

Ministry of Health and Family Welfare

National Tobacco Control Program

**Recruitment of Consultants under National Tobacco Control Programme (NTCP)
at State level**

Tobacco is the foremost preventable cause of death and disease globally and leads to almost 10 lakh deaths annually in India. Tobacco is the risk factor for 6 out of 8 leading causes of death and is responsible for 30-50% of all cancers, heart and lung diseases. National Tobacco Control Program (NTCP) is under implementation in 21 states (covering 42 districts) all over the country to reduce the use of tobacco and protect the health of people from harm effects of tobacco and Second Hand Smoke.

Tobacco Control Cell, Ministry of Health & Family Welfare, Govt. of India invites applications from dynamic professionals to take up the challenge of tobacco control at State level for effective implementation of tobacco control policies, anti tobacco law and NTCP for the following States:

Name of State:

- 1. Karnataka**
- 2. Rajasthan**
- 3. Uttar Pradesh**

The last date for receipt of applications is 25th June, 2011.

Please apply in the prescribed format (Annexure-A) at – apply.ntcp@gmail.com

ToRs of the post may be seen at Annexure –B.

Note: Hard copies alongwith all the supporting documents will be required at the time of interview.

National Tobacco Control Programme
Ministry of Health & Family Welfare, Nirman Bhawan, New Delhi-110108

APPLICATION FORM

Post applied for : State Consultant

Name of the State: _____

1. Name of the Applicant: _____

2. Father's Name: _____

3. Date of Birth: _____

4. Gender: M/F _____

5. Educational Qualifications:

S. No.	Academic/ Professional Qualification	Name of Institution	Board/ University	Course Duration / Yr. of passing out	Division/Grade/%of Marks

5. Experience:

S. No.	Designation	Name of Institution/Employer	From -- To	Field of Experience	Salary drawn

6. Training/Short course attended:

7. Awards and/or Outstanding Achievements:

8. Contact Details:

a. Mailing Address:

b. Permanent Address:

c. Telephone Number: (Res) _____ **(Mob)** _____

d. Email –ID: _____

9. Undertaking:

I hereby certify that all the information given above is true to the best of my knowledge. If any of the above information is found to be incorrect at a later stage, I shall be liable to be disqualified / terminated from the service.

Date: _____

Place: _____

Signature of the Applicant

Annexure – B

TORs for State Consultant under National Tobacco Control Programme, Ministry of Health & Family Welfare, Govt. of India.

Qualifications/job requirements are as follows:

Qualifications required:

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

Desirable: (a) The applicant must possess 3-5 years of exposure in the health sector. (b) Demonstrated experience of working with the government sector at national/state level. (c) Experience in tobacco control issues and knowledge about international/national tobacco control policies and health programs will be given preference.

Knowledge and skills:

- Technical expertise in the areas of health promotion, local participatory planning and capability to function collaboratively and productively in a multidisciplinary environment.
- Research expertise in applying quantitative and qualitative methodologies to document the outcomes.
- Track record of implementing innovative ideas and schemes in day to day working.
- Capability to function collaboratively and productively in a multidisciplinary environment.
- Ability to represent the program in interactions with relevant stakeholders, civil society and other agencies.
- Ability and willingness to travel extensively.
- Interpersonal and management skills with ability to work in a deadline-driven environment.
- Possess team working capability.
- Good command over MS-Office/internet
- Good communication skills in English and Hindi, both written and verbal.

Key Responsibilities and Duties:

- To provide technical as well as programme management support for planning and implementation of National Program for Tobacco Control at state/district level.
- To support and monitor the tobacco control activities of the State/District Tobacco Control Cell and assist in implementation of tobacco control laws.
- To facilitate training and advocacy programmes for civil societies, law enforcers, state health authorities, media and health professionals at state/district level.

- To coordinate in effective implementation of components of the National Tobacco Control Program.
- To ensure quality and monthly reporting of all the activities including utilization of resources undertaken by the State/District Tobacco Control Cell.
- To assist in preparation of quarterly and annual reports.
- To undertake any other tasks and responsibilities assigned by the supervisor.

The assignment will be for a fixed term of one year

Headquarter will be at the O/o State Nodal Officer/State Focal Point for Tobacco Control.

Remuneration: Rs. 40,000/- (Rupees Forty thousand only).

No. of positions & job locations: 3 (Three) one each for Karnataka, Rajasthan and Uttar Pradesh