

ICMR- NATIONAL INSTITUTE FOR CANCER PREVENTION AND RESEARCH

(Indian Council of Medical Research)

I-7, Sector 39, Noida (U.P) –201301

WALK-IN-INTERVIEW on 31.10.2018 at 9:00 am.

Walk in interview for the position of **Accounts/Finance/Administrative Personnel** is being scheduled as per the details, terms & conditions given below. The candidates are advised to read the advertisement carefully. Candidates who completely fulfill the advertised criteria will be allowed to participate in the interview. There will be no change of project at the time of interview or later-on.

Project Name: “Effective implementation of Tax and TAPS measures for preventive and control of smokeless tobacco in South East Asia Region”.

Position: Accounts/Finance/Administrative Personnel

Total emoluments : Rs.32000/- fixed

Terms of Reference

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.
6. Administrative works related to project
7. Stock-Purchase issues related to the project
8. Any other work assigned by the higher authority.

Essential educational qualification: Bachelors in Business Administration (B.B.A.)/Bachelors in Commerce (B.Com.) from a recognized university.

Essential work experience: Two years working experience in accounts and finance/administration from a reputed institution (Central/State/PSU/Undertaking)

Age: 27 Years as on 31.10.2018

Skills

1. Good Knowledge of MS Office.
2. Familiarity with functioning of government and its institutions.
3. Excellent knowledge of computer and internet.
4. 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.

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

1. The Posts is purely temporary for the project duration only.
2. The appointment is terminable with one month notice from either side.

3. The incumbent selected will have no claim for regular appointment at NICPR/ICMR/Govt.
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 31.10.2018.
7. No travel charges will be paid to attend the interview.
8. The number of positions can be decreased / increased at the discretion of Director, NICPR.
9. The competent authority has the right to screen /reject the candidature or cancel whole selection procedure without assigning any reason.
10. Any type of canvassing will be treated as disqualification.
11. Incomplete, without photo pasted, unsigned bio-data will not be considered.
12. Copy of documents (Age, educational qualification, experience, caste etc.) attachment is necessary and original needs to be bring at the time of walk-in-interview.
13. 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.
14. Reservation certificate should be as per Govt. of India Rules.
15. Applicants should write the **name of the Project** on the top of application.
16. Persons already in regular/permanent service under any Government Department /Organization are not eligible to apply.
17. The selected candidate will work in the project mentioned above, and on any other work that may be assigned by the Principal Investigator/Director from time to time.
18. Application must be submitted in the given format only. Applications received in any other format will be rejected.

Note: Candidate needs to submit his bio-data in given format along with required documents on the scheduled date for Walk-in-interview (31.10.2018). Name of Project is mandatorily to be mentioned on the top of the bio-data.

Admn. Officer
NICPR, Noida