

**ICMR - NATIONAL CENTRE FOR DISEASE INFORMATICS AND RESEARCH
INDIAN COUNCIL OF MEDICAL RESEARCH**

Department of Health Research, Ministry of Health and Family Welfare, Government of India
Nirmal Bhawan-ICMR Complex (II Floor), Poojanahalli, N.H-7, B. B. Road,
Kannamangala Post, Bengaluru-562 110 (India)

Advertisement No. NCDIR/4/2018-19 dated 15-2-2019

The National Centre for Disease Informatics and Research, Bengaluru – an Autonomous Institute, under the Indian Council of Medical Research, Department of Health Research, Ministry of Health and Family Welfare- invites on-line applications to fill up one post of Accounts Officer (Junior Grade) by direct recruitment as detailed below:

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

Place of written test / interview / personal discussion: National Centre for Disease Informatics and Research, Bengaluru.

SI No	Name of the Post	Pay Matrix	No. of Vacancies & Reservation Category	Classification	Age Limit	Qualifications		Job Description
						Essential	Desirable	
1	2	3	4	5	6	7	8	9
I	Accounts Officer (Junior Grade)	Level: 7 of 7 th CPC of Rs. 44,900 1,42,400.	1 Post (Unreserved)	Group 'B' Ministerial	Not Exceeding 32 Years	(i) Three year's Bachelor's Degree in any discipline from a recognized University. (ii) 5 year's regular service as Assistant in Grade Pay of 4200/- including 2 years working experience in Finance / Accounts.	Candidates having knowledge and experience of accounting procedure as followed by Central Government Offices, Section Officers with five years' experience will be preferred. Knowledge/Experience of Computer Applications in Administration / Accounts for information processing and retrieval. Working knowledge of MS Office, Accounts Software/PFMS/Tally. Well versed with Govt. of India Rules and Procedures.	(1) Submission of Annual Accounts. (2) Finalization of Income Tax, GST returns. (3) Verification of UCs and Receipts and Payments of various Intramural/Extramural Projects of ICMR and other agencies etc. (4) Audit of Accounts and submission of Reports to concerned authority. (5) Pre- checking of bills to be presented to DDO (6) Screening of financial proposals relating to purchase of stores, equipments, capital etc. (7) Preparation of budget, compilation of Accounts (including preparation of Balance Sheets) (8) Updation of the following books: a. Cash Book b. Bank Book c. Receipts and Payments, Income Expenditure, Bank Reconciliation etc. d. Contingency Expenses. Any other allied jobs as assigned from time to time.

1. Age Limit

Not exceeding 32 years – Relaxable upto 5 years for Government Servants and 10 years for Physically Handicapped Candidates.

2. Other Service Conditions:

- i. Allowances as per Central Government Rules are admissible on the above mentioned pay scale.
- ii. Benefits of new restructured defined contributory Pension System are admissible as per the provision contained in the Ministry of Finance, Department of Economic Affairs (ECB & PR Division), Notification No.5/7/2003-ECB & PR dated 22.12.2003 effective from 1.1.2004.
- iii. Applications from employees working in Central/State Govt. Departments/Public Sector Undertakings and Govt. Funded Research Agencies must be forwarded through proper channel. Advance copies of application will be considered subject to the conditions that a 'No Objection Certificate' (Annexure A) from the employer is produced at the time of written test / interview / personal discussion. Application received after the closing date will not be considered.

3. Application fee:

- i. Demand Draft of Rs. 300/- (Rupees three hundred only) payable in favour of "The Director, NCDIR, Bengaluru" should be enclosed alongwith application and should reach to this office on or before closing date. The SC/ST/Women/physically handicapped candidates (PH) are exempted from the application fee. All other / ICMR employees are not exempted from the payment of application fee.
- ii. On the over leaf of Demand Draft, the candidate must mention his/her name and post applied for.
- iii. Fee once paid will not be refunded under any circumstances.
- iv. Any other mode of payment viz. Cash, Money Order and Cheque will not be accepted.

4. How to apply

- i. Application forms and other information can be obtained from ICMR's website www.icmr.nic.in or NCDIR's website www.ncdirindia.org.
- ii. The application may preferably be submitted on-line through www.ncdirindia.org. The printed copy of the filled in application duly signed by the applicant should be submitted to National Centre for Disease Informatics and Research, Nirmal Bhawan-ICMR Complex (II Floor), Poojanahalli, N.H-7, B. B. Road, Kannamangala Post, Bengaluru-562 110, along with self-attested copies of the following certificates.
 - (a) Proof of Date of Birth.
 - (b) Educational Qualification.
 - (c) Experience Certificates / Testimonials.
 - (d) One-self attested recent Passport Size Photograph.
 - (e) ID Proof (Ex. PAN/Voter ID/Driving License etc.)
 - (f) One set of self-attested photocopies of all documents.
 - (g) Application fee in the form of Demand Draft.
 - (h) CR dossier of preceding 5 years.
- i. Last Date for submitting completed applications:

On-line:	29-3-2019 upto 5:30 pm
Hardcopy:	8-4-2019 upto 5:30 pm
- ii. While forwarding the applications, the Cadre Controlling Authority may please ensure that the particulars furnished by the officers have been verified and found correct and that the CR dossier of preceding 5 years is attached and thus a certificate to this effect is submitted (Annexure B).
- iii. Applications received after the due date or without CR dossier (In case of existing employer in the format enclosed) or otherwise found incomplete will not be considered.
- iv. Officials who are selected for the above post will not be permitted to withdraw their names after selection.
- v. It is to be noted that mere possession of the qualification does not entitle a candidate for appointment for the aforementioned posts.
- vi. The Director, ICMR-NCDIR reserves the right to accept/ reject any application without specifying any reason.

5. Selection Procedure:

All the eligible candidates will be called for the written test / interview / personal discussion. The written test would be of 100 marks consisting of 100 objective / MCQ type questions of one mark each for the correct answer.

6. General Instructions:

- i. The post is with all India transfer liability under the Council.
- ii. The envelope containing applications should be superscribed as application for the post of '**Accounts Officer (Jr. Gr.)**'
- iii. Unsigned/incomplete applications or applications without supportive evidence, without application fee (in the form of Demand Draft), applications received late, shall be summarily rejected.
- iv. NCDIR, Bengaluru will not be responsible for any postal delay/wrong delivery.
- v. Since it is not possible to call all the eligible candidates for the written test / interview / personal discussion, the applications fulfilling essential qualification and experience will be shortlisted. Only shortlisted candidates will be called for written test / interview / personal discussion test and no correspondence will be entertained in this regard.
- vi. Date of written test / interview / personal discussion will be communicated to the eligible candidates through call letters only and no enquiry in this regard will be entertained.
- vii. No TA/DA will be admissible to attend the written test / interview / personal discussion.
- viii. Canvassing by or on behalf of the candidates or to bring political or other outside influence with regard to selection / recruitment shall be treated as disqualification.
- ix. Any Addendum/Corrigendum in respect of above vacancy notice shall be issued on our websites www.ncdirindia.org. Applicants are requested to regularly visit our website to keep themselves updated.
- x. In case, if candidate have any queries or needs any assistance regarding submission of on-line application and other details, he/she may contact this office by sending email (Email id: adm.ncdir@gov.in) or over phone (080-22176400).

Note: On-line application have to be accompanied by duly signed hard copy along with necessary documents so as to reach NCDIR before last date. On-line application alone will not be considered.

On-line: 29-3-2019 upto 5:30 pm
Hardcopy: 8-4-2019 upto 5:30 pm

Further information on NCDIR and its Mission/Function can be viewed on the NCDIR website (www.ncdirindia.org).

**Sd/-
DIRECTOR
NCDIR, Bengaluru**