

## National Institute of Cancer Prevention & Research

I-7, sector-39, Noida 201 301 (U.P.)

Applications are invited in Project entitled “**Addressing Smokeless Tobacco and Building Research Capacity in South Asia**” under Prof. Ravi Mehrotra, Director & Scientist-G, at National Institute of Cancer Prevention Research, I-7, sector-39, Noida 201 301 (U.P.)

The Terms & Conditions for the posts are as follows:

1. The Posts are purely temporary for the project duration only.
2. The incumbent selected will have no claim for regular appointment at NICPR/ICMR/Govt.
3. Appointment is terminable with one month notice from either side.
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 01.06.2019.
7. No travel charges will be paid to attend the interview.
8. ***Date of walk-in-interview has been scheduled on 11.06.2019, 9 am. No candidate entry will be allowed after 10 am in any condition.***
9. The number of positions can be decreased / increased at the discretion of Director, NICPR.
10. The competent authority has the right to screen /reject the candidature or cancel whole selection procedure without assigning any reason.
11. Any type of canvassing will be treated as disqualification.
12. Candidate will download the attached format and fill the application in all respect. Copy of documents (Age, educational qualification, experience, caste etc.) attachment is necessary. Candidate will bring the completed application and submit the same on 11.06.2019 only. The original documents will be tallied same day i.e. on 03.06.2019 before entry to interview.
13. Incomplete, without photo pasted, unsigned applications will not be received and the candidate will not be allowed to participate in the walk-in-interview.
14. Copy of Identity proof (Aadhar / Pan Card / Passport/Driving License-card type) is to be attached and original needs to be bring at the time of examination/interview.
15. Reservation certificate should be as per Govt. of India Rules.
16. Applicants should write the name of the Project and Post on the application.
17. Persons already in regular/permanent service under any Government Department /Organization are not eligible to participate.
18. The selected candidate will work in the project mentioned above or on any other work that may be assigned by the Principal Investigator/Director from time to time.
19. Application must be submitted in the given format only. Applications received in any other format will be rejected.
20. No additional time will be given to submit any document etc. later on after interview.
21. Candidates who completely full fill the required criteria may come for interview.
22. Specialized experience must be written in separate column in application format.

<b>Name of the post</b>	<b>Data Entry Officer</b>
<b>Place of posting</b>	NICPR, Noida and as per requirement of the Project
<b>Number of post</b>	One
<b>Essential qualification with experience</b>	Graduate in any field from a recognized university with one year of experience in handling project administration at reputed institution.
<b>Age limit</b>	30 Years
<b>Emoluments</b>	Rs. 38,000/- (fixed) per month
<b>Nature of Duties</b>	<ol style="list-style-type: none"> <li>1. Maintaining Project Accounts.</li> <li>2. Handling all the Bills and vendor communications.</li> <li>3. Handling project communications/ invoicing/ accounting.</li> <li>4. Assist in developing monthly / quarterly report of the project.</li> <li>5. Maintaining the project records.</li> </ol> <p><b>Skills</b></p> <ol style="list-style-type: none"> <li>1. Good Knowledge of MS Office.</li> <li>2. Familiarity with functioning of government and its institutions.</li> <li>3. Excellent knowledge of computer (internet).</li> </ol> <p>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.</p>
<b>Duration of the project</b>	2 years
<b>Duration of contract</b>	One year (renewable on the basis of performance)

<b>Name of the post</b>	<b>Consultant (Finance &amp; Accounts)</b>
<b>Place of posting</b>	NICPR, Noida and as per requirement of the Project
<b>Number of post</b>	One
<b>Essential qualification with experience</b>	<p>Educational Qualification: <b>Commerce Graduate</b> from a recognized institution.</p> <p><b>With 3</b> years of experience in accountancy at reputed institution.</p> <p><b>Preference</b> : Work experience in the field of research grants/purchase.</p> <p><b>Desirable</b> : Proficiency in handling latest tools of account management (tally and other accounting software)</p>
<b>Age limit</b>	35 Years
<b>Emoluments</b>	Rs. 56,000/- (fixed) per month
<b>Nature of Duties</b>	<ol style="list-style-type: none"> <li>1. Will be responsible for handling day-to-day accounts and administrative work under the project</li> <li>2. Will be abide to all the assignments/tasks assigned</li> <li>3. Will be responsible for purchase of items</li> <li>4. Will be responsible for making quarterly report of the project</li> </ol> <p><b>Skills</b></p> <ol style="list-style-type: none"> <li>1. Ability to stay motivated and engaged in broader aspects of work as part of a team, beyond individual areas of work.</li> </ol>

	2. 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.
<b>Duration of the project</b>	2 years
<b>Duration of contract</b>	One year (renewable on the basis of performance)

<b>Name of the post</b>	<b>Project Co-Ordinator</b>
<b>Place of posting</b>	NICPR, Noida and as per requirement of the Project
<b>Number of post</b>	One
<b>Qualification with experience</b>	Essential Qualification: <b>Graduate in any field</b> from a recognized institution.  <b>With 3</b> years of experience out of which one year in handling/ coordinating research grants  <b>Preference</b> will be given for the experience in the field of tobacco control  <b>Desirable</b> : Handling and coordinating research grants in tobacco control/ non communicable diseases.
<b>Age limit</b>	35 Years
<b>Emoluments</b>	Rs. 72,000/- (fixed) per month
<b>Nature of Duties</b>	1. Will be responsible for all arrangements related to the field activities undertaken in the study. 2. Will be responsible to work and coordinate with other team members with the directions of experts 3. Will be responsible of arranging expert meeting and database for information development and dissemination 4. Provide research support to the project team 5. Undertake literature review on taxation and advertisements of project 6. Develop resource materials for the training session, webinars and zoom sessions  <b>Skills</b> 1. Ability to think strategically and work under tight deadlines on a result-oriented basis; 2. Ability to stay motivated and engaged in broader aspects of work as part of a team, beyond individual areas of work.  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.
<b>Duration of the project</b>	2 years
<b>Duration of contract</b>	One year (renewable on the basis of performance)

Administrative Officer