

**NATIONAL INSTITUTE FOR CANCER PREVENTION AND RESEARCH**  
**(Indian Council of Medical Research)**  
I-7, Sector 39, Noida (U.P) –201301  
Tel No: 0120-2446900

Following posts are to be filled purely on temporary basis for a period of one year under the Project “**Capacity building in cancer prevention and early detection through the ECHO Model**”. The last date for receipt of applications through Registered/Speed post is **20.07.2018** at above address.

1

Name of the post	<b>Project Manager</b>
Place of posting	NICPR, Noida and as per requirement of the Project
Number of post	One
Essential qualification	<ol style="list-style-type: none"> <li>1. Masters in Life sciences (any branch)</li> <li>2. Four (4) years’ working experience in project implementation including two years’ experience in the area of Public Health Project at management level.</li> <li>3. Published Papers in Scientific field.</li> </ol>
Desirable qualification	<ol style="list-style-type: none"> <li>1. Knowledge of computer applications, social media and social campaigns</li> <li>2. Experience with assisting in online education</li> <li>3. Knowledge of cancer screening and the Indian Public Health System</li> <li>4. Excellent communications skills, both written and spoken</li> </ol>
Age limit	Not exceeding 50 years
Emoluments	Consolidated salary @ Rs 70,000/- per month
Nature of Duties	<p>The Project Manager will have to report to the Project Director and Principal Investigator (PI) and his/ her duties will entail organizing training sessions: both in person as well as virtual, to see that the project continues unperturbed.</p> <p>The Project Manager will be responsible:</p> <ol style="list-style-type: none"> <li>1) Implement the project as per the project guidelines of the institute and the funding agency.</li> <li>2) Responsible for communications between stakeholders, participants of the virtual program and social media</li> <li>3) Manage all project related data: collection, curating and analysis.</li> <li>4) Responsible for all equipment and software related to project.</li> <li>5) Significantly contribute to manuscript of project related publications</li> <li>6) Liaise independently with all experts/ faculty of the program and the participants</li> <li>7) Brief the team about the vision of the project and their role in the project; as well train them</li> <li>8) Conduct orientation for every new cohort of the program</li> <li>9) Manage documentation of the project, including program schedules, annual work plans, quarterly and annual reports, financial reports etc.</li> <li>10) Conceptualize future ECHO related projects</li> <li>11) Manage and make arrangements for out-of-town trips for training of</li> </ol>

	cohorts/ participants 12) Contribute towards monitoring and evaluation of the program with a third party evaluation team 13) Contribute significantly to manuscript writing of any research articles related to the project. 14) Assist in any other manner to ensure the success of the project.
Duration of the project	1 years

2

Name of the post	<b>Jr. IT coordinator (Data Entry Operator Grade 'C')</b>
Place of posting	NICPR, Noida and as per requirement of the Project
Number of post	One
Essential qualification	<ol style="list-style-type: none"> <li>1. Bachelors in Computer Application/ IT/Computer Science from a recognized Institution.</li> <li>2. Three (3) years' working experience in IT Networking and system maintenance</li> </ol>
Desirable qualification	<ol style="list-style-type: none"> <li>1) Knowledge of cancer screening and the Indian Public Health System</li> <li>2) Excellent communications skills, both written and spoken</li> <li>3) Knowledge of computer applications, social media and social campaigns</li> <li>4) Aware of the e-governance system and its use</li> </ol>
Age limit	Not exceeding 30 years
Emoluments	Consolidated salary @ Rs 31,000/- per month
Nature of Duties	<p>The Jr. IT Coordinator will have to report to the Project Director and Principal Investigator (PI) and his/ her duties will entail organizing training sessions: both in person as well as virtual, to see that the project continues unperturbed.</p> <p>The Jr. IT Coordinator will be responsible:</p> <ol style="list-style-type: none"> <li>1) Responsible for every IT related (hardware and software) problem solving</li> <li>2) Setup the hardware and software for every session</li> <li>3) Assist the participants in any IT (hardware &amp; software) related issues on the phone</li> <li>4) Liaise with other stakeholders of the project in resolving IT related issues</li> <li>5) Assist in data management related to the project</li> <li>6) Offer IT assistance in data compilation for monitoring &amp; evaluation aspects of the project</li> <li>7) Assist in all other project related work</li> <li>8) Assist in any other related project</li> </ol>
Duration of the project	1 years

	<b>Technical Assistant (Data Entry Operator Grade –B)</b>
Place of posting	NICPR, Noida and as per requirement of the Project
Number of post	One
Essential qualification	3. 12 <sup>th</sup> pass in Science stream from a recognized Institute/Board 4. At least 15000 key depressions speed per hour on Computer
Desirable qualification	1. Two years' experience in Public Health project work 2. Knowledge of computer applications, social media and social campaigns 3. Excellent spoken communication skills in English and Hindi
Age limit	Not exceeding 28 years
Emoluments	Consolidated salary @ Rs 18,000/- per month
Nature of Duties	The Technical Assistant will have to report to the project Director and Principal Investigator (PI) and his/ her duties will entail organizing training sessions: both in person as well as virtual, to see that the project continues unperturbed.  The Technical Assistant will be responsible: 1) All data entry related to project work in various portals. 2) Assist in communicating with all participants regarding important program related information 3) Provide assistance with any technical issues with hardware's or software's being used. 4) Assist in internal and external documentation of project 5) Assist project staff in any project related work. 6) Assist in other related projects
Duration of the project	1 years

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

1. The Posts are purely temporary for the project duration only.
2. The appointment is terminable with one month notice from either side.
3. Application must be submitted in the given format only latest by 20.07.2018.
4. The incumbent selected will have no claim for regular appointment at NICPR/ICMR/Govt.
5. No benefit of Provident Fund, HRA, CTC, Medical Claims etc. is admissible.
6. Age relaxation for SC, ST, OBC, PwD as per Govt. rules.
7. Age will be counted on the last date of receipt of applications.
8. No travel expenditure will be paid to attend the interview.
9. Date of examination/interview will be intimated to the shortlisted candidates **by e-mail only**.
10. The number of positions can be decreased / increased at the discretion of Director, NICPR.
11. The competent authority has the right to screen /reject the candidature or cancel whole selection procedure without assigning any reason.
12. Any type of canvassing will be treated as disqualification.
13. Incomplete, without photo pasted, unsigned applications will not be considered.
14. Copy of documents (Age, educational qualification, experience, caste etc.) attachment is necessary and original need to be brought at the time of examination/interview.

15. 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.
16. Reservation certificate should be as per Govt. of India Rules.
17. Applicants should write the name of the Project and Post on the envelope.
18. Applications received after due date and time will not be considered.
19. Application will be received by Registered / Speed Post only, other medium such as courier / email/ by hand will not be entertained.
20. Persons already in regular/permanent service under any Government Department /Organization are not eligible to apply.
21. 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.

Admn. Officer