt. Office/Autonomous bodies etc.,</li> </ul>	The selected candidate is required to carry out the following duties. (i). Physical maintenance of records of the office. (ii). General cleanliness and up keep of the premises. (iii). Movement of files, papers etc., as instructed. (iv). Photocopying, sending of fax, etc., (v). Assisting in routine office works like, inwarding, despatch, etc., including operations of computer. (vi). Delivering of DAK (inside and outside). (vii). Watch and ward duties as and when allotted. (viii). Cleaning of rooms, dusting of furniture, cleaning of fixtures etc., (ix). Upkeep of parks, lawns, potted plants etc., (x). Attending to outdoor duties like bank work, post office work, local purchase etc.,



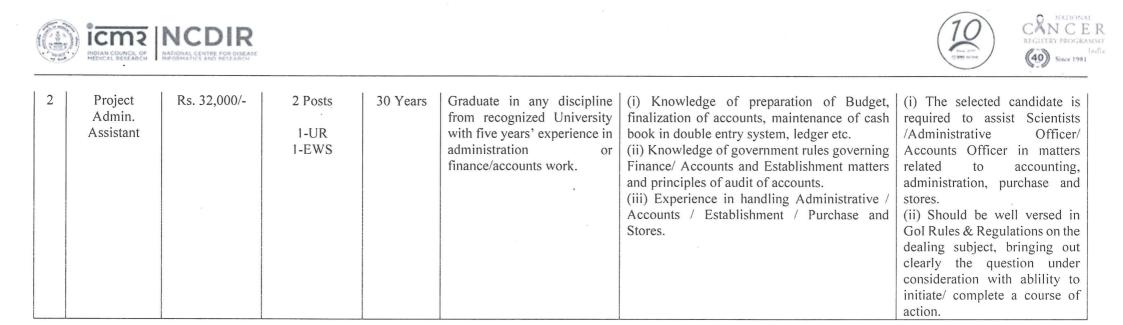




# VI. 'Setting up of Hospital Based Cancer Registries under Regional Cancer Centers' at ICMR-NCDIR, Bengaluru. {Initially for a period of one year and may be extended as per the requirement of the institute/ funding agency}

SI	Name of the	Consolidated	No. of		Qualifications		
No	Post	Salary per month	Vacancies & Reservation	Age Limit	Essential	Desirable	Job Description
1	Computer Programmer (Grade B)	Rs. 32,500/- Per Month	2 Posts (UR)	30 Years	Master's Degree in Computer Application / Information Technology / Computer Science from recognized institution/ university. OR B.E/ B.Tech in Computer Engineering / Computer Science / Computer Technology / Information Technology from a recognized university with two years' experience in relevant areas of programming or information system in a Government, Autonomous, PSU etc. recognized organizations	Android developer Java, Android, Restful API and Json Parsing, Multithreading, Java, XML, HTML5, CSS3, Angular JS, SQ Lite, My SQL, Data Encryption, Google Maps and location services. Familiar with Restful API to connect to server and json parsing, multithreading and parallel processing, knowledge in SQLite and data encryption, Google maps integration and related APIs, strong knowledge of Android UI design principles, patterns and best practices. Should have completed a course in Android application development and have a strong understanding of Android SDK and mobile development cycle. OR .Net developer C#.NET & VB.NET developer with good communication and analytical skills. The ideal candidate should be proficient in the following areas: .NET Framework 3.5, ASP.net C#.NET, VB.NET, .NET MVC, MS SQL Server, JavaScript, LINQ, WCF Services/Web Services, JQuery, AJAX, JavaScript, SQL Server 2005/2008/2012, web-designing skills with HTML 5, Bootstrap, Google Maps and location services.	Assisting the senior software development colleagues with all aspects of software design, coding and database development for software applications in disease data capture, checking, processing, analysis, reporting and data visualizations. The incumbent will have to provide required assistance to develop outputs on different aspects of the project or may be assigned any other responsibilities from time to time as per requirement.





#### VII. 'Incidental Gall Bladder Cancer and other pre malignant Gall Bladder Condition in India towards early detection of Gall Bladder Cancer' at ICMR-NCDIR, Bengaluru. {Up to 31-1-2022}

SI No	Name of the Post	Consolidated Salary per month	No. of Vacancies & Reservation	Age Limit	Essential	Desirable	Job Description
1	Senior Project	Rs. 17,000/-	1 (UR)	28	i) 12th Pass OR equivalent from	(i) Five years' experience in	Noting and drafting,
	Assistant			Years	a recognized board with five	Establishment / Stores and Accounts in	correspondence with
					years' experience of	Govt. Organizations/ Autonomous	centres.
					administration work, OR	Bodies/ Central &State Universities	1 0
					ii) Graduate in any discipline		Utilization Certificates,
					from recognized university with	(ii) Knowledge of preparation of	letters, pay bills, TA
					two years' experience of	U	claims etc. All project
					administration work, and iii)	maintenance of cash book, Ledger etc.	related work as assigned
					Typing speed @ 35 wpm in	(iii) Qualification in Stenography will	from time to time and
					English or @30 wpm in Hindi or	be an added advantage.	miscellaneous day to
					10500 KDPH in English or 9000		day administrative
					KDPH in Hindi.		/accounts work.







#### **Terms and Conditions:**

- Interested and eligible candidates should apply preferably ONLINE through the website <u>www.ncdirindia.org</u>. 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 <u>21-07-2021 by email</u> (<u>adm.ncdir@gov.in</u>). 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)
- 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. Age relaxation against post earmarked for reserved candidates will be as per Govt. of India Norms.
- 4. Persons already in regular time scale service under any Government Department / Organizations are not eligible.
- 5. 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.
- 6. Submission of incorrect or false information during the process of interview/ personal discussion through video conferencing shall disqualify the candidature at any stage.
- 7. Mere fulfilling the essential qualification/ experience does not guarantee selection.
- 8. Above post is contractual for a period of six months, subject to satisfactory performance and requirement of the institute, the contract will be extended.
- 9. Age will be reckoned from the last date of receipt of application by email i.e 23-07-2021.
- 10. This post is purely temporary and co-terminable with the project. Employees will be engaged on consolidated pay basis.
- 11. The appointment will be made on the basis of results of interview / personal discussion through video conferencing mode.
- 12. Selected candidate will not have any right to claim for regular appointment in the Council on the basis of contract appointment.
- 13. 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.
- 14. 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.
- 15. 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.
- 16. 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.

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

SI. 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 – C (Programmer)	2 Posts		
2	Project Scientist – B (Programmer)	2 Posts		,
3	Computer Programmer (Grade B)	3 posts		Date of personal discussion / video
4	Project Section Officer	1 Post	22 7 2021 41 5.00 DM	
5	Project Admin Assistant	2 Posts	<u>- 23-7-2021 till 5:00 PM</u>	conferencing will be intimated to eligible / shortlisted candidates
6	Senior Project Assistant	1 Post		shortlisted candidates
7	Project Multi-Tasking Staff	1 Post		
	Total	12 Posts		

The selected candidate should bring original certificates at 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 and 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.

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Sd/-DIRECTOR ICMR-NCDIR, Bengaluru