



**ICMR-NATIONAL INSTITUTE OF CANCER PREVENTION &
RESEARCH
PLOT NO. I- 7, SECTOR-39, NOIDA-201301**

VACANCY NOTICE

Applications are invited to fill up one vacant post (UR) of Accounts Officer in PB-3 Rs. 15600-39100 + Rs. 5400 GP on Direct Recruitment basis at the National Institute of Cancer Prevention & Research, Noida, an Institute of Indian Council of Medical Research, an Autonomous Organization under Department of Health Research, Ministry of Health & Family Welfare, Govt. of India.

Eligibility Criteria:

Essential

- i) Minimum three years Bachelor's Degree in any discipline from a recognized university. Other things being equal, preference will be given to B.Com./M.com/ Chartered Accountant
- ii) Three years working experience in Finance/Accounts as Section Officer/ or equivalent in Central/State Govt./Autonomous Organisation etc.

Desirable

- i) Training in Cash & Accounts from ISTM or other recognized Institute.
- ii) Self Working Knowledge of Computer (Accounts Software), Tally etc.

Age Limit

Not exceeding 35 years as on last date of receipt of application. Age relaxation in case of SC/ST/OBC/PWD and Govt. servant shall be allowed as per DOP&T guidelines issued from time to time in this regard.

Job Requirement

The duties of Accounts Officer include pre-checking of bills, preparation of budget, compilation of Annual Accounts (including preparation of balance sheet), audit, scrutiny of financial proposal relating to purchase of stores, equipments, capital expenditure, tendering of financial advice to the Head of the Institute etc.

How to Apply

Application form may be downloaded from website www.nicpr.res.in. Application form (hard copy) duly completed in all respects along with a crossed demand draft of Rs. 500/- (Rupees Five Hundred only) drawn in favour of the Director, NICPR, Noida payable at Noida and self

attested copies of certificates in support of date of birth, educational qualification, experience, caste verification etc. may be sent to the Director, National Institute of Cancer Prevention & Research, Plot No. I-7, Sector-39, NOIDA-201301, through Regd./Speed Post. Application sent by other mode i.e. Fax/E-mail will not be accepted. SC/ST/PH and women candidates are exempted from payment of fee of Rs. 500/- **ICMR employees are not exempted from the payment of fee.** Candidate working in Central/State Govt./Public Sector Undertakings/ Govt. funded Organizations etc. should submit their applications **THROUGH PROPER CHANNEL.**

Method of Selection

Selection of candidate will be made on the basis of written test or interview or both depending upon the no. of candidates. Departmental candidates possessing the requisite qualification will be eligible to compete and there will be no age restriction in their case.

Pay & Allowance

Pay & other allowances are admissible as per ICMR pay structure/ instructions. Benefit of new restructured defined contributory Pension Scheme is admissible for new entrants as per provision contained in the Ministry of Finance, Deptt. of Economic Affairs (ECB & PR Divn.), Notification No.5/7/2003-ECB & PR dt.22.12.2003 effective from 01.01.2004. The appointee will not be covered under existing GSLIS Scheme till the new GSLIS Scheme is re-launched by GSLIS authorities.

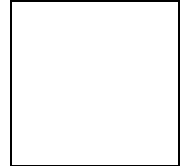
Other Conditions

- Applications are to be sent Through Proper Channel.
- The post is temporary, but likely to continue.
- The appointees are liable to be posted in any of the Centre's/Units of the Indian Council of Medical Research situated anywhere in India, if required.
- Candidates called for interview will have to produce at the time of interview all relevant original documents in proof of details furnished in their application. If any information furnished is found to be wrong or false, the candidature shall be cancelled and TA will not be paid.
- No TA will be paid for attending the Written Test.
- NICPR reserves the right not to fill up the post or modify any criteria mentioned above. Decision of the Director, NICPR, Noida in this regard will be final and binding on all.
- Only Indian Nationals need apply.
- No interim correspondence will be entertained.
- Only shortlisted candidates, as per criteria decided by NICPR, Noida will be called for written test and/or interview. No communication of any nature in this regard will be entertained.
- **Candidates already applied earlier need not apply again.**

Director, NICPR



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1. Application for the post of :
2. Name of the Candidate
(in Block letters) :
3. Father's Name
(in Block letters) :
4. Date of Birth :
5. Sex :
6. Permanent Address :
-
-
-
- Present Address :
-
-
7. Phone No./ E-mail ID :
8. Whether belongs to SC/ST/OBC :
9. Academic/Technical/Professional Qualification (beginning with Matriculation)
(Attach self-attested photocopies of the certificates)

Sl. No.	Name of the Exam passed	Year of Passing	Board/ University	Subject	Division/ Class/ Grade

10. Work Experience: (use separate sheet if required)
 (Attach self-attested photocopies of the certificates in support of experience)

Sl. No.	Name of the Institute/Centre/Hqrs where employed	Period		Post held	Pay band + Grade Pay
		From	To		

DECLARATION

I hereby declare that all the statements made in this application are true and correct to the best of my knowledge and belief. I understand that in the event of particulars or information given herein being found false or incorrect, my candidature is liable to be rejected or cancelled and in the event of my misstatement/discrepancy in the particulars being detected, after my appointment, my services are liable to be terminated without notice to me.

Place:

Signature of the candidate

Date: