

Walk-in written test/ interview

No. 02/WHOCC/ADR/2019-NCD-II

Date-21.12.2022

The Virtual interview/written test is proposed to be conducted to fill up the following posts on purely temporary basis in the research project entitled “**National Centre for Assistive Health Technology (NCAHT)**” funded by the Indian Council of Medical Research under the Division of Non-Communicable Diseases, ICMR, New Delhi, the date and time of interview is mentioned below. Candidates who fulfill the requisite qualification and wish to appear for the walk-in-personal discussion/written test can download the format given on the website. Duly fill application in the prescribed format along with copies of certificates/ document should be submitted online on secretariat.ncaht@gmail.com before **10th January 2023, 5:00 PM**. Any candidate registering after 05:00 PM will not be entertained for the interview. The shortlisted candidates for the interview will be intimated through e-mail. The date of written test/interview will be notified through e-mail to candidates from secretariat.ncaht@gmail.com

National Centre for Assistive Health Technology (NCAHT)

1. Name of Post : Project Consultant (Admin/Account) – One post

Age : up to 70 years

Salary : Max 60000/-pm fixed (depending upon experience & knowledge)

Essential Qualifications:

Retired Government employee with Bachelor's Degree drawing pay in the Pay Band Rs. 15600-39100 + GP of Rs.5400 (pre-revised) and above at the time of retirement with at least 10 years' experience in finance and administration.

Desirable: Proficiency in the latest accounting packages and Knowledge of MS Office (Word, Power Point, Excel) along with latest version of Tally. Experience in working on administrative and financial work of medical / biomedical/ health research projects.



Handwritten signature and date: 21/12/22

2. Name of Post : Project Admin Assistant – Two posts (1-UR, 1-EWS)

Age : up to 30 years

Salary : Rs. 32000 pm fixed

Essential qualification:

Graduate in any discipline with 5 years' experience of administration/ finance and accounts work.

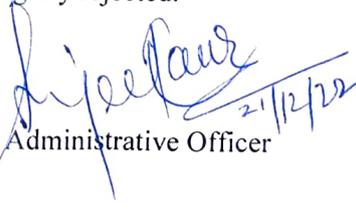
Desirable qualification:

- i. Master's degree in any branch of Life Sciences/ Public health will be preferred.
- ii. Experience of working in Health sector, ICMR, AIIMS, NHM, CTD, NACO, etc. or in the Scientific Departments/Organizations with experience in project management.
- iii. Written communication skills to prepare written reports and administrative work.
- iv. Knowledge of computer application or business tools or data management.


21/12/22

Terms and Conditions:

1. The application should be as per the prescribed format (Annexure – A).
2. Candidates should attach photocopies of educational qualification and experience and other testimonials duly self – attested along with filled application.
3. The crucial date for determining the age limit shall be the closing date for receipt of application.
4. Experience certificate should clearly indicate the nature of duty during the period of employment. Appointment order, pay slip will not be accepted in place of experience certificate. Experience certificate should contain designation, salary per month and duration.
5. No-Objection Certificate from the current employer (for Govt./AB/PSU Servants only).
6. The above said post is Contractual for the duration offered. The appointment may be renewed after every specific period of time subject to satisfactory performance and project requirement.
7. The incumbents selected will have no claim for regular appointments under ICMR or continuation of his/her services in any other project.
8. TA/DA will not be paid by ICMR for attending the written test/interview.
9. The Director, ICMR reserves the right to increase or decrease the number of posts or cancel the recruitment or re-advertise the posts, without assigning any reasons thereof, no further correspondence will be entertained in this regard.
10. Candidates are advised to check the ICMR website regularly for further information or changes, which will be updated from time to time.
11. Date, time and place of interview will be intimated by Email separately to the eligible candidates.
12. Incomplete applications and applications without relevant enclosures will be out rightly rejected.


21/12/22
Administrative Officer

12. Experience:

	PERIOD	POST HELD & SCALE OF PAY	NAME OF THE EMPLOYER	REASON FOR LEAVING

13. Other Relevant Information: _____

14. If selected what period would you require to join the post: _

I hereby declare that the particulars furnished in this form by me are true to the best of my knowledge and belief.

Date:

Place:

Signature of the Candidate