

National Institute of Cancer Prevention & Research

I-7, sector-39, Noida 201 301 (U.P.)

Applications are invited in Project entitled “**Addressing Smokeless Tobacco and Building Research Capacity in South Asia**” under Prof. Ravi Mehrotra, Director & Scientist-G, at National Institute of Cancer Prevention Research, I-7, sector-39, Noida 201 301 (U.P.)

The Terms & Conditions for the posts are as follows:

1. The Posts are purely temporary for the project duration only.
2. The incumbent selected will have no claim for regular appointment at NICPR/ICMR/Govt.
3. Appointment is terminable with one month notice from either side.
4. No benefit of Provident Fund, HRA, CTC, Medical Claims etc. is admissible.
5. Age relaxation for SC, ST, OBC, PwD as per Govt. rules.
6. Age will be counted on 01.06.2019.
7. No travel charges will be paid to attend the interview.
8. ***Date of walk-in-interview has been scheduled on 11.06.2019, 9 am. No candidate entry will be allowed after 10 am in any condition.***
9. The number of positions can be decreased / increased at the discretion of Director, NICPR.
10. The competent authority has the right to screen /reject the candidature or cancel whole selection procedure without assigning any reason.
11. Any type of canvassing will be treated as disqualification.
12. Candidate will download the attached format and fill the application in all respect. Copy of documents (Age, educational qualification, experience, caste etc.) attachment is necessary. Candidate will bring the completed application and submit the same on 11.06.2019 only. The original documents will be tallied same day i.e. on 03.06.2019 before entry to interview.
13. Incomplete, without photo pasted, unsigned applications will not be received and the candidate will not be allowed to participate in the walk-in-interview.
14. Copy of Identity proof (Aadhar / Pan Card / Passport/Driving License-card type) is to be attached and original needs to be bring at the time of examination/interview.
15. Reservation certificate should be as per Govt. of India Rules.
16. Applicants should write the name of the Project and Post on the application.
17. Persons already in regular/permanent service under any Government Department /Organization are not eligible to participate.
18. The selected candidate will work in the project mentioned above or on any other work that may be assigned by the Principal Investigator/Director from time to time.
19. Application must be submitted in the given format only. Applications received in any other format will be rejected.
20. No additional time will be given to submit any document etc. later on after interview.
21. Candidates who completely full fill the required criteria may come for interview.
22. Specialized experience must be written in separate column in application format.

Name of the post	Data Entry Officer
Place of posting	NICPR, Noida and as per requirement of the Project
Number of post	One
Essential qualification with experience	Graduate in any field from a recognized university with one year of experience in handling project administration at reputed institution.
Age limit	30 Years
Emoluments	Rs. 38,000/- (fixed) per month
Nature of Duties	<ol style="list-style-type: none"> 1. Maintaining Project Accounts. 2. Handling all the Bills and vendor communications. 3. Handling project communications/ invoicing/ accounting. 4. Assist in developing monthly / quarterly report of the project. 5. Maintaining the project records. <p>Skills</p> <ol style="list-style-type: none"> 1. Good Knowledge of MS Office. 2. Familiarity with functioning of government and its institutions. 3. Excellent knowledge of computer (internet). <p>Ability to demonstrate effective interpersonal skills by working harmoniously as a member of a team, adapting to diverse environment and maintaining a high standard of personal conduct.</p>
Duration of the project	2 years
Duration of contract	One year (renewable on the basis of performance)

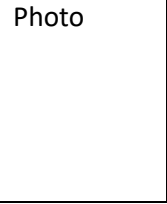
Name of the post	Consultant (Finance & Accounts)
Place of posting	NICPR, Noida and as per requirement of the Project
Number of post	One
Essential qualification with experience	<p>Educational Qualification: Commerce Graduate from a recognized institution.</p> <p>With 3 years of experience in accountancy at reputed institution.</p> <p>Preference : Work experience in the field of research grants/purchase.</p> <p>Desirable : Proficiency in handling latest tools of account management (tally and other accounting software)</p>
Age limit	35 Years
Emoluments	Rs. 56,000/- (fixed) per month
Nature of Duties	<ol style="list-style-type: none"> 1. Will be responsible for handling day-to-day accounts and administrative work under the project 2. Will be abide to all the assignments/tasks assigned 3. Will be responsible for purchase of items 4. Will be responsible for making quarterly report of the project <p>Skills</p> <ol style="list-style-type: none"> 1. Ability to stay motivated and engaged in broader aspects of work as part of a team, beyond individual areas of work.

	2. Ability to demonstrate effective interpersonal skills by working harmoniously as a member of a team, adapting to diverse environment and maintaining a high standard of personal conduct.
Duration of the project	2 years
Duration of contract	One year (renewable on the basis of performance)

Name of the post	Project Co-Ordinator
Place of posting	NICPR, Noida and as per requirement of the Project
Number of post	One
Qualification with experience	Essential Qualification: Graduate in any field from a recognized institution. With 3 years of experience out of which one year in handling/ coordinating research grants Preference will be given for the experience in the field of tobacco control Desirable : Handling and coordinating research grants in tobacco control/ non communicable diseases.
Age limit	35 Years
Emoluments	Rs. 72,000/- (fixed) per month
Nature of Duties	1. Will be responsible for all arrangements related to the field activities undertaken in the study. 2. Will be responsible to work and coordinate with other team members with the directions of experts 3. Will be responsible of arranging expert meeting and database for information development and dissemination 4. Provide research support to the project team 5. Undertake literature review on taxation and advertisements of project 6. Develop resource materials for the training session, webinars and zoom sessions Skills 1. Ability to think strategically and work under tight deadlines on a result-oriented basis; 2. Ability to stay motivated and engaged in broader aspects of work as part of a team, beyond individual areas of work. Ability to demonstrate effective interpersonal skills by working harmoniously as a member of a team, adapting to diverse environment and maintaining a high standard of personal conduct.
Duration of the project	2 years
Duration of contract	One year (renewable on the basis of performance)

Administrative Officer

ICMR-NATIONAL INSTITUTE OF CANCER PREVENTION AND RESEARCH (NICPR)
 PLOT NO. I-7, SECTOR-39, NOIDA-201301



1. Name of Project applied for : **Addressing Smokeless Tobacco and Building Research Capacity in South Asia**
2. Application for the post of :
3. Name of the Candidate :
(in Block letters)
4. Father's Name :
5. Date of Birth :
6. Sex :
7. Address for Correspondence :
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.....
8. Phone No. & E-mail ID : E mail
9. (a) Caste :
- (b) Religion :
- (c) Category – Gen, SC, ST, OBC :
(Attach self-attested photocopies of the caste certificate)
10. Educational Qualifications (beginning with Matriculation)
(Attach self-attested photocopies of the certificates)

Sl. No.	Name of the Exam passed	Year of Passing	Board/ University	Subject	Division/ Class/ Grade

10. Work Experience: (use separate sheet if required)

Sl. No.	Name of the Institute/Centre where employed	Period		Post held	Job Nature
		From	To		

11. Specialized Work Experience: (use separate sheet if required)

Sl. No.	Name of the Institute/Centre where employed	Period		Post held	Job Nature
		From	To		

DECLARATION

I hereby declare that all the statements made in this application are true and correct to the best of my knowledge and belief. I understand that in the event of particulars or information given herein being found false or incorrect, my candidature is liable to be rejected or cancelled and in the event of my misstatement/discrepancy in the particulars being detected, after my appointment, my services are liable to be terminated without notice to me. I have read & understand the terms given in the advertisement and attached the necessary documents.

Place:

Date:

Signature of the candidate