



# VALLABHBHAI PATEL CHEST INSTITUTE

UNIVERSITY OF DELHI, DELHI-110 007

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

Website: [www.vpci.org.in](http://www.vpci.org.in)

Applications are invited from eligible candidates for the following posts on purely contractual basis for one year (on consolidated salary) extendable based on requirement/satisfactory performance after giving usual break under **National Tobacco Control Programme (NTCP)** of the Ministry of Health & Family Welfare, Government of India:

Posts	No. of Post	Eligibility/Qualification	Upper Age Limit upto as on the closing date of the application	Consolidated Monthly remuneration
Consultant (Laboratory)	01	<p><b>Essential:</b></p> <p>a. Ph.D. with one of the following relevant specializations during masters (i) Chemistry, (ii) Pharmaceutical Chemistry (iii) Food Chemistry (iv) Analytical Chemistry with a first class career at graduate and post graduate level.</p> <p>b. The person should have at least seven years post qualification progressively responsible experience in research and execution of major scientific projects in institutional laboratories as evidenced by research papers in peer reviewed professional journals.</p> <p><b>Desirable:</b></p> <p>a) Experience in advanced instrumental laboratory techniques for natural and synthetic original products preferably either in food, nutritional, pharmaceutical or pesticides including knowledge of procedures for microbiological techniques and quality management system.</p> <p>b) Familiarity with Govt. of India policies, program priorities and regulations in tobacco control programme will highly be appreciated.</p>	55 years	Rs.90,000/-
Consultant (Legal)	01	<p><b>Essential:</b></p> <p>a. A Bachelor degree in Law from a recognized University.</p> <p>b. More than three years of experience of handling court cases in High Court/Supreme Court.</p> <p><b>Desirable:</b></p> <p>a. Experience in drafting of affidavits, applications, special leave petitions, transfer petition and proficient in preparing briefs, giving opinions, advising on legal matters.</p>	40 years	Rs.50,000/-
Consultant (Coordination, Monitoring & Evaluation)	01	<p><b>Essential:</b></p> <p>a. Post Graduate in Public Health or Social Sciences from a recognized institution/university.</p> <p>b. Two–Seven years of work experience in health sector with at least two years of experience in tobacco control issues/NCDs/in psychoactive substances or related field.</p> <p><b>Desirable:</b></p> <p>a. Prior work experience in tobacco control issues and/or experience in monitoring &amp; evaluation of large scale programmes would be given preference.</p> <p>b. Thorough understanding of the related international/national policies, conventions and related literature.</p>	45 years	Rs.60,000/-

Consultant (Drug Addiction Treatment)	01	<p><b>Essential:</b> Post Graduate/Master Degree in the relevant discipline (in Psychology/Sociology/Public Health) from a recognized Institution/University India on regular course.</p> <p>Post Qualification Experience: Two-Seven years of work experience in health sector with at least two years of experience in tobacco control issues.</p> <p><b>Desirable:</b> Prior experience of working in the field of coordinating Drug addiction treatment programmes and services. Thorough understanding of the extant international/national psychoactive substances addiction treatment-related policies, programmes, conventions and related literature.</p>	45 years	Rs.60,000/-
Senior Project Associate (Lab.)	01	<p><b>Essential:</b> M.Sc. Degree in Chemistry with a minimum of 2-7 years of experience.</p> <p><b>Desirable:</b> Post-Graduation in Biochemistry/Natural Products/Organic Chemistry/Instrumental Methods of Analysis.</p>	45 years	Rs.60,000/-
Junior Project Associate (Lab.)	01	<p><b>Essential:</b> Graduate degree from a recognized University with minimum two years of experience in handling research/technology oriented project.</p> <p><b>Desirable:</b></p> <ol style="list-style-type: none"> <li>Experience on working on computer.</li> <li>Certified course in ITI or Secretarial practice from a recognized institution</li> <li>Experience of helping in the organization of training programmes, seminars, conference etc.</li> </ol>	35 years	Rs.50,000/-

Eligible candidates may send their applications on the prescribed format along with self-attested photocopies of certificates/testimonials to the office of the Deputy Registrar, Vallabhbai Patel Chest Institute, University of Delhi, Delhi-110 007 within 21 days from the date of publication of the advertisement. For details, please visit website: [www.vpci.org.in/vacancies](http://www.vpci.org.in/vacancies). Any further addendum/corrigendum shall be uploaded in the Institute's website only. Separate applications are required for each post. The envelope should be superscribed as "**Application to the post of .....** in National Tobacco Control Programme (NTCP).

Director

**Consultant (Laboratory)**

**Qualifications**

**Essential:**

- a. PhD with one of the following relevant specializations during masters i) Chemistry  
ii) Pharmaceutical Chemistry iii) Food Chemistry iv) Analytical Chemistry with a first class career at graduate and post graduate levels.
- b. The person should have at least seven years post qualification progressively responsible experience in research and execution of major scientific projects in institutional laboratories as evidenced by research papers in peer reviewed professional journals.

**Desirable:**

- a) Experience in advanced instrumental laboratory techniques for natural and synthetic original products preferably either in food, nutritional, pharmaceutical or pesticides including knowledge of procedures for microbiological techniques and quality management system.
- b) Familiarity with Govt. of India policies, program priorities and regulations in tobacco control programme will highly be appreciated.

**Knowledge and skills:**

- a) Technical expertise as application scientist in advanced analytical techniques.
- b) Knowledge of adaptation, modification and validation of methods, procedures or standard operating procedures in line with laboratory activities.
- d) Ability to translate standard operating procedures and their appropriate adaptation
- d) Experience of undertaking technology development and dissemination of knowledge in line with technical requirements.
- e) Ability to steer inter-institutional research and collaborative efforts to generate valid scientific data and interpretation.
- f) Ability to write sound technical reports and excellent presentation skills.
- g) Interpersonal and management skills with ability to work in a deadline-driven environment.
- h) Working knowledge on use of computer software such as MS-Office, MS-Excel, Chemdraw, etc.
- i) Good communication skills in English and Hindi.
- j) Good working knowledge of team management techniques to plan, organize and direct multi-disciplinary teams, activities, and overall administrative requirements.
- k) Experience of organizing seminars, workshops and training programs on recent advances in institutes of national importance will be preferred.
- l) Knowledge of generating classified knowledge, patents and intellectual property rights.

**Job Description:**

- a. To assist the MoHFW / Dte.GHS in the execution of Tobacco Product Testing and Regulation component of the National Tobacco Control Programme;
- b. To plan and execute efficient functioning of National Tobacco Testing laboratories;

- c. To identify equipment and other technical services required for tobacco testing and generation of data base for tobacco products;
- d. To supervise preparation of documents for technical specifications for advanced scientific equipment required by NTTLs;
- e. To draw up strategies for procurement of standards, working standard, etc
- f. To adapt or modify existing SOPs to suit testing of locally available tobacco products
- g. To provide inputs in relation to translating testing information to product regulation.
- h. Ability and willingness to travel extensively.
- i. To undertake any other task and responsibility as and when to be signed by the supervisor /focal points.

**No. of Position: One**

**Age:** Upper age limit upto 55 years as on the closing date of the application.

**Remuneration:** Rs. 90,000/- per month (consolidated). TA/DA on official tour shall be provided as per extant Government norms,

**Other Conditions:** As per extant GOI/MOHFW instructions.

**Period of contract:** 1 year and extendable based on annual performance evaluation with an increase of 5% in remuneration.

**Location:** Delhi

**Consultant (Legal)**

**Qualifications:**

**Essential:**

- a. A Bachelor degree in Law from a recognized University.
- b. More than three years of experience of handling court cases in High Court/Supreme Court.

**Desirable:**

- a. Experience in drafting of affidavits, applications, special leave petitions, transfer petition and proficient in preparing briefs, giving opinions, advising on legal matters.

**Knowledge and skills:**

- a. Possess good knowledge and understanding of IPC and CrPC and linked procedures/processes.
- b. Capability to function collaboratively and productively, in a multidisciplinary environment
- c. Ability to represent the organization in interactions with Central & State Government, and other stakeholders
- d. Scrutinizing, inspecting and guiding in legal matters with effective communication & problem solving skills.
- e. Track record of implementing innovative ideas and schemes in day to day working.
- f. Ability and willingness to travel extensively.
- g. Interpersonal and management skills with ability to work in a deadline-driven environment.
- h. Good command over MS-Office/internet
- i. Good communication skills in English and Hindi, both written and verbal.

**Job Description:**

- a. To undertake legal research for defending the Tobacco Control & allied laws in the various courts.
- b. To assist the National Tobacco Control Cell in drafting affidavits, applications, special leave petitions, transfer petition in various court cases and replies to RTI applications, CIC appeals, Parliament Questions.
- c. To pro-actively monitor all legal issues and judicial cases and assist in briefing the Central Government Standing Counsel, Senior Central Government Standing Counsel, Assistant Solicitor General, etc., about the cases.
- d. To assist National Tobacco Control Cell for handling issues related to law to ensure effective implementation of the related Laws and Framework.
- e. To assist in framing / drafting of policy/briefs, gazette notifications, and amendment bills.

- f. To assist in filing of affidavits/applications and attend court hearings in the Supreme Court of India and various High Courts of India.
- g. To assist the Government Counsel during the hearing before the Supreme Court of India and various High Courts of India.
- h. To maintain follow ups of all cases, case files and tracking court hearings to ensure timely and effective action.
- i. To collate information received from various sources on violation under the extant Law and report the same.
- j. To undertake any other task and responsibility assigned by the supervisor/focal points.

**No. of Position: One**

**Age:** Upper age limit upto 40 years as on the closing date of the application.

**Remuneration:** Rs. 50,000/- per month. TA/DA on official tour shall be provided as per extant Government norms.

**Period of contract:** 1 year and extendable based on annual performance evaluation with an increase of 5% in remuneration.

**Location:** New Delhi

**Consultant (Coordination, Monitoring & Evaluation)**

**Qualifications:**

**Essential:**

- a. Post Graduate in Public Health or Social Sciences from a recognized institution/university.
- b. Two - Seven years of work experience in health sector with at least two years of experience in tobacco control issues/NCDs/ in psychoactive substances or related field.

**Desirable:**

- a. Prior work experience in tobacco control issues and/ or experience in monitoring & evaluation of large scale programmes would be given preference.
- b. Thorough understanding of the related international/ national policies, conventions and related literature.

**Knowledge and skills:**

- a. Track record of implementing innovative ideas and schemes in day to day working.
- b. Capability to function collaboratively and productively in a multidisciplinary environment.
- c. Ability to represent the program in interactions with relevant stakeholders, civil society and other agencies.
- d. Ability and willingness to travel extensively.
- e. Interpersonal and management skills with ability to work in a resource-crunch environment.
- f. Good command over MS-Office/internet
- g. Good communication skills in English and Hindi, both written and verbal.

**Job Description:**

- To provide technical support for planning and implementation of the Programme in the country.
- To support and monitor the tobacco control activities of the State Tobacco Control Cells and assist them in implementation of tobacco control laws.
- To assist and monitor the implementation of the District Tobacco Control Programme.
- To undertake regular visits to the states and districts in order to monitor the implementation of the National Program at state and district levels.
- To assist and monitor the overall Programme.
- To coordinate with States / UTs / Institutes / Cessation and De-Addiction Centres under the Programme for timely submission of reports from them as well as for information as and when required.
- To undertake any other task and responsibility assigned by the supervisor/focal points.

**No. of Position: One**

**Age:** Upper age limit upto 45 years as on the closing date of the application.

**Remuneration:** Rs. 60,000/- per month. TA/DA on official tour shall be provided as per extant Government norms.

Period of contract: 1 year and extendable based on annual performance evaluation with an increase of 5% in remuneration.

Location: New Delhi

### **Consultant (Drug Addiction Treatment)**

#### **Qualifications:**

##### **Essential:**

Post Graduate/Master Degree in the relevant discipline (in Psychology/Sociology/Public health) from a recognized Institution/University in India on regular course.

Post Qualification Experience: Two - Seven years of work experience in health sector with at least two years of experience in tobacco control issues

##### **Desirable:**

Prior experience of working in the field of coordinating Drug addiction treatment programmes and services. Thorough understanding of the extant international/ national psychoactive substances addiction treatment-related policies, programmes, conventions and related literature.

##### **Knowledge and skills:**

- a) Expertise in the areas of Drug addiction treatment, local participatory planning and evaluation methodologies and capability to function collaboratively and productively in a multidisciplinary environment.
- b) Research expertise in applying quantitative and qualitative methodologies to document the outcomes.
- c) Ability to represent the program in interactions with relevant stakeholders, civil society and other agencies.
- d) Knowledge and skills in the formulation of various interventions and criteria for evaluating program interventions.
- e) Managerial skills for the development, implementation and analysis of technical cooperation programs and activities, including budget programming.
- f) Ability and willingness to travel extensively.
- g) Interpersonal and management skills with ability to work in a deadline-driven environment.
- h) Good command over MS-Office/internet and common software.
- i) Good communication skills in English and Hindi, both written and verbal.

##### **Job Description:**

- To provide programme management support for planning and implementation of the Programme.
- To establish and maintain collaborative networks involving national and international organizations; governmental and non-governmental institutions to implement the addiction treatment initiatives.
- To collate research based studies/evidence from the global and national level and create data base for supporting evidence-based addiction treatment Plan.
- To provide technical support in coordination with the concerned Departments/Ministries/State Govt. in respect of the implementation of provisions of international policies related to the Programme.
- To coordinate and follow-up with the existing Committees/Expert Groups.
- To undertake any other task and responsibility as assigned by the Division head/supervisor/focal points.

**No. of Position: One**



**Age:** Upper age limit upto 45years as on the closing date of the application.

**Remuneration:** Rs. 60,000/- per month. TA/DA on official tour shall be provided as per extant Government norms.

**Period of contract:** 1 year and extendable based on annual performance evaluation with an increment of 5% in remuneration.

**Location:** New Delhi

**Senior Project Associate (Lab)**

**Qualifications:**

**Essential:** MSc. Degree in Chemistry with a minimum of 2-7 years of experience

**Desirable:** Post Graduation in Biochemistry/Natural Products/Organic Chemistry/Instrumental methods of analysis

**Knowledge and Skills:**

1. Knowledge of method development in Organic Chemistry/natural products/analytical sensor techniques
2. Knowledge of searching facts from chemical abstracts/data resources
3. Capability of independently working towards development of scientific method/documents/guidelines for good laboratory practices
4. Efficiency to draft SOPs for Chemical analysis
5. Coordinate research & development efforts and work towards method development and its dissemination to Apex and Regional NTTLs
6. Knowledge about conducting training programmes/refresher courses
7. Capacity to work in tight deadline driven research/developmental
8. Good working knowledge of Scientific software, graphics
9. Capability to process innovations in testing protocols and implementation of different programs in NTTLs
10. Ability and willingness to travel extensively
11. Possess quality and aptitude for working in a team
12. Good command over MS Office/internet and common scientific software
13. Good communication skills

**Job Description**

1. Coordination of method development and framing SOPs for testing various chemicals in tobacco products in NTTLs
2. Framing guidelines for implementation of Standard Operating Procedures, Round Robin Tests, Verification protocols for implementation in NTTLs and communication with stakeholders
3. To facilitate and assist in the validation and scrutiny of test results obtained by NTTLs and handling and storage of analytical data
4. Designing training programme etc.
5. To provide scientific lab data input to NTCP team in regulation of tobacco products [adapting best practices for India], recommendations to the NTCP Division, helping in framing of appropriate Rules under anti-tobacco laws.
6. To help in the development of scientific presentations, data storage and data mining.
7. To work with Chem. Office, Science Direct and graphical representations of data

**No. of position:** One

**Age:** Upper age limit upto 45 years as on the closing date of the application

**Remuneration:** Rs. 60,000/- per month. TA/DA on official tour shall be provided as per extant Government norms

**Period of contract:** 1 year and extendable based on annual performance evaluation with an increase of 5% in remuneration

**Location:** New Delhi

**Junior Project Associate(Lab)**

**Qualifications:**

**Essential:** Graduate degree from a recognized University with minimum two years of experience in handling research/technology oriented project

**Desirable:** i) Experience on working on computer (ii) Certified course in ITI or Secretarial practice from a recognized institution (ii) Experience of helping in the organization of training programs, seminars, conferences etc.

**Knowledge and Skills:**

1. Documentation of scientific results and preparation of progress reports
2. Experience of handling scientific/technology related projects
3. Secretarial procedures and filing of scientific documents
4. Preparation of hand outs, standard operating procedures and interaction with public and research institutions
5. Experience in the implementation of innovative technologies and Inter institutional research and development projects
6. Experience in the coordination of scientific efforts at different labs/field work
7. Ability and willingness to travel extensively
8. Possess team spirit to co- work with contributors from different institutions for preparation of handouts, monographs etc.
9. Handling logistics for the project staff/labs
10. Good command over MS –office /internet and scientific software like Science Direct, ChemDraw
11. Good command over language [English/Hindi]

**Job Description:**

1. Assistance in the documentation of different activities related to National Tobacco Testing labs
2. Preparation of documents for implementing standard operating procedures, guidelines and operational protocols for use by apex and regional tobacco testing labs.
3. To liaise and coordinate with different labs and networks to facilitate tobacco control programs
4. Help in the preparation of scientific hand outs, brochures, power point presentations
5. To assist the focal points in the National Tobacco Control Program, DGHS and MoHFW
6. Drawing up road map for efficient working of national tobacco testing labs and linkages
7. Conduct of meetings execution of innovative ideas in good laboratory practices,
8. Help in the planning and utilization of resources by the National Tobacco testing labs
9. Assist in the capacity building activities, Round Robin testing, method verification and documentation work
10. designing, documentation and execution of training programs at different levels

**No. of position:** One

**Age:** Upper age limit 35 years as on the closing date of the application.

**Remuneration:** Rs. 50,000/- per month. TA/DA on official tour shall be provided as per extant Government norms

**Period of contract:** 1 year and extendable based on annual performance evaluation with an increase of 5% in remuneration

**Location:** New Delhi

**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) .....
- (b) Name and Address of Employing Authority : .....
5. Details of Last Basic Monthly Pay and Allowances drawn : .....

Grade	Rs.
Basic Pay	Rs.
Allowances	Rs.
1. Dearness	Rs.
2. City Compensatory	Rs.
3. House Rent	Rs.
4. Any other Allowances	Rs.
<b>Total Emoluments</b>	<b>Rs.</b>

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 .....  
.....  
.....  
Pin Code No.....  
Telephone No. (if any) .....  
E-Mail Address .....
- Permanent Address .....  
.....  
.....  
Pin Code No. ....  
Telephone No. (if any) .....  
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.

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.