

Advt. No. 15/2024-25



Vallabhbhai Patel Chest Institute

University of Delhi, Delhi-110 007

Tel.: 011-27402400, 27667102, Fax No.011-27666549

Website: www.vpci.org.in

Applications are invited from eligible candidates to the following post on purely contractual basis initially for one year extendable based on annual performance by giving one day usual break on completion of one year, assessing their performance under National Tobacco Control Programme (NTCP) of the Ministry of Health & Family Welfare, Government of India.

Post	No. of Post	Qualification & Experience	Upper Age Limit upto as on the closing date of the application	Consolidated Remuneration p.m.	Job Responsibilities
Consultant (Policy & Research)	01	<p>Essential:</p> <ol style="list-style-type: none"> Post Graduate in Public Health or Social Sciences or equivalent in related fields from a recognized institution/university. 5 years of work experience in health sector with at least three years of experience in the field of tobacco control issues in the State/ Central Government Departments or under UN Organizations. <p>Desirable:</p> <ol style="list-style-type: none"> Prior experience of working in the field of policy and/or policy formulation pertaining to the non-communicable diseases cluster. Policy formulation, technical assistance to the States/UTs as well as Planning, Monitoring and Evaluation of the different activities envisaged under the Performance including Tobacco control issues. Thorough understanding of the related international/national tobacco control policies, conventions and related literature. Experience in Office Procedure, Parliamentary Procedure and other important matters in the State/Central Government Departments. 	50 years	Rs. 1,00,000/- Annual increment of 5% will be granted on completion of every calendar year on assessing performance.	<ol style="list-style-type: none"> To provide technical as well as programme management support for planning and implementation of the Programme. To support activities of the Cell at National level for effective implementation of related laws and the National Programme. To establish and maintain collaborative networks involving national and international organizations, government and non-governmental institutions to implement the Programme. To collate research based studies / evidence and create data base for supporting Policies / Programme. To provide technical support in coordination with the concerned Departments / Ministries / State Govt. in respect of the implementation of WHO FCTC matters related to Working Groups, Conference of Parties (COP) reporting etc. To coordinate and follow-up with the existing Committee / Expert Groups / concerned Ministries / Departments. To undertake any other task and responsibilities as assigned by the supervisor/ focal points.

Knowledge and Skill:

- 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.
- Research expertise in applying quantitative and qualitative methodologies to document the outcomes.
- Ability to represent the program in interactions with relevant stakeholders, civil society and other agencies.
- Knowledge and skills in the formulation of technical interventions and criteria for evaluating program interventions.
- Managerial skills for the development, implementation and analysis of technical cooperation programs and activities, including budget programming.
- Ability and willingness to travel extensively.
- Interpersonal and management skills with ability to work in a deadline-driven environment.
- Good command over MS-Office/Excel/Internet and common software.
- Good communication skills in English and Hindi, both written and verbal.

Eligible candidates may send their applications on the prescribed format alongwith self-attested photocopies of certificates/testimonials to the office of the Deputy Registrar, Vallabhbhai Patel Chest Institute, University of Delhi, Delhi-110 007 within 30 days from the date of publication of the advertisement. For details, please visit website: www.vpci.org.in/vacancies. The envelope should be superscribed as "Application to the post of.....in National Tobacco Control Programme (NTCP).

CBC 17169/12/0017/2425

Director
EN 37/53



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Consultant (Policy & Research)	01	<p>Essential:</p> <p>a) Post Graduate in Public Health or Social Sciences or equivalent in related fields from a recognized institution/university.</p> <p>b) 5 years of work experience in health sector with at least three years of experience in the field of tobacco control issues in the State/Central Government Departments or under UN organizations.</p> <p>Desirable:</p> <p>a. Prior experience of working in the field of policy and/or policy formulation pertaining to the non-communicable diseases cluster.</p> <p>b. Policy formulation, technical assistance to the States/UTs as well as Planning, Monitoring and Evaluation of the different activities envisaged under the Performance including Tobacco control issues.</p> <p>c. Thorough understanding of the related international/national tobacco control policies, conventions and related literature.</p> <p>d. Experience in Office Procedure, Parliamentary Procedure and other important matters in the State/Central Government Departments.</p>	50 years	<p>Rs.1,00,000/-</p> <p>Annual increment of 5% will be granted on completion of every calendar year on assessing performance.</p>	<p>a) To provide technical as well as programme management support for planning and implementation of the Programme.</p> <p>b) To support activities of the Cell at National level for effective implementation of related laws and the National Programme.</p> <p>c) To establish and maintain collaborative networks involving national and international organizations; government and non-governmental institutions to implement the Programme.</p> <p>d) To collate research based studies / evidence and create data base for supporting Policies / Programme.</p> <p>e) To provide technical support in coordination with the concerned Departments / Ministries / State Govt. in respect of the implementation of WHO FCTC matters related to Working Groups, Conference of Parties (COP) reporting etc.</p> <p>f) To coordinate and follow-up with the existing Committee / Expert Groups / concerned Ministries / Departments.</p> <p>g) To undertake any other task and responsibilities as assigned by the supervisor / focal points.</p>

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Director

K B

Application No.....
(To be filled in by the office)

VALLABHBHAI PATEL CHEST INSTITUTE
University of Delhi
Delhi-110 007

National Tobacco Control Programme (NTCP)
Ministry of Health & Family Welfare, GOI

Paste
Passport Size
Photograph

Application for the post of

Ref. No..... date

1. (i) Name (in block letters)
(ii) Father's Name
2. Date of Birth Age (as on date) Years..... Months
3. Nationality Sex Married/Unmarried
4. (a) Post held, if any, at the time of submitting this application date of :
appointment (state whether permanent, or probation or temporary or contract)
(b) Name and Address of Employing Authority :
5. Details of Last Basic Monthly Pay and Allowances drawn :

Pay Matrix Level in 7 th CPC	Level-
Basic Pay	Rs.
Dear Allowances	Rs.
House Rent Allowance	Rs.
Transport Allowance	Rs.
Any other allowances, please specify	Rs.
	Rs.
Total Emoluments	Rs.

6. Do you belong to SC/ST/OBC/Ex-Servicemen? If yes, please state clearly and attach certificate in support thereof, positively. YES / NO

7. Present Address at which a reply to this Applications, if any, may be sent Permanent Address

.....
.....
.....

Pin Code No..... Pin Code No.

Telephone No. (if any) Telephone No. (if any)

E-Mail Address E-Mail Address

8. (a) Whether the candidate is receiving any pension benefits? :
If so, the amount of pension and pension equivalent of Gratuity must be indicated.

- (c) Whether the candidate has received pension benefits on :
his premature retirement/retirement from his present post.
If so, total amount of monthly pension drawn.

P.T.O.

9. **Academic Qualifications** (Examination Passed from matriculation/Higher Secondary onwards)

S. No.	Examination	Year	Subjects	Div.	% of Marks Obtained	School/College Attended	Name of Board/University
1.	S.S.C.						
2.	Sr.Sec. (10+2)						
3.							
4.							
5.							
6.							
7.							

10. Details of **Experience** (To start with Past to Present):

Name of the Institution/organization	Designation & scale of pay	Nature of duties performed	Period (Dates)		Length of Experience	
			From	To	Year	Months

12. Any other relevant fact which the candidate may like to add:

13. Whether fulfilling the criteria as per advertisement?:

DECLARATION

I declare that all the statement made in this application are true to the best of my knowledge and belief.

Date:

Signature of Applicant.....

N.B. Candidates must attach self attested copies of credentials in support of their qualifications & experience claimed in this application.