

INDIAN COUNCIL OF MEDICAL RESEARCH

Ramalingaswami Bhawan
Ansari Nagar, New Delhi-110 029

Applications are invited (on plain paper) for the following **purely temporary** post(s) at Council's Head Quarter's Office in Online Extramural Research Proposal Processing and Management Programme in the Division of Publication & Information.

Interested candidates may send their application in the attached proforma with one attested copy each of the certificates and testimonials with claimed experience certificate to Sr. Administrative Officer, Division of Publications & Information, ICMR (HQ), New Delhi.

Preferably the candidates should send their application through e-mail at onlinextramural@gmail.com. Last date of the application is December 26, 2012. Shortlisted candidates will be intimated by e-mail in the first week of January 2013.

Scientist B (Research Scientist-I): (Two Posts) Consolidated Salary (Rs. 36,120/- + 30% HRA in the minimum pay scale in the pay band of Rs. 15600-39100 + 5400 Grade Pay).

Post No 1

Essential Qualification:

First Class Master's Degree in Computer Science (MCA / MSc in Computer Science) from a recognized university or equivalent and two years of active research experience for working in the field of Biomedical Science and Data Management.

Desirable Qualification

- Experience in data management, developing software, utility Programs and data processing.
- Candidate possessing active working experience in the related field will be preferred.

Job Requirement

- Extensive working on Internet.
- Developing Utilities Programming and Administrative Management of Software for searchable Database.
- Assisting in the management of data.
- Database Management, Data Processing and Analysis, Data Downloading, Creating Reports and Presentations.
- Collection, Validation, Correction, and Editing & Collation of Information related to the submitted online extramural projects of the council from different Institutions.
- Assisting in finalization of Computerized Information and final checking, validation of data & applying the software for Users.
- To help in day to day activities of the Unit (as & when required)

Post No 2

Essential Qualification:

First Class Master's Degree / High Second Class Degree with Ph.D., in Biological / Biomedical Sciences from a recognized university or equivalent and two years of active research experience in related field.

Desirable Qualification:

- Proficiency in Computerized handling of the data and analysis of the Information.
- Working experience in the field of ICT and databases – Searching and data validation, Editing, data testing and content development of databases and analysis.
- Master in Library & Information Science (MLIS)).
- Candidate possessing active working experience in the related field will be preferred.

Job Requirement:

- Extensive working on Internet.
- Job requires scanning, collection, analyzing, collation of multidisciplinary scientific information on research & development in the field of science, technology, medicine.
- Preparing the in-put sheets on the basis of collected information, checking, making necessary corrections as per the structure of the database and the data fields.
- To assist in scrutiny, finalization of data, computer entries, drafting, evaluation, output reports and analyses etc. relating to the project and coordination of other related activities under the Unit.

Age limit : Not exceeding 35 years as on December 31, 2012. (Age relaxation in case of SC/ST/OBC and Departmental Candidates as per rules).

Computer Programmer: (Three Posts) Consolidated Salary (Rs. 24,252/- per month fixed in the minimum pay scale of Rs. 9300-34800 + 4800 Grade Pay).

Essential Qualification:

First Class Master's Degree in Computer Science (MCA / MSc in Computer Science) from a recognized university or equivalent and two years of active experience in the field of the programming.

Desirable Qualification:

Experience in developing software, utility Programs and data processing.

Job Requirement:

- Extensive working on Internet.
- Developing Utilities Programming and Administrative Management of Software for searchable Database.

Age limit : Not exceeding 35 years as on December 31, 2012. (Age relaxation in case of SC/ST/OBC and Departmental Candidates as per rules)

Date Entry Operator Grade- A (One Post) Consolidated Salary (Rs. 13,072/- per month fixed.)

Essential Qualification:

- 10+2 from any discipline.
- One year diploma in computer application and programming from any recognized university or institutes.

Desirable Qualification:

- Two year of working experience in the field of data entry, office management and other administrative work.
- Average speed of data entry should be 30-35 words per minute.
- Knowledge of Hindi Typing

Job Requirement:

- Extensive working on Internet.
- Carrying out Data Entry, Data Analyses, and Administrative work.

Age limit : Not exceeding 28 years as on December 31, 2012. (Age relaxation in case of SC/ST/OBC and Departmental Candidates as per rules)

The posts are purely temporary and co-terminus with the project. The duration of the position is three year. The appointment is terminable with one-month notice from either side. The Council can terminate the appointment at any time by giving one month notice without assigning any reason. The selected candidate will have **no** claim for regular appointment under ICMR. Benefits of Provident Fund, CCA, Leave Travel Concession etc. are not admissible. No TA/DA will be paid for attending interview, joining or termination of the services. **Candidates possessing experience in work relating to information collection, compilation, processing, editing /INTERNET and Web Searches, Database management, Development of Utility Programs, Data Analysis and On-line processing of submissions shall be preferred.**