

**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 "Strengthening Bio-chemicals research policy, capacity building and cessation support to advance smokeless tobacco control in India under Dr. Mausumi Bhardwaj, Scientist- G 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 06.03.2020. 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 28.02.2020 only. The original documents will be tallied same day i.e. on 28.02.2020 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  
एम्स रोड, प्लॉट नं. 7, सेक्टर-39, नोएडा-201301  
Plot No. 7, Sector 39, Noida, U.P. 201301

<b>Name of the post</b>	<b>PROJECT/PERSONAL ASSISTANT</b>
<b>Place of posting</b>	NICPR, Noida and as per requirement of the Project
<b>Number of posts</b>	ONE
<b>Essential qualification with Experience</b>	Graduate in any discipline with five years experience of working in Administration/finance & Accounts work in a reputed institution.
<b>Age limit</b>	Not exceeding 30 Years
<b>Emoluments</b>	Rs.32,000/- fixed per month
<b>Duration of the project</b>	02 ½ years ( Two years & 06 months)
<b>Duration of contract</b>	06 months (renewable on the basis of performance)
<b>Date of Walk-in-Interview</b>	<b>06.03.2020</b>




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 प्रशासनिक अधिकारी / Administrative Officer  
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