

**ICMR-NATIONAL INSTITUTE OF CANCER PREVENTION & RESEARCH
PLOT NO.I-7, SECTOR-39, NOIDA-UP.-201 301**

PROJECT UNDER “WHO FCTC GLOBAL KNOWLEDGE HUB ON SMOKELESS TOBACCO”

Applications are invited from the Indian citizens for the positions given below at NICPR, Noida. The positions are temporary and for limited period under project work. Application filled in all respect along with required document and photo pasted their-on should reach to the **Director, NATIONAL INSTITUTE OF CANCER PREVENTION & RESEARCH (ICMR), PLOT NO. I-7, SECTOR-39, NOIDA-UP-201 301** latest by 21.03.2018, 3:00 p.m.

1.	Position: Project Coordinator Rs. 125000/- (fixed) approx. per month consolidated.
	<p>Job Description</p> <ol style="list-style-type: none"> 1. Coordinating meetings with Govt. and Non- Govt. stakeholders at National and State level. 2. Development and monitoring of work-plan. 3. Compiling legal and policy evidence on SLT to effect policy change. 4. Leading project team for timely delivery of project milestones. <p>Educational Qualification: Ph.D. in Public Health / relevant subject of social science. (Preferred – Ph.D. in Tobacco Control)</p> <p>Work Experience: Ten years of experience in Tobacco Control.</p> <p>Age limit: 45 years</p>
2.	Position: Project Officer Rs. 38000/- (fixed) approx. per month consolidated.
	<p>Job Description</p> <ol style="list-style-type: none"> 1. Map the regulatory processes, policies and legislation which govern the Smokeless Tobacco (SLT) in India. 2. Capture, compile and update evidence related to governmental and non-governmental action on SLT. 3. Prepare quarterly project report. 4. Plan and organize meetings, consultations and training workshop with government and non-government stakeholders for SLT control 5. Undertake any other assignments, which may be delegated from time to time by the project Coordinator. <p>Educational Qualification: Bachelor’s degree in the field of commerce from a recognized university.</p> <p>Work Experience: Two years of experience in Tobacco Control.</p> <p>Skills</p> <ul style="list-style-type: none"> • Good knowledge and experience in SLT Control with understanding of the wider policy issues. • Familiarity with functioning of state government and its institutions, particularly in India. • Good communication skills with proven aptitude for effective verbal and written communication. • Ability to think strategically and work under tight deadlines on a result-oriented basis;

	<ul style="list-style-type: none"> • Ability to stay motivated and engaged in broader aspects of work as part of a team, beyond individual areas of work. • 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. <p>Age limit - 30 years</p>
3.	<p>Position: Research Associate Rs. 33000/- (fixed) approx. per month consolidated.</p>
	<p>Job Description</p> <ol style="list-style-type: none"> 1. Assist in mapping the regulatory processes, policies and legislation which govern the Smokeless Tobacco (SLT) in India. 2. Assist project coordinator in capturing, compiling and updating evidence related to governmental and non-governmental action on SLT. 3. Prepare policy briefs, factsheets on STL related issues including its state wide monitoring. 4. Monitor SLT taxation, compliance to health warnings TAPS regulations for SLT products in India 5. Undertake any other assignments, which may be delegated from time to time by the project Coordinator. <p>Educational Qualification: Master's degree in Public Health from a recognized university.</p> <p>Work Experience: Two years of experience in Tobacco Control.</p> <p>Skills</p> <ul style="list-style-type: none"> • Good knowledge and experience in SLT Control with understanding of the wider policy issues. • Familiarity with functioning of state government and its institutions, particularly in India. • Good communication skills with proven aptitude for effective verbal and written communication. • Ability to think strategically and work under tight deadlines on a result-oriented basis; • Ability to stay motivated and engaged in broader aspects of work as part of a team, beyond individual areas of work. • 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. <p>Age limit : 30 years</p>
3.	<p>Position: Accounts/Finance/Administrative Personnel Rs. 28000/- (fixed) approx. Per month consolidated.</p>
	<p>Job Description</p> <ol style="list-style-type: none"> 1. Maintaining Project Accounts. 2. Handling all the Bills and vendor communications. 3. Handling project communications/ invoicing/ accounting. 4. Assist in developing monthly / quarterly report of the project. 5. Maintaining the project records. <p>Educational Qualification: Bachelor's degree in any discipline from a recognized university.</p>

<p>Work Experience: Two years working experience in accounts and finance.</p> <p>Skills</p> <ul style="list-style-type: none">• Good Knowledge of MS Office.• Familiarity with functioning of government and its institutions.• Excellent knowledge of computer (internet).• 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. <p>Age limit : 27 years</p>
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1. The appointment is terminable with one month notice from either side.
2. The incumbent selected will have no claim for regular appointment at NICPR/ICMR.
3. No benefit of Provident Fund, HRA, CTC, Medical Claims etc. is admissible
4. Age relaxation for SC, ST, OBC as per Govt. rules.
5. No travel charges will be paid to attend the interview.
6. Date of examination/interview will be intimated to the shortlisted candidates **by e-mail only**.
7. The number of positions can be decreased / increased at the discretion of Director, NICPR.
8. The competent authority has the right to screen /reject the candidature or cancel whole selection procedure without assigning any reason.
9. Any type of canvassing will be treated as disqualification.
10. Incomplete application will not be considered.
11. Photo, documents Xerox attachment is necessary.
12. Reservation certificate should be as per Govt. of India Rules.
13. Applicants should write the name of the post on the envelope.
14. Applications received after due date and time will not be considered.
15. Application will be received by Registered / Speed Post only, other medium such as courier / email/ by hand will not be entertained.