

**National Tobacco Control Programme
State Tobacco Control Cell O/o.DPH&PM, Chennai-6**

**Recruitment of Programme Assistant and Data Entry Operator 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 in 21 states (covering 42 districts) 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, Directorate of Public Health and Preventive Medicine, Chennai invites applications from dynamic professionals in prescribed format (Annexure –I) for the post of Programme Assistant and Data Entry Operator at state level (Chennai) for effective implementation of tobacco control activities under NTCP:

Detailed ToRs of the Post(s) may be seen at Annexure II.

Please apply in the prescribed format 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 30th November, 2013.

**National Tobacco Control Programme
State Tobacco Control Cell O/o.DPH&PM, Chennai-6**

APPLICATION FORM

Post applied for: Programme Assistant/ Data Entry Operator

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 / Yr. 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

ToRs 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/Socialwork with over two years of experience of working in Health sector.

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 and compile reports on monthly basis.
- To submit quarterly and monthly perfoma/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.

No. of Position: One

Remuneration: Rs.10, 000 per month (Consolidated)

Period of contract: 11 months

Location: Chennai

ToRs for Data Entry Operator at State Tobacco Control Cell under National Tobacco Control Programme. Qualifications/job responsibilities are as follows:

Qualification: Bachelor Degree from recognized University, Diploma in Computer applications with type writing skills (Both English and Tamil).

Job Responsibilities:

- Regular entry of all relevant data pertaining to NTCP.
- Should be able to gather and compile data and develop reports.
- Proper documentation of all the reports, correspondence and ensuring the same are further disseminated to district level.
- To assist the supervisor in logistics towards organization of all the meetings.
- Maintain and upkeep of the computer system and its accessories.
- Any other work assigned by the supervisor as per the programme need.

No. of Position: One

Remuneration: Rs.6, 000 per month (Consolidated)

Period of contract: 11 months

Location: Chennai

For Director of Public Health
and Preventive Medicine, Chennai-6