

**Government of India**  
**Directorate General of Health Services**  
**Ministry of Health & Family Welfare,**  
**Nirman Bhawan, New Delhi-110011**

**RECRUITMENT OF PROJECT ASSOCIATES IN THE TECHNICAL PROJECT SUPPORT UNIT FOR ESTABLISHMENT OF NATIONAL TOBACCO TESTING LABORATORIES (NTTLs)**

The Ministry of Health and Family Welfare (MoHFW) intends to set up 'Technical Project Support Unit' in Directorate General of Health Services (DGHS) to help initiate establishment of National Tobacco Testing Laboratories (NTTLs) at Indirapuram (Ghaziabad), Mumbai and Guwahati to achieve the objectives of testing, regulation and research on tobacco and related natural products.

Applications are invited in prescribed format for the following posts on purely contract basis initially for a period of one year.

**1. Senior Project Associate (01 Post)**

- **Remuneration:** Rs. 65,000/- per month (consolidated)
- **Qualifications:**
  - i. Essential- First Class MSc. Degree in Chemistry
  - ii. Desirable- PhD in Chemistry/Instrumental methods of analysis
- **Job Description:**
  - i. To assist the National Adviser [NTTLs] in:
    - the coordination of various activities of NTTLs,
    - framing guidelines for implementation of Standard Operating Procedures, Round Robin Tests and Verification protocols,
    - designing training programme etc
  - ii. To provide scientific lab data input to NTCP team towards regulation of tobacco products
  - iii. To help in the development of scientific presentations, data storage and data mining.

**2. Junior Project Associate (01 Post)**

- **Remuneration:** Rs. 45,000/- per month (consolidated)
- **Qualifications:**
  - i. Essential- Graduate degree from a recognized University with at least 5 years experience in handling research/technology oriented project.
  - ii. Desirable- Experience of working on computer/ITI or Secretarial practice from a recognized institution or B Tech/M Tech/MSc (Chemistry/Instrumental analysis).
- **Job Description:**
  - i. Assistance in the preparation and documentation of different activities related to National Tobacco Testing labs
  - ii. To liaise and coordinate with different labs and networks to facilitate tobacco control programs
  - iii. To assist the focal points in the National Tobacco Control Program, DGHS and MoHFW
  - iv. To assist the National Adviser in the conduct of meetings, preparation of relevant documents and execution of decisions regarding good laboratory practices,
  - v. To assist in the capacity building and training activities of NTTLs.

Applications in prescribed form annexed with self-attested copies of certificates of qualifications and experience should be enclosed in an envelope super scribed with the **name of post applied** and should reach the office of **Dr. L. Swasticharan, CMO (LS)**, Room No. 528, C-wing, Directorate General of Health Services, Ministry of Health and Family Welfare, Nirman Bhawan, New Delhi – 110011, within fifteen days of the publication of this advertisement, latest by 6<sup>th</sup> December 2016.

All original documents must be brought for verification at the time of interview, if invited. No TA/DA will be paid for attending the interviews for the job applied for.

**APPLICATION FORM**

To be filled by office only  
Name of the post: \_\_\_\_\_

Paste your recent  
passport size  
photograph duly  
self attested

**Post applied for:** \_\_\_\_\_

1. Name of the Applicant: \_\_\_\_\_

2. Father's/ Husband's Name: \_\_\_\_\_

3. Date of Birth: \_\_\_\_\_

4. Gender (M/F): \_\_\_\_\_ 5. Marital Status: \_\_\_\_\_ 6. Nationality: \_\_\_\_\_

7. Correspondence Address: \_\_\_\_\_

8. Contact Number (Res): \_\_\_\_\_ (Mob): \_\_\_\_\_

9. Email -ID: \_\_\_\_\_

10. Category (SC/ST/OBC/GEN): \_\_\_\_\_ 11. Whether Physically Handicapped (YES/NO): \_\_\_\_\_

12. Educational Qualification:

S. No.	Academic / Professional Qualification	Name of Institution	Board / University	Course Duration & Year of Passing	Division/ Grade/ % of Marks

13. Experience:

S. No.	Post held	Part time/ Contract/ Ad-hoc/ Regular/Temp/Pmt.	Name of Institution /Employer	From ---to	Field of Experience	Salary drawn

14. Training / Short Course attended:

15. Award and / or Outstanding Achievements:

16. Documents to be enclosed:

- a. Degree / Diploma / Certificate ( )
- b. Experience Certificates ( )
- c. Age Proof ( )
- d. Any Other ( )

17. Undertaking:

I hereby declare 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