

Draft

INDIAN COUNCIL OF MEDICAL RESEARCH

Division of Epidemiology and Communicable Diseases

WALK-IN-WRITTEN TEST/INTERVIEW

(EMPLOYMENT NOTIFICATION)

The Indian Council of Medical Research (ICMR), New Delhi, the apex body in India for the formulation, coordination and promotion of biomedical research, is one of the oldest medical research bodies in the world.

The Govt. of India through Indian Council of Medical Research (ICMR) has initiated its flagship program by establishing an "Indian TB Research Consortium" to advance technology and product development by harnessing interdisciplinary expertise and regional complementary strengths and focus on building and strengthening scientific capabilities and generating a better understanding to aid in accelerating the development of new diagnostics, new & improved vaccines and Immunotherapies, drugs for TB.

Following posts are to be filled purely on contractual basis for working under the Division of Epidemiology and Communicable Diseases (ECD)-I ICMR Hqrs Office, New Delhi for program on 'India TB Research Consortium (ITRC).

Interested candidates for the various positions mentioned below are invited to appear for the Walk-in-Written Test/ Interview as mentioned for the various positions along with 5 copies of their updated Bio data/CV on the respective dates indicated against the notified positions reporting **between 09:00 A.M to 10:00 A.M** at the following address :

- Reception hall,
Indian Council of Medical Research,
Ramalingaswami Bhawan,
Ansari Nagar New Delhi-110 029

1. Post of (Technical Assistant- Biostatistics) -Two post

S.NO.	Details	Requirements/Information	
1.	A	Name of Posts	Consultant (Technical Assistant- Biostatistics)
	B	No. of Vacancies	Two Post (One SC & One OBC)
	C	Essential Qualification	<ul style="list-style-type: none"> • Master 's Degree in biostatistics from a recognized University with minimum 5 years of experience in analysing statistical software's like SPSS;R and STATA .
	D	Desirable	<ul style="list-style-type: none"> • PhD in biostatistics, familiarity with modern database systems and Knowledge of MS Office (Word, Power Point, Excel) along with latest version . • Knowledge of programming is desirable. <ul style="list-style-type: none"> • Updated knowledge in statistical concepts, methods, and techniques
	E	Age	Limited as on date: up to 60 years
	F	Nature of Duties	<ul style="list-style-type: none"> • Provides statistical expertise to the clinical development program for assigned projects to ensure scientifically valid conclusions • Responsible for design and analysis of clinical trials analyse and interpret data from individual trials • Develop project analysis plan, including computer-generated table specifications, statistical analysis plan, and research report format co-operate in further development of internal guidelines and sops • prepare project summaries for weekly/monthly status meetings • maintain state of the art statistical applications in clinical research • responsible for data processing for accurate relocation, formatting, generating • Transmitting required data
	G	Consolidated Emoluments	Rs.31,000/- per month fixed without any other allowances
	H	Tenure	Two Years
	I	Syllabus for Written Examination	Degree level related to project work, if written Test conducted
	J	Place of Work	ICMR Hqrs.
	K	Date & Time of Written Test/ Interview	3 rd July 2018 (Tuesday)

2. Post of Assistant (DEO Grade B) -One

S.NO.	Details		Requirements/Information
1.	A	Name of Posts	Assistant (DEO Grade B)
	B	No. of Vacancies	One Post (UR)
	C	Essential Qualification	<ul style="list-style-type: none"> Intermediate or 12th pass in science stream from recognized board with DOEACC'A' level from a recognized institute and /or 2 years experience in EDP work in government, Autonomous, PSU or any other recognized organization
	D	Desirable	i. A speed test of not less than 15000 key depressions per hour through speed test on computer and Knowledge of MS Office (Word, Power Point, Excel) along with latest version .
	E	Age	Limited as on date: upto 28 years
	F	Nature of Duties	<ul style="list-style-type: none"> Insert project and account data by inputting text based and numerical information from source documents within time limits Compile, verify accuracy and sort information according to priorities to prepare source data for computer entry Review data for deficiencies or errors, correct any incompatibilities if possible and check output Scan documents and print files, when needed Keep information confidential Comply with data integrity and security policies Ensure proper use of office equipment and address any malfunctions
	G	Consolidated Emoluments	Rs.18,000 (consolidated) per month.
	H	Tenure	Two Years
	I	Syllabus for Written Examination	Degree level related to project work, if written Test conducted
	J	Place of Work	ICMR Hqrs.
	K	Date & Time of Written Test/ Interview	4 th July 2018 (Wednesday)

3. Post of Assistant (DEO Grade C) -One

S.NO.	Details		Requirements/Information
1.	A	Name of Posts	Assistant (DEO Grade C)
	B	No. of Vacancies	One Post (OBC)
	C	Essential Qualification	<ul style="list-style-type: none"> Bachelor's degree in computer Application /IT/Computer science from a recognized institution /university
	D	Desirable	<ol style="list-style-type: none"> A speed test of not less than 15000 key depressions per hour through speed test on computer and Knowledge of MS Office (Word, Power Point, Excel) along with latest version . Excellent knowledge of correct spelling, grammar and punctuation Attention to detail Confidentiality Organization skills, with an ability to stay focused on assigned tasks
	E	Age	Limited as on date: upto 30 years
	F	Nature of Duties	<ul style="list-style-type: none"> Insert project and account data by inputting text based and numerical information from source documents within time limits Compile, verify accuracy and sort information according to priorities to prepare source data for computer entry Review data for deficiencies or errors, correct any incompatibilities if possible and check output Research and obtain further information for incomplete documents Apply data program techniques and procedures Generate reports, store completed work in designated locations and perform backup operations Scan documents and print files, when needed Keep information confidential Respond to queries for information and access relevant files Comply with data integrity and security policies
	G	Consolidated Emoluments	Rs.31,000 (consolidated) per month.
	H	Tenure	Two Years
	I	Syllabus for Written Examination	Degree level related to project work, if written Test conducted
	J	Place of Work	ICMR Hqrs.
	K	Date & Time of Written Test/ Interview	4 th July 2018 (Wednesday)

4. Post of Multi tasking staff -Two post

S.NO.	Details		Requirements/Information
1.	A	Name of Posts	Multi tasking staff
	B	No. of Vacancies	Two Post (One ST & One UR)
	C	Essential Qualification	<ul style="list-style-type: none"> High school or equivalent
	D	Desirable	Having work experience in academic or scientific organisation
	E	Age	Limited as on date: upto 30 years
	F	Nature of Duties	<ul style="list-style-type: none"> Physical maintenance of records of section. General cleanliness & upkeep of the Section/Unit. Carrying of files & other papers within the building. Photocopying, sending of FAX etc. Other non-clerical work in the Sections/Unit. Assisting in routine office work like diary, dispatch etc. including on computer. Delivering of Dak (inside & outside the building) Watch & ward duties. Any other work assigned by superior authority.
	G	Consolidated Emoluments	Rs.15,800 (consolidated) per month.
	H	Tenure	Two Years
	I	Syllabus for Written Examination	Degree level related to project work, if written Test conducted
	J	Place of Work	ICMR Hqrs.
	K	Date & Time of Written Test/ Interview	4 th July 2018 (Wednesday)