

**Ministry of Health and Family Welfare
National Tobacco Control Program

Recruitment of Consultants for setting up the COP7 Organizing Secretariat.

The Ministry of Health & Health & Family Welfare, Govt. of India invites applications from dynamic individuals for the following posts under the National Tobacco Control Programme.

1. Consultant -1
2. Technical Assistant – 1

Please apply within three weeks of the publication of this advertisement. For details please refer to MoHFW website. ([link to MoHFW](#))

**Ministry of Health and Family Welfare
National Tobacco Control Program

Recruitment of Consultants for setting up the COP7 Organizing Secretariat.

The Ministry of Health Government of India is hosting the Seventh Session of the Conference of Parties (COP7) to the WHO Framework Convention on Tobacco Control and First Meeting of the Parties (MOP1) to the Protocol in India in November, 2016. In order to coordinate the activities leading up to the conference, the Ministry of Health is setting up 'COP7 organizing Secretariat'. The Ministry of Health & Family Welfare, Govt. of India invites applications for the following posts under the National Tobacco Control Programme (NTCP) from dynamic professionals to take up the challenge

3. Consultant -1
4. Technical Assistant – 1

Applications in prescribed format **(Annexure - A)** may be sent by mail to ntcp.mohfw@gmail.com, within 3 weeks of publication of this advertisement in newspapers. Hard copy of the application, together with supporting documents must be sent by post to Under Secretary (Tobacco Control) Room No – 425 'C', Ministry of Health & Family Welfare, Nirman Bhawan, Maulana Azad Road. New Delhi – 110108.

ToRs with details of the qualification and salary etc. for the posts may be seen at **Annexure – B.**

CV Format (for NTCP Consultants)

Part-A (Personal Details)

Please use a pen, and write neatly in English using BLOCK LETTERS

**Please attach a recent
passport-sized photograph
(not more than 6 months
old) of yourself**

1. Name (in full):
2. Are you or have you been known by any other name (if yes, please give details):
3. Sex (Male/ Female):
4. Date of Birth (along with age as on 01.01.2015):
5. Place of Birth:
6. Nationality:
7. Marital Status:
8. Category (SC/ST/OBC/General):
9. Residential Address (a street address is required as a post office box address cannot be accepted):

10. Address for correspondence (If the same as your residential address, write 'AS ABOVE' in the box):

11. Contact Telephone Numbers (with AREA Code):

- a. Residence:
- b. Office
- c. Mobile:

12. Do you agree to the department communicating with you by e-mail and/ or fax (if yes, give corresponding details)?

- a. E-mail Address:
- b. Fax Number (with AREA Code):

13. Educational Qualifications - Graduation and onwards (as on 01/01/2015):

Note:

- i. Kindly use additional sheets, if required**
- ii. Attach copy of relevant certificates to support mentioned qualifications**

Qualification	Main Subjects/ Specialization/Examination	Year of Passing	University/ Institute	Overall (%) of marks	Class/ Division/ Grade

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Part-C (Supplementary Information/ Other Details)

1. Character details (kindly tick the relevant option)

Have you ever:

- | | | |
|---|----|-----|
| ➤ Been convicted of a crime or offence in any country (including any conviction which is now removed from official records)? | No | Yes |
| ➤ Been charged with any offence that is currently awaiting legal action? | No | Yes |
| ➤ Been acquitted of any criminal offence or other offence on the grounds of mental illness, insanity or unsoundness of mind? | No | Yes |
| ➤ Committed, or been involved in the commission of, war crimes or crimes against humanity or human rights? | No | Yes |
| ➤ Been involved in any activities that would represent a risk to national security? | No | Yes |
| ➤ Had any outstanding debts to the Indian Government or any public authority in India? | No | Yes |
| ➤ Served in a military force or state sponsored/private militia, undergone any military/paramilitary training, or been trained in weapons/explosives use? | No | Yes |

2. Please state how you meet the requirements of the post applied for or how you consider yourself suitable to the post (not more than 500 words; this among other things may provide information with regard to additional academic qualifications, additional work experience/ part time employment/ internships and relevant professional trainings)

3. The candidates may indicate information with regard to
- Research publications, reports and special reports
 - Awards, scholarships and official appreciations
 - Affiliation with professional bodies, institutions and societies
 - Any other relevant information that may aid the in evaluating the application

Verification

I certify that the information given above is true, complete and correct to the best of my knowledge and belief.

Place:

Date:

(Signature of the applicant)

ToRs - Consultant (Policy) [under NTCP]

Qualifications:

Essential:

- a) Post graduate degree in Public Health or related field/ Social Sciences/ Management from a recognized institution/university.
- b) Minimum five years experience of working in health-related field at national/ state level.

Desirable:

- a) 5-8 years of working experience in the health sector.
- b) Experience of working in the government sector at national/state level.
- c) Experience of working in tobacco control issues and knowledge about international/national tobacco control policies and health programs.

Knowledge and skills:

- a) Technical expertise in the areas of health promotion, local participatory planning and evaluation methodologies and capability to function collaboratively and productively in a multidisciplinary environment.
- b) Research expertise in applying quantitative and qualitative methodologies to document the outcomes.
- c) Ability to represent the program in interactions with relevant stakeholders, civil society and other agencies.
- d) Knowledge and skills in the formulation of technical interventions and criteria for evaluating program interventions.
- e) Managerial skills for the development, implementation and analysis of technical cooperation programs and activities, including budget programming.
- f) Ability and willingness to travel extensively.
- g) Interpersonal and management skills with ability to work in a deadline-driven environment.
- h) Good command over MS-Office/internet and other common software.
- i) Good communication skills in English and Hindi, both written and verbal.

Job Description:

- To provide technical as well as programme management support for planning and implementation of National Tobacco Control Program.
- To support activities for the National Tobacco Control Cell for effective implementation of tobacco control laws and the National Program.
- To establish and maintain collaborative networks involving national and international organizations; governmental and non-governmental institutions to implement the tobacco control initiatives.
- To collate research based studies/evidence and create data base for supporting tobacco control policies/Program.
- To provide technical support in coordination with the concerned departments/Ministries/State Govt. in respect of implementation of WHO FCTC matters related to Working Groups, Conference of Parties (COP) and Inter-Governmental Negotiating Bodies (INB).
- To coordinate and follow-up with the existing Committees/Expert Groups e.g. Steering Committee, Inter-Ministerial Task Force, etc.
- To undertake any other task and responsibility as assigned by the supervisor/focal points.

Remuneration: upto Rs. 60,000 per month [consolidated; commensurate with qualification/experience]

Period of contract: 1 year

Location: New Delhi

ToRs - Technical Assistant (under NTCP)

Qualifications:

Essential:

(a) Graduation in any discipline from a recognized institution/University.

Desirable:

(a) At least 1-2 years of professional experience/exposure in the Health related field. (b) Experience of working with the government sector at national/state level.

Knowledge and skills:

- Good time management and multi-tasking skills, with ability to work in a deadline-driven environment.
- Ability to demonstrate good interpersonal skills and team working capability with a high standard of personal conduct.
- Proficient knowledge of computers and good command over MS-Office/internet
- Possess team working capability.
- Good communication skills in English and Hindi, both written and verbal.

Job Description:

- To support and assist in monitoring the Tobacco Control activities of the State Tobacco Control Cells and assist them in implementation of Tobacco Control laws.
- To assist the Program Division in planning, implementation of the programme & follow-up of states in respect of Statement of Expenditure/Utilization Certificates for the funds released under NTCP.
- To assist the Program Division in releasing funds/issuing sanction orders to various States/Institutions
- To assist the Program Division in all kinds of budgetary/financial matters, including preparation of Budget Estimates, Revised Estimates, etc.
- To facilitate the Program Division in sending communication/guidelines/IEC materials and other important documents to the States/Districts.
- Updation of the NTCP link in the MoHFW website.
- To undertake any other tasks and responsibilities assigned by the supervisor.

Remuneration: upto Rs. 40,000 per month [consolidated; commensurate with qualification/experience]

Period of contract: 1 year

Location: New Delhi