

**INTERVIEW FOR THE POST OF ‘PROJECT ASSISTANT’
UNDER PROJECT HBCRI**

Project title: Hospital Based Cancer Registries in India

Position	Project Assistant
No. of opening	01
Funding agency	ICMR-National Institute of NCD Epidemiology (NINE) (previously ICMR-NCDIR)
Project duration	1 year
Job location	Institute of Liver and Biliary Sciences (ILBS), New Delhi
Job description	(i) To extract and update demographic, clinical, treatment, and follow up details in forms and online software of all cancer patients registered in ILBS under the guidance of Project team. (iii) To do data analysis, noting, and drafting. Any other duties as assigned by Project team.
Eligibility	<u><i>Essential:</i></u> Graduate in Science, Life Sciences, Microbiology, Biotechnology, Biochemistry, Public Health, Zoology, Nursing, Social Work, Hospital Management or any other relevant discipline from a recognized institution. <u><i>Desirable:</i></u> Knowledge of use of computer software, qualitative and quantitative data analysis, data collection, documentation, data entry, data cleaning, and data transcription. Preference will be given to candidates with hospital based experience.
Age Limit	40 years
Remuneration	Rs 21,000/- (consolidated monthly remuneration)

Note:

- Interested candidates who fulfil the mentioned qualifications/eligibility criteria may fill up the attached prescribed application form and forward it with scanned copies of degree/certificate/diploma/testimonials through email at hbcrlbs@gmail.com by **03-11-2026, 5:00 pm**.
- The appointment under the project shall be on “contract basis” initially for a period of one year, further extendable up to 2 years on the basis of individual performance and availability funds
- The effective date for reckoning the requisite qualification, experience and the upper age limit will be on 03-11-2026.
- Only shortlisted candidates will be called for written test/interview/skill test in the Institute. The shortlisted candidates will be required to bring all their photocopies of degree/certificate/diploma/testimonials along with their printed application form.
- No TA/DA will be provided.
- In case of any query the candidate may call in Department of Oncology on the telephone No. 011-46300000 Ext : 22801

Application Form

Paste your recent
passport size
photograph

Application for the post of _____

1. Name in block letters : Dr./Mr./Ms./Mrs. _____

First
Middle
Last
2. Gender : (Write 'M' for Male; 'F' for Female)
3. Marital Status : Married / Unmarried / Widow / Divorcee
4. (a) Permanent address : _____

 City/District: _____ State: _____
 Pin: _____ Phone/Mob.: _____
- (b) Postal address : _____
 (For correspondence) _____
 City/District: _____ State: _____
 Pin: _____ Phone/Mob.: _____
 Email: _____
5. Date of birth : _____
 (Please annex documentary evidence)
6. Are you

(a) A citizen of India by birth and or by domicile:	Yes {	}	No {	}
(b) Person of Indian origin :	Yes {	}	No {	}
(c) Holding dual citizenship :	Yes {	}	No {	}
7. Do you belong to any of the following categories :
 (Please annex documentary evidence)
 - (i) UR / SC / ST / OBC / Ex Service men : _____
 - (ii) PWD (having 40% or more disability) suffering from: _____
8. Father's/ Husband's name : _____

First
Middle
Last

9. Educational Qualifications (matriculation onwards) (if required, attach extra sheet):

S.No.	Month & Year		Name of Degree/Diploma/ Certificate	Name of Institution and Location	Name of University
	From	To			

10. Work Experience (Start from most recent appointment/job) (if require, attach extra sheet):

S.No.	Organization Name	Date of Joining	Date of Leaving	Position Held	Nature of Job (Temporary/ Permanent /contractual)	Scale of Pay/ Total Emoluments

11. References (Name, designation, address and telephone/mobile number):

- i. _____

- ii. _____

Declaration

I hereby declare that all statements made in this application are true and complete to the best of my knowledge and belief. In the event of any information being found false or incorrect or ineligibility being detected before or after the test, interview, and joining, my candidature will stand cancelled and all my claims of the recruitment will stand forfeited.

Date:

SIGNATURE OF THE APPLICANT