



## ICMR-NATIONAL CENTRE FOR DISEASE INFORMATICS AND RESEARCH

Department of Health Research, Ministry of Health and Family Welfare, Government of India,  
Nirmal Bhawan- ICMR Complex, Poojanahalli Road, Kannamangala Post, Bengaluru –562 110. Karnataka  
(India) Email: [adm.ncdir@gov.in](mailto:adm.ncdir@gov.in)

### Advertisement No. 2/2023 dated 28-11-2023

The ICMR-National Centre for Disease Informatics and Research is a Centre under the administrative control of Indian Council of Medical Research, an apex body under Department of Health Research, Ministry of Health & Family Welfare, Government of India invites online applications from citizen of India for the posts outlined in its regular administrative cadre posts. Only those applications which are successfully filled in through the on-line portal and found in order shall be accepted. Candidates should go through the Recruitment Notice carefully before applying for the post and ensure that they fulfill all the eligibility conditions like Age-Limit/Essential Qualifications (EQs)/Category etc. as indicated in this notice. Candidature of the applicants not meeting the eligibility conditions will be cancelled at any stage of the recruitment process without any notice. The candidature of the applicants shall be purely PROVISIONAL at all stages of the recruitment process. The details are as follows:

#### A. IMPORTANT TIMELINES FOR THE ONLINE REGISTRATION AND PROCESS

Item(s) / Activities	Timeline
Opening date for online registration for filling up of online application: ICMR-NCDIR/ICMR websites	28-11-2023 at 03:00 PM
Closing date for online registration & submission of online applications	29-12-2023 up to 05:00 PM
Closing date for receipt of hard copy of online application with enclosures	08-01-2024 up to 05:00 PM
Schedule for Online Computer Based Test (CBT)	Date will be intimated later
Schedule for Skill Test	Date will be intimated later

- Candidates are advised to remain in touch with the ICMR-NCDIR website ([www.ncdirindia.org](http://www.ncdirindia.org)) for updates regarding this recruitment process and schedule of CBT and Skill Test, as applicable.
- Information about vacancies, qualifications, and other eligibility criteria, Pay Level, Application process and methodology & other terms and conditions of recruitment is given in the succeeding sections of these guidelines.



Name of the Post	<b>LOWER DIVISION CLERK (Group-C – Ministerial)</b>
Post Code	LDC-01
Pay Matrix	<b>Level-2 in pay matrix of Rs. 19900-63200</b>
Number of Posts	2 Posts (1-UR, 1-OBC)
Essential Qualification	(i) 12th Class pass or Equivalent qualification from a recognized Board or University. (ii) A typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi on Computer (35 w.p.m & 30 w.p.m correspond to 10500 KDPH/9000 KDPH on an average of 5 key depressions for each word)
Desirable Qualifications	(i) Graduate Degree / Diploma in Computer Application (ii) One year experience in Accounts/Administration/Establishment
Upper Age Limit	18 to 27 Years (Relaxation of age limit as per Govt. of India norms)
Job Description	To assist Administration/Stores & Finance/Accounts departments in routine office work. Noting, drafting, letter correspondence, statements, maintenance of file/registers. Should be able to carry out job in any section of administration/accounts etc.

Name of the Post	<b>UPPER DIVISION CLERK (Group-C – Ministerial)</b>
Post Code	UDC-02
Pay Matrix	<b>Level-4 in pay matrix of Rs. 25500-81100</b>
Number of Posts	2 Posts (2-UR)
Essential Qualification	(i) Degree of a recognized University or Equivalent (ii) A typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi on Computer (35 w.p.m & 30 w.p.m correspond to 10500 KDPH/9000 KDPH on an average of 5 key depressions for each word)
Desirable Qualifications	(i) Post Graduate Degree / Diploma in Computer Application (ii) Two year experience in Accounts/Administration/Establishment
Upper Age Limit	18 to 27 Years (Relaxation of age limit as per Govt. of India norms)
Job Description	To assist Administration/Stores & Finance/accounts departments in routine office work. Noting, drafting, letter correspondence, statements, maintenance of file/registers. Should be able to carry out job in any section of administration/accounts etc.



Name of the Post	<b>STENOGRAPHER (Group-C – Ministerial)</b>
Post Code	STENO-03
Pay Matrix	<b>Level-4 in pay matrix of Rs. 25500-81100</b>
Number of Posts	3 Posts (3-UR)
Essential Qualification	(i) 12th Class pass or Equivalent qualification from a recognized Board or University with Computer literacy. (ii) A typing speed of 80 w.p.m. speed in shorthand in English or Hindi
Desirable Qualifications	Graduate with two years' experience in Accounts /Administration / Establishment
Upper Age Limit	18 to 27 Years (Relaxation of age limit as per Govt. of India norms)
Job Description	For performing the stenography work and to assist Scientists/Administration & Finance/Accounts in routine office work. Noting, drafting, letter correspondence, statements, maintenance of file/registers. Should be able to carry out job in any section of administration/accounts/Purchase / Scientific etc.

**ABBREVIATIONS: UR = Unreserved; OBC = Other Backward Class**

**B. GENERAL TERMS AND CONDITIONS:**

1. Only Indian Nationals who have attained the age of 18 years and above are eligible to apply. Eligible candidates will be required to appear for an Online Computer Based Test, information for which will be provided in the Admit Card/websites of ICMR-NCDIR/ICMR.
2. The candidates applying for the post should ensure that they fulfill all the eligibility conditions for the post and for admission to the examination. Their admission at all stages of the recruitment process will be purely provisional, subject to their satisfying the prescribed eligibility conditions and other norms. If, on verification, at any time before or after the CBT/Skill test, it is found that they do not fulfill any of the eligibility conditions, their candidature will be cancelled by ICMR-NCDIR, Bengaluru.
3. The number of vacancies notified in the advertisement is subject to change, depending upon the actual requirement at the time of selection.
4. ICMR-NCDIR shall not be responsible, if the information/intimations do not reach candidates in case of change in the mobile number, email address or technical fault or otherwise beyond the control of ICMR-NCDIR. Candidates are advised to keep a regular and close watch of the ICMR-NCDIR website for updates.
5. Candidates are advised that they should not furnish any particulars that are false, tampered with or fabricated and should not suppress any material information while submitting online application. If found guilty of misconduct/impersonation/canvassing/use of unfair means will be disqualified from the Document verification process/ Online Computer Based Test/ Skill Test etc.



6. In case the candidate is considered for further process, whose particulars/information are found false at any stage of selection process, his/her candidature will be terminated immediately without any notice.
7. In order to avoid last minute rush, the candidates are advised to apply early. ICMR-NCDIR will not be responsible for network problems or any other problem in submission of online Application. ICMR-NCDIR also will not be responsible for any delay encountered while submitting the online application.
8. 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' from the employer is produced at the time of written test as per the annexed format (**Annexure-I**). Application received after the closing date will not be considered.

### **C. SERVICE CONDITIONS**

1. Allowances will be paid as per Central Government Rules are admissible on the mentioned pay scale.
2. Benefit of new structured defined contributory pension system is admissible for new entrants as per 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 01.01.2004.

### **D. AGE LIMIT**

1. The upper age limit is determined as on the closing date for submission of on-line applications.
2. Date of Birth as recorded in the Matriculation /SSLC/SSC Examination Certificate only will be accepted for determining the age and no subsequent request for change will be considered or granted.

The Upper age is relaxable :-

1. up to 3 years for OBC (Not belonging to Creamy Layer),
2. Departmental Candidates and Central Govt. employees with three years of continuous service on regular basis (not on ad-hoc/project contract basis) in the same line or allied cadre as on the closing date of receipt of the application of the Notice and should remain in Government service holding civil post in any of the above offices till the candidate receive Offer of appointment from ICMR-NCDIR against the current advertisement. - Up to 40 years.
3. For claiming the benefit of age relaxation, they shall invariably submit, the requisite Certificate as per the prescribed format from the Competent Authority and also submit a declaration as and when called for ICMR-NCDIR, otherwise their claims for age- relaxation shall not be considered. Further, they would be required to furnish "NO OBJECTION CERTIFICATE (**Annexure II**) from their EMPLOYER, while forwarding the hard copy of the application, failing which their candidature is liable to cancelled at that very stage or at any stage of the recruitment process.

**NOTE:** Candidates should note that in case a communication is received from their employer by ICMR-NCDIR withholding permission to the candidate applying for or appearing in the CBT



*or at any stage of recruitment process, their applications shall be rejected, and candidature shall be cancelled.*

4. Persons with Disabilities: Low vision, hearing impairment and locomotors disability of minimum 40 % as defined by DoPT. Govt of India 10 years for UR and 13 years for OBC.
5. For Ex-servicemen, actual military service shall be allowed to be deducted from actual age and resultant age should not exceed 30 years.
6. For certain other categories as per the instructions issued by the Government of India, Department of Personnel and Training from time to time in this regard.
7. The age relaxation for SC/ST category candidates is admissible only in the case of vacancies being reserved for SC/ST categories. Such applicants, who apply against unreserved vacancies, will not get age relaxation and the maximum age limit applicable for Unreserved category candidates shall be applicable for SC/ST category candidates.

#### **E. REGISTRATION AND SUBMISSION OF ONLINE APPLICATION**

1. Eligible candidates shall submit their applications through the online application system of ICMR-NCDIR. All the applicants are advised to read these Guidelines carefully before starting online registration and ensure that no column is left blank and all the columns are filled in correctly, as once registered/submitted, candidates will not be able to change the entries and their candidature will be decided accordingly. In the event of rejection of the application form due to INCORRECT entries filled by the candidate, no correspondence/request for reconsideration will be entertained.
2. As the Screening of applications will be done on the basis of information furnished in the Online application form and its enclosures submitted by the applicants, it is necessary that only accurate, full and correct information is furnished by the applicants. Furnishing of wrong/false information will be a disqualification and ICMR-NCDIR will NOT be responsible for any of the consequences of furnishing such wrong/false information.
3. The crucial date for determining the age limit, educational qualifications, certificates/testimonials, category (OBC-NCL), etc., shall be as on the closing date of receipt of online applications from the candidates viz.
4. Reservation/relaxation specified is applicable for the reserved posts only as per Govt of norms.
5. Reserved Category candidates may fill up their respective category in the application form carefully. Category once mentioned in the form shall NOT be changed under any circumstances. Furnishing of any wrong information in this regard will lead to disqualification of the candidature. The candidate will have to produce the documentary evidence issued by the Competent Authority in support of his /her claim at the time of Document verification.
6. Candidates claiming benefit of OBC Category should ensure that they belong to OBC Category as per the notification of the Central Government meant for appointment to the posts under the Government of India (and not as per the notification of the State Government) and DO NOT belong to the creamy layer as defined in DoPT's OM No. 36012/22/93-Estt (SCT) dated 08.09.1993, modified vide OM No. 36033/3/2004-Estt (res) dated 09.03.2004 and 14.10.2008 and subsequently revised vide 5 OM NO. 36035/1/2013-Estt. (Res.) dated 27.05.2013. The candidate will have to produce the latest valid OBC certificate from Competent Authority. In



case, the candidate fails to submit the certificate from the Competent Authority, his /her candidature will be treated as unreserved category. therefore, furnish valid and updated OBC certificate in the prescribed format given in **Annexure-III** which should specifically include the clause regarding "Exclusion from the Creamy Layer".

7. The OBC certificate shall not be more than one year old from the last date of receipt of applications.
8. The OBC candidates who belong to "Creamy Layer" have to indicate their category as General.
9. Multiple applications for the same post will be summarily rejected.
10. Candidates applying for more than one post should submit a separate Online Application form for each post along with prescribed application fee and copies of all marks cards, certificates and testimonials should be forwarded along with the hard copy of the online application, separately for each post.
11. In case of dual qualifications/specializations candidates have to necessarily produce proof at the time of document verification/Skill Test, wherever applicable, as also at the time of recruitment, that their major specialization conforms to the requisite eligibility criteria prescribed for the post.
12. Before finally submitting the online application, the candidates must check the application to ensure that they have provided the correct information.
13. Furnishing of wrong information in any column may lead to the application getting rejected altogether without assigning any reasons, therefore.
14. ICMR-NCDIR will not be responsible for any loss of email sent, due to invalid/wrong email id provided by the candidate or for delay/non-receipt of information if a candidate fails to access his/her mail/website in time.
15. All correspondence with candidates regarding the CBT and Skill test will be done on the registered e-mail ID provided by the candidate. The information regarding the examination schedule / mailing of admit card etc. of CBT and Skill test, results of CBT, list of qualified candidates to be called for skill test, documents verification, final selection list etc. shall be provided in ICMR-NCDIR website.
16. Candidates will be allowed to appear in the Online Computer Based Test only, if they possess the valid Admit Card along with prescribed original Photo Identity Card.

#### **F. APPLICATION FEE AND MODE OF PAYMENT**

1. Once the candidate submits their application Online, a link will appear for making Payment of Application Fee online.
2. Candidates have to click on that link and make the payment of Application fee. Applications without the prescribed fee shall not be considered and summarily rejected. No representation against such rejection would be entertained.
3. A non-refundable fee of Rs. 300/- (Rupees three hundred only) per post is prescribed. ***The candidates can deposit the application fee through the online payment gateway available at the APPLICATION PORTAL using SCANNER QR Code.***
4. SC/ST/Person with Benchmark Disability/Ex-servicemen/women candidates are exempted from payment of application fees.



5. Bank Transaction charges, if any, incurred for online payment of application fees/intimation charges, will have to be borne by the candidate.
6. Online applications once registered will not be allowed to be withdrawn and the application fee once paid will not be refunded nor will it be adjusted against any other examination or selection under any circumstances.
7. Schedule of CBT/ Skill Test will be displayed on ICMR-NCDIR website. The venue address, date and time for CBT/Skill test will be intimated in the Admit Card /Call Letter.
8. Candidates should attend the CBT/ Skill test and document verification etc. at their own expense and no Travelling Expenses will be paid by ICMR-NCDIR.
9. Candidates have to produce in original photo identity proof along with the Admit Card while attending CBT.
10. Without original photo ID card and Admit Card, Candidates will not be allowed to attend the CBT. Candidates must note that the name as appearing on the photo identity proof should exactly match with the name as provided in the application.

➤ **IMPORTANT NOTICE**

All information relating to this recruitment including the status of application up to the nomination of the selected candidates to the initial place of posting including mailing of call letters for the Tests, to the provisionally eligible candidates will be available on the website of ICMR-NCDIR. ICMR-NCDIR will not be responsible for information available from other sources.

Any Addendum/Corrigendum/updates, information regarding shortlisting of candidates based on CBT, list of qualified candidates called for skill test, declaration of results etc. will be displayed on the ICMR-NCDIR website. Candidates will not be informed individually in this regard. Candidates are advised to regularly visit ICMR-NCDIR website for any updates.

**G. SELECTION PROCEDURE**

**FOR THE POST OF LOWER DIVISION CLERK AND UPPER DIVISION CLERK**

1. Selection shall be through competitive Online Computer Based Test consisting of object type questions on the basic knowledge of English, Science, Mathematics, General Knowledge/Awareness (including current affairs), Reasoning and Computer aptitude and quantitative aptitude.
2. The duration of the test will be 90 minutes. The maximum marks will be 100 for 100 questions. (One mark for each correct answer and negative mark of 0.25 for each wrong answer).
3. Qualifying marks for written test shall be 50% for General/OBC candidates and for 40 % for SC/ST/PWD candidates respectively of the total marks prescribed.
4. Selection for the above posts would be on merit achieved by the candidates in the CBT and by qualifying the typing/skill test. Only qualified and shortlisted candidates shall be called for the Typing/Skill Test, which will be of qualifying in nature.



5. The skill test examination for LDC/UDC shall comprise of Typing in Computer for which the maximum marks will be 20 and the qualifying marks for skill test shall be 50%.

### **FOR THE POST OF STENOGRAPHER**

1. Selection shall be by Computer Based Test/ test consisting of objective type questions on the basic knowledge of English, Science, Mathematics, General Knowledge/Awareness (including current affairs), Reasoning and Computer aptitude and quantitative aptitude.
2. Qualifying marks for CBT shall be 50% for General/OBC and 40 % for SC/ST candidates.
3. Selection for the above post would be on merit achieved by the candidates in the CBT and by qualifying the skill/shorthand test. Only qualified candidates shall be called for Skill/Shorthand Test consisting of Dictation: 10 minutes at a speed of 80 words per minute. For Transcription typing: 50 minutes in English on computer is permitted. The skill test for Stenographer will be having a maximum marks of 30 and the qualifying marks is 50%.
4. The candidate who has applied for more than one post is required to indicate his/her post wise preference at the time of document verification. He/she would not be considered for any post, if he/she has not indicated his/her preference for such posts. The option exercised at the time of document verification is final.
5. The shortlisted candidates on the basis of the merit in the CBT and qualifying the Skill test would be called for verification of the documents, the list of the eligible candidates would be displayed on the ICMR-NCDIR website. The information thus furnished by the candidates in their applications will be verified by ICMR-NCDIR with reference to the original documents during the Document verification and even thereafter. In such verification of documents, if it is found that any information furnished by the candidate in the application is wrong or misleading, his/her candidature will be rejected forthwith, at any stage during recruitment process or thereafter the selection. The candidates should ensure that they have furnished correct information in the application form. Applications which have blurred/no photographs/blurred/no signature/fee not received/hard copy of applications without enclosing the requisite supporting documents/incomplete applications etc. will be rejected.
6. Government of India has dispensed with the holding of interview for Group-‘B’ and ‘C’ (non-gazetted) posts, there will be no interview for these posts.

### **H. VERIFICATION OF DOCUMENTS**

1. The candidates would be required to produce the following Originals for verifications at the time of Document verification or at any subsequent stage of the recruitment process as required by ICMR-NCDIR.
  - a. Print out of the online application form.
  - b. Testimonials in proof for Date of Birth like Matriculation Certificate /Secondary School Leaving Certificate/SSC/X Standard Marks card wherein Date of Birth is mentioned.
  - c. Educational Qualification Certificate along with mark sheets of all years/semesters of examinations passed. Final Mark sheet/Degree/Trade Certificate as proof of meeting the requisite educational qualification.





- d. Experience /Service Certificate (if applicable) in the letter head of the organization clearly indicating the post held, period of service, emoluments, area of experience as proof of Experience, duly certified by Organization concerned.
- e. Caste /category Certificate (in case of OBC) in the prescribed Gol format issued by the Competent Authority.
- f. Disability Certificate in case of PwD candidate in prescribed Gol format issued by the Competent Authority / Medical Board.
- g. Discharge Certificate & Ex-Servicemen ID card in case of Ex-Servicemen.
- h. No Objection certificate (NOC) from the Employer in respect of candidates employed with Central/State Govt./Quasi Govt. offices/Public Sector Undertaking, Public Sector Banks/ Autonomous Bodies.
- i. Candidates should also submit one set of self-attested photocopies of all the relevant documents produced for Document Verification.

## **I. GENERAL INSTRUCTIONS**

1. The application should be submitted online through ICMR-NCDIR website i.e. [www.ncdirindia.org](http://www.ncdirindia.org).
  - a. The printed copy of the filled online application form duly signed by the applicant should be submitted to ICMR-National Centre for Disease Informatics and Research, Nirmal Bhawan – ICMR Complex (II Floor), Poojanahalli, NH-7, B B Road, Kannamangala Post, Bengaluru – 562110, along with self-attested copies of the certificates through Speed post or Registered post.
  - b. The envelope containing application should be superscribed as '**APPLICATION FOR THE POST OF .....**'
  - c. The duly signed hard copy of the online application along with all relevant prescribed enclosures should reach ICMR-NCDIR before the closing date of its receipt. Online applications alone will not be considered.
  - d. ICMR-NCDIR will not be responsible for any postal delay etc.
2. After the Computer Based Test, Skill test and document verification, the ICMR-NCDIR will draw up the Merit List for each category of the post. Once the candidate has been given his/her first available preference, as per his/her merit, he/she will not be considered for any other options. Since it is not possible to call all the eligible candidates for the written test, NCDIR reserves the right to short-list the candidature for this purpose. The decision of the Director ICMR-NCDIR will be final and binding in this regard.
3. Canvassing in any form or bringing political or other outside influence with regard to selection/recruitment shall be considered as disqualification for employment in ICMR-NCDIR.
4. The decision of the Competent Authority of ICMR-NCDIR in all matters relating to eligibility, acceptance or rejection of applications, mode of selection, conduct of examination(s), allotment of examination centers, deciding cut off the candidates to be called for skill test, fixing of cut-off marks, selection, shall be final and binding on the candidates and no enquiry or correspondence will be entertained in this connection from any individual or agency on behalf of the candidates.
5. Candidature of the candidate will be cancelled for the following reasons:
  - Incorrect information or misrepresentation or suppression of material facts.



- For carrying prohibitive items to the Examination premises/Hall.
  - Non-production of original certificates at the time of document verification.
  - Candidates who are found in an inebriated condition in the Examination Centre.
  - Any other irregularity such as unruly behavior or creating nuisance to disturb other candidates or disrupt the examination.
6. Mere fulfilling the essential qualification or / and success in the examination confers no right of appointment unless it is satisfied after such enquiry as may be considered necessary that the candidate is suitable in all respects of appointment to the service /post.
  7. Merely appearing for the CBT/skill test does not make a candidate eligible for the post for which the candidate has applied.
  8. ICMR-NCDIR will not undertake detailed scrutiny of applications for the eligibility and other aspects at the time of Computer Based Test/skill test and, therefore, candidature will be accepted only provisionally.
  9. When scrutiny of documents is undertaken at any stage of the recruitment process, if any claim made in the application is not found substantiated, the candidature will be cancelled automatically and the ICMR-NCDIR's decision shall be final in this regard.
  10. Candidates scoring less than the cut-off marks as decided by ICMR-NCDIR will not be considered for the next stage of recruitment.
  11. All posts are with all India transfer liability under the Council. The selected candidates may be posted at any of the Institute/Centre under the control of the ICMR. The selected candidates will be given an offer of appointment with directions to report at ICMR-NCDIR, Bengaluru. Probation for all the posts will be initially for a period of 2 years. No TA/DA etc. shall be provided for joining the post.

***No interim oral query over telephone/mobile/SMS etc., will be entertained and all the queries, if any, should be addressed to e-mail id [adm.ncdir@gov.in](mailto:adm.ncdir@gov.in) provided for the purpose. No other mode of communication will be entertained.*** General Instructions:

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

***\* If any difference is found between the English version and Hindi version, the English version shall be treated as final.***

Sd/-  
DIRECTOR  
ICMR-NCDIR, Bengaluru