

WEBSITE

NATIONAL INSTITUTE OF CANCER PREVENTION AND RESEARCH (ICMR)
Plot No.I-7, Sector-39, Noida (U.P.)- 201301

Applications are invited for the following posts at NICPR, Noida.

Name and No. of the Post	Essential Qualification & Experience	Scale of Pay As per 7 th CPC
Personal Assistant 01-(SC)	<p><u>Essential</u></p> <p>1. Minimum three years Bachelor's degree in any discipline from a recognized University/Institute with computer literacy.</p> <p>2. 120 w.p.m. speed in short hand (English or Hindi)</p> <p>Age:- Not exceeding 30 years as on last date for receipt of application (relaxable for Government Servants upto 40 years in accordance with the instructions or orders issued by the Central Government). In case of SC/ST/OBC candidates 5 years for SC/ST and 3 years for OBC candidates as per Govt. Rules. Ex-serviceman : 5 years, subject to laid down military Service Conditions.</p>	Level-6 of Pay Matrix under VII CPC (Pre-revised PB-1) Rs.9300-34800 + GP Rs.4200)
Stenographer 1-(UR)	<p><u>Essential</u></p> <p>1. 12th pass or equivalent qualification from a recognized Board or University with computer literacy.</p> <p>2. 80 w.p.m. speed in short hand in English or Hindi.</p> <p>Age:- 18-27 years as on last date for receipt of applications (relaxable for Government Servants upto 40 years in accordance with the instructions or orders issued by the Central Government). In case of SC/ST/OBC candidates 5 years for ST and 3 years for OBC candidates as per Govt. Rules. Ex-serviceman period of military service + 3 years and /or as per prevalent Govt. rules.</p>	Level-4 of Pay Matrix under VII CPC (Pre-revised PB-1) Rs.5200-20200 + GP 2400
Lower Division Clerk-5	<p><u>Essential</u></p>	Level-2 of Pay Matrix under VII

<p>2-(OBC) 3-(UR)</p>	<p>1. 12th Class pass or equivalent qualification from a recognized Board or University. 2. Typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi on computer.</p> <p>(35 w.p.m. and 30 w.p.m. correspond to 10500 KDPH/9000 KDPH on an average of 5 key depressions for each word).</p> <p>Age:- 18-27 years of age as on last date for receipt of application (relaxable for Government Servants, Autonomous Organization upto 40 years in accordance with the instructions or orders issued by the Central Government). In case of SC/ST/OBC candidates 5 years for SC/ST and 3 years for OBC candidates as per Govt.Rules. Ex-serviceman : period of Military Service + 3years and /or as per prevalent Govt. rules.</p>	<p>CPC (Pre-revised PB-1 Rs.5200-20200 + GP 1900)</p>
<p>Staff Car Driver 02 -(UR) 02-(OBC)</p>	<p><u>Essential</u></p> <p>(a) SSC/Matric or equivalent from a recognized Board. (b) Valid driving license issued by RTO of any State and authorized to drive Light Motor Vehicle (Goods & Passenger) and two wheeler with or without gear. (c) Two years driving experience in recognized organization/Institute.</p> <p><u>Desirable:-</u> Preference will be given to those who also have license other than above to drive Heavy Motor Vehicle (Goods & Passenger) and Three Wheelers (Auto Rickshaw).</p> <p>Age:- Not exceeding 25 years as on last date for receipt of applications (relaxable for Government Servants upto 40 years in accordance with the instructions or orders issued by the Central Government). In case of SC/ST/OBC candidates 5 years for SC/ST and 3 years for OBC candidates as per Govt.Rules. Ex-serviceman : period of Military Service + 3years and/or as per prevalent Govt. Rules.</p>	<p>Level-2 of Pay Matrix under VII CPC (Pre-revised PB-1 Rs.5200-20200 + GP 1900)</p>

Application Fee: An IPO/demand draft of Rs.300/- drawn in favour of the Director, NICPR, Noida payable at Noida is to be attached with the application form. SC/ST/PH and Women

candidates are exempted from payment. Candidates working in Central / State Govt. / Autonomous Body are not exempted from payment of Application fee and should submit their applications through Proper Channel.

How to Apply: Application as per attached format duly completed in all respects along with Application Fee and attested copies of certificates in support of date of birth, educational qualification, experience, caste etc. and a coloured photograph pasted on the application sheet may be sent to the Director, National Institute of Cancer Prevention & Research (ICMR), Plot No. I-7, Sector-39, Noida- 201 301 (U.P.) through Regd. A.D./Speed Post.

**Last Date :- 30 days from the date of publishing in the Employment News-
(Rojgar Samachar).**

Service Liability: - All India and /or abroad.

Note:

1. Candidates may note that merely meeting the eligibility criteria does not imply calling all for next stage of selection process. The Director NICPR reserves the right to call only short listed candidates for next stage of selection/recruitment stage/process which will consist of Shorthand/Typing Test, Written Test/Driving test for Drivers etc, as applicable, Details will be intimated to the short listed candidates. Decision of the Director, NICPR, Noida regarding shortlisting of candidates will be binding on all without any further communication of any nature on the subject.
2. Notwithstanding the above, Director reserves the right to cancel the vacancy/selection process/applications in to/to without assigning any reason
3. The Director NICPR, Noida further reserves the right to maintain a panel of “Selected” Candidates who may subsequently be offered appointment, if any vacancy arises during next one year from the date of declaration of above mentioned Recruitment results.
4. No TA/DA etc. will be paid for attending the above mentioned tests/interview etc.
5. The Director reserves the right to modify any of the Terms and conditions mentioned above and/or to cancel the selection process at any stage.
6. Bringing external influence of any nature for favourable decision will necessitate summary rejection of candidature of such Applicant.
7. The candidates who have applied earlier, need to apply again.