

NATIONAL INSTITUTE OF CANCER PREVENTION AND RESEARCH

(Indian Council of Medical Research)


I-7, Sector 39, Noida (U.P) –201301

Tel No: 0120-2446900

Walk-In Interview in Project entitled "Effective implementation of Tobacco control measures for prevention and Control of SL in SEAR" under **Dr. Shalini Singh, Director** at National Institute of Cancer Prevention and Research, Noida.

The Terms & Conditions for the post are as follows: (Read carefully before submission)


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 **01.02.2020**.
7. No travel charges will be paid to attend the interview.
8. **Date of walk-in-interview has been scheduled on 02.03.2020 . No candidate entry will be allowed after 9:30 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 **02.03.2020** only. The original documents will be tallied same day i.e. on **-02.03.2020** 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/PanCard/ 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 submitted 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.


Administrative Officer
NICPR, Noida

राजेश शर्मा / Rajesh Sharma
प्रशासनिक अधिकारी / Administrative Officer
आई.सी.एम.आर.-राष्ट्रीय कैंसर रोकथाम एवं अनुसंधान संस्थान
ICMR-National Institute of Cancer Prevention & Research
प्लॉट नं. आई-7, सेक्टर-39, नोएडा-201301
Plot No.1-7, Sector-39, Noida-201301

Name of the post	Administrative Personnel
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 institution with 02 years of experience in the field of Administration/Finance in an Institute of repute.
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) 4. Ability to demonstrate effective interpersonal skills by working harmoniously as a member of team, adapting to diverse environment and maintaining a high standard of personal conduct.
Age limit	Not exceeding 30 Years
Emoluments	Rs. 32,000/- per month(fixed)
Duration of the project	Upto 31.08.2020
Duration of contract	Upto 31.08.2020
Date of Walk-in Interview	02.03.2020

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 राजेश शर्मा / Rajesh Sharma
 प्रशासनिक अधिकारी / Administrative Officer
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