

## **National Institute of Cancer Prevention & Research**

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

Applications are invited in Project entitled “**Effective implementation of Tobacco control measures for prevention and control of SLT in SEAR**” Prof. Ravi Mehrotra, Director & Scientist-G, at National Institute of Cancer Prevention Research, I-7, sector-39, Noida 201 301

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 14.06.2019, 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 14.06.2019 only. The original documents will be tallied same day i.e. on 14.06.2019 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.

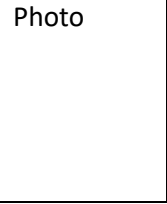
<b>Name of the post</b>	<b>Project Officer</b>
<b>Place of posting</b>	NICPR, Noida and as per requirement of the Project
<b>Number of post</b>	One
<b>Essential qualification with experience</b>	Bachelor's degree in the field of commerce with taxation from a recognized university with two year's experience in relevant field
<b>Age limit</b>	30 Years
<b>Emoluments</b>	Rs. 39,060/- (fixed) per month
<b>Nature of Duties</b>	<ol style="list-style-type: none"> <li>1. Map the regulatory processes, policies and legislation which govern the Smokeless Tobacco (SLT) in India.</li> <li>2. Capture, compile and update evidence related to governmental and non-governmental action on SLT.</li> <li>3. Prepare quarterly project report.</li> <li>4. Plan and organize meetings, consultations and training workshop with government and non-government stakeholders for SLT control</li> <li>5. Undertake any other assignments, which may be delegated from time to time by the project Coordinator.</li> </ol> <p><b>Skills</b></p> <ol style="list-style-type: none"> <li>1. Good knowledge and experience in SLT Control with understanding of the wider policy issues.</li> <li>2. Familiarity with functioning of state government and its institutions, particularly in India.</li> <li>3. Good communication skills with proven aptitude for effective verbal and written communication.</li> <li>4. Ability to think strategically and work under tight deadlines on a result-oriented basis;</li> <li>5. Ability to stay motivated and engaged in broader aspects of work as part of a team, beyond individual areas of work.</li> <li>6. 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.</li> </ol>
<b>Duration of the project</b>	1 years
<b>Duration of contract</b>	Six month (renewable on the basis of performance)

<b>Name of the post</b>	<b>Research Associate</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>	Master's degree in Public Health from a recognized university <b>With 2</b> years of experience in research field.
<b>Age limit</b>	30 Years
<b>Emoluments</b>	Rs. 34,650/- (fixed) per month
<b>Nature of Duties</b>	<ol style="list-style-type: none"> <li>1. Assist in mapping the regulatory processes, policies and legislation which govern the Smokeless Tobacco (SLT) in India.</li> <li>2. Assist project coordinator in capturing, compiling and updating evidence related to governmental and non-governmental action on SLT.</li> <li>3. Prepare policy briefs, factsheets on STL related issues including its state wide monitoring.</li> <li>4. Monitor SLT taxation, compliance to health warnings TAPS regulations for SLT products in India</li> <li>5. Undertake any other assignments, which may be delegated from time to time by the project Coordinator.</li> </ol> <p><b>Skills</b></p> <ol style="list-style-type: none"> <li>1. Good knowledge and experience in SLT Control with understanding of the wider policy issues.</li> <li>2. Familiarity with functioning of state government and its institutions, particularly in India.</li> <li>3. Good communication skills with proven aptitude for effective verbal and written communication.</li> <li>4. Ability to think strategically and work under tight deadlines on a result-oriented basis;</li> <li>5. Ability to stay motivated and engaged in broader aspects of work as part of a team, beyond individual areas of work.</li> <li>6. 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.</li> </ol>
<b>Duration of the project</b>	1 years
<b>Duration of contract</b>	Six month (renewable on the basis of performance)

<b>Name of the post</b>	<b>Administrative Personnel</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 with <b>2</b> years of experience in the field of administration/finance in an institute of repute.
<b>Age limit</b>	30 Years
<b>Emoluments</b>	Rs. 29,610/- (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> <li>4. 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.</li> </ol>
<b>Duration of the project</b>	1 years
<b>Duration of contract</b>	Six month (renewable on the basis of performance)

Administrative Officer

**ICMR-NATIONAL INSTITUTE OF CANCER PREVENTION AND RESEARCH (NICPR)**  
 PLOT NO. I-7, SECTOR-39, NOIDA-201301



1. Name of Project applied for : **Effective implementation of Tobacco control measures  
For prevention and control of SLT in SEAR.**
2. Application for the post of : .....
3. Name of the Candidate : .....  
( in Block letters)
4. Father's Name : .....
5. Date of Birth : .....
6. Sex : .....
7. Address for Correspondence : .....  
.....  
.....  
.....
8. Phone No. & E-mail ID : \_\_\_\_\_ E mail \_\_\_\_\_
9. (a) Caste : .....
- (b) Religion : .....
- (c) Category – Gen, SC, ST, OBC : .....
- (Attach self-attested photocopies of the caste certificate)
10. Educational Qualifications (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)

Sl. No.	Name of the Institute/Centre where employed	Period		Post held	Job Nature
		From	To		

11. Specialized Work Experience: (use separate sheet if required)

Sl. No.	Name of the Institute/Centre where employed	Period		Post held	Job Nature
		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. I have read & understand the terms given in the advertisement and attached the necessary documents.

Place:

Signature of the candidate

Date: