

Notification - National Tobacco Control Programme

State Tobacco Control Cell, O/o. Directorate of Public Health and Preventive Medicine, Chennai-6.

Recruitment of Programme Assistant under National Tobacco Control Programme (NTCP)

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 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.

State Tobacco Control Cell under NTCP is functioning under Directorate of Public Health and Preventive Medicine, Chennai-6 invites applications from dynamic professionals in prescribed format (Annexure -I) for the vacant post as below:

- (1) **Programme Assistant** at state level (Chennai) for effective implementation of tobacco control activities under NTCP:

Detailed Terms of Reference of the Post may be seen at Annexure-I

Please apply in the prescribed format as in Annexure-I only by mentioning title of the post applied for and send us the application to the following address:

The Director,
Directorate of Public Health and Preventive Medicine,
State Tobacco Control Cell,
359, Anna Salai, Teynampet, Chennai-600006

The Last date of receipt of application is 30.12.2022.

Annexure -I

National Tobacco Control Programme

**State Tobacco Control Cell, O/o. Directorate of Public Health &
Preventive Medicine, Chennai-6**

APPLICATION FORM

Post applied for: Programme Assistant

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 / Year of passing out	Division/Grade/ % of Marks

6. Experience:

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

7. Training/Short course attended:

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-II

Terms of References for Programme Assistant at State Tobacco Control Cell under National Tobacco Control Programme.

Qualifications/job responsibilities are as follows:

Qualification: Post-graduate degree in Sociology/Social Work or graduate in Sociology/ Social Work with over two years of experience of working in health sector.

Age: Below 35 years as on 01.01.2022.

Job responsibilities:

- To support in the implementation of the NTCP at State and District level.
- To facilitate in capacity building of stakeholders / law enforcers/District Tobacco Control Cell.
- To facilitate in monitoring Tobacco Control Laws.
- To develop partnership with NGO's/Organizations/ PRI's/ Urban Level Bodies (ULB's) for further community support.
- To facilitate in developing local IEC and planning of the state IEC campaigns.
- To monitor NGO's/ Groups at state level & compile reports on monthly basis.
- To submit quarterly and monthly Performa/report to NTCC.
- Disseminate all the important guidelines and letters to District Cells.
- To prepare Utilization Certificate (UC) and Statement of Expenditure (SoE) and its timely submission for release of funds.
- Any other work assigned by the supervisor from State/National level.
- To Compile all Districts reports
- Management of Information System (MIS) reports verify & update.

Remuneration: 12,000/- per month (Consolidated) (Salary to be given on par with other programmers of Programme Assistant in SPMU- Letter, Ref. No.4132/P8/SHS/2017 Dated: 08.02.2018)

Period of contract: 11 months

Location: Chennai.