

NATIONAL INSTITUTE FOR CANCER PREVENTION AND RESEARCH
(Indian Council of Medical Research)

I-7, Sector 39, Noida (U.P) –201301

Tel No: 0120-2446900

Following posts are to be filled purely on temporary basis for a period of one year under the Project **“WHO FCTC Global Knowledge Hub on Smokeless Tobacco”**. Applications can be filled online from 06.08.2018 to 21.08.2018 at Institute website. (http://nicpr.res.in/imp_det_new/job_application.php)

The Terms & Conditions for the post are as follows: (Read carefully before submission)

1. The Posts are purely temporary for the project duration only.
2. Place of work will be NICPR and/or as per requirement of the project.
3. The appointment is terminable with one month notice from either side.
4. **The application must be submitted online only in the given format only latest by 21.08.2018.**
5. The entire field is mandatory in online application are compulsory to fill.
6. Applications received through post/courier/by hand will not be entertained.
7. The incumbent selected will have no claim for regular appointment at NICPR/ICMR/Govt.
8. No benefit of Provident Fund, HRA, CTC, Medical Claims etc. is admissible.
9. Age relaxation for SC, ST, OBC, PwD as per Govt. rules.
10. Age will be counted on the last date of receipt of applications.
11. No travel expenditure will be paid to attend the interview.
12. Date of examination/interview will be intimated to the shortlisted candidates **by e-mail only**. No letter will be sent through the post.
13. The number of positions can be decreased/increased at the discretion of Director, NICPR.
14. The competent authority has the right to screen /reject the candidature or cancel whole selection procedure without assigning any reason.
15. Any type of canvassing will be treated as disqualification.
16. Incomplete, without a photo, documents uploaded applications will not be considered.
17. Copy of documents (Age, educational qualification, experience, caste etc.) attachment is necessary and original need to be brought at the time of examination/interview.
18. Copy of Identity proof (Aadhar/Pan Card/ Passport/Driving License card type) is to be attached and original needs to bring at the time of examination/interview.
19. Reservation certificate should be as per Govt. of India Rules.
20. Applications submitted after due date and time will not be considered.
21. Persons already in regular/permanent service under any Government Department /Organization are not eligible to apply.
22. The selected candidate will work in the project mentioned above, and on any other work that may be assigned by the Principal Investigator/Director from time to time.

Admn. Officer

Hub 1

Consultant (Research) – One Post



Job Description:

1. Responsible for all research activities of the knowledge hub
2. Collaborate with other FCTC parties and ensure dissemination of research and SLT knowledge base
3. Develop scientific papers in collaboration with SLT Hub for dissemination
4. Evaluate research on SLT focused on all 7 South-east Asia countries besides Maldives and Mauritius
5. Coordinate the network between NTTLs for profiling of SLT products
6. Prepare SOPs for analysis of SLT products in collaboration with NTTLs and develop Universally accepted SOPs

Educational Qualification: MD / MDS / Ph.D. in Public Health / M.Sc.in clinical Psychology with 8 years' experience / MPH with 8 years' experience.

Peer reviewed Publications: Five minimum in Tobacco Control.

Work Experience: Five years of experience in Tobacco Control after post-graduation.

Age limit: 45 years

Salary: Rs. 1,00,000/- pm

PROJECT COORDINATOR – One Post



Job Description:

1. Will be responsible to work and coordinate with project officer, field investigator and IT specialist with the directions of experts under the guidance of hub in-charge
2. Will be responsible for arranging expert meetings and database for information development and dissemination
3. Provide research support to the project team
4. Undertake literature review on taxation and advertisements of SLT in SAARC countries
5. Develop resource materials for the training session, webinars and zoom sessions
6. Design and develop awareness programmes for children, adolescents, and other vulnerable section & adults

Educational Qualification: M.A. /M.Com. from a recognized university with three years of experience in handling/co-ordinating research grants and minimum one year experience in tobacco control. **OR** B.A. /B.Com. from a recognized university with five years of experience in handling/co-ordinating research grants and one year experience in tobacco control.

(Candidates having formal training in Tobacco Control will be preferred)

Peer-reviewed Publications: Two minimum in Tobacco Control.

Age limit: 35 years

Salary: Rs. 65,000/- pm

DENTIST – Two Posts



Job Description:

1. Supervise and manage clinic and mCessation component of the project
2. Maintain day to day patient records and conduct analyses for effective delivery of SLT cessation for tobacco victims
3. Follow up with patients to make them stay quit and provide sustainable support for achieving better quit rates

Educational Qualification: BDS (MDS preferred)

Work Experience: Two years of experience in oral lesion diagnosis and tobacco control.

Peer-reviewed Publications: Two

Age limit: 35 years

Salary: Rs. 60,000/- pm

IT SPECIALIST-One Post



Job Description:

1. Coordinate and support organization of the Webinars and Zoom sessions under the project
2. Update and maintain the knowledge hub website
3. Develop periodic reports of the interactions and feedback on the website with the users and stakeholders

Educational Qualification: Bachelors' degree in Computer Application/ IT/Computer Science from a recognized Institution. (Preference will be given to Masters' degree holder)

Work Experience: Two years working experience in Website designing and maintenance, Photoshop.

Language: PHP

Age limit: 30 years

Emoluments: Rs. 38,000/- pm

FIELD INVESTIGATOR – Two Posts



Job Description:

1. Responsible for data collection from the field
2. Data cleaning
3. Cross-checking of entered data
4. Support to project staff in implementing the field programmes, outreach and awareness activities

Educational Qualification: 12th Pass in Science subjects and two years diploma in Medical Laboratory Technology or two years field/laboratory experience in Government/Autonomous/PSU

Age limit: 30 years

Salary: Rs. 20,000/- pm

DATA ENTRY OPERATOR – Two Posts



Job Description:

1. All data entry related to project work in various portals.
2. Assist in internal and external documentation of the project
3. Assist project staff in any project related work.
4. Assist in other related projects.
5. Data cleaning

Educational Qualification: 12th pass in Commerce stream from a recognized Institute/Board with DOEACC 'A' level from a recognized Institute and/or 2 years experience in EDP work in Government/ Autonomous/ PSU or any other recognized organization. At least 8000 key depressions speed per hour on Computer.

Age limit: 28 years

Emoluments: Rs. 18,000/- pm

Project Duration is three years. Primary appointments will be issued for one year and will be reviewed/extended on the basis of annual performance. The contract can be terminated on the basis of performance on one month notice or notice pay.

Note : All the documents to be uploaded in PDF/DOC only in two steps. (1) All Educational qualification and Caste Certificate in one (2) All Experience certificate in one (3) Photo will be uploaded separately.

Attention: Only online application need to be filled up and uploaded, no print/hard copy is required.