

**LAST DAY OF EVERY MONTH IS DRY DAY FOR TOBACCO IN DELHI  
NATIONAL TOBACCO CONTROL PROGRAMME  
DELHI STATE TOBACCO CONTROL CELL**

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**Terms of Reference for Walk-In-Interview on 27-01-2016**

State Tobacco Control Cell, DHS is implementing National Tobacco Control Programme with grant in aid support from GoI. It intends to hire the services of various categories on contract basis as per detail below-

SL No	Position/ Post	Qualification	No. Of posts	Monthly consolidated Remuneration	Funding Source
1.	Legal Consultant	Degree in Law from recognized University with 2-3 year relevant experience in handling cases in District Court/High Court/ Supreme Court	01 (one)	Rs. 45000/-	GoI-NTCP
2.	Secretarial Assistant cum Pharmacist	10+2 with Diploma/Graduate in Pharmacy from recognized University/Institute with 1-2 year relevant experience with Computer Literate (could compile, collect data and provide secretarial assistance)	01 (one)	Rs. 20000/-	GoI-NTCP Flexipool
3.	Data Entry Operator	10+2 with Computer Literate with minimum 1 year relevant experience Typing Speed: 40 WPM	01 (one)	Rs. 12000/-	GoI-NTCP Flexipool
4.	Part Time Accountant (1-2 days in a week as per work load)	B-com from recognized University/Institute with minimum 2 year relevant experience in account works	01 (one)	Rs. 5000/-	GoI-NTCP Flexipool

**Terms and Conditions:**

The services will be hired purely on contract basis for a period upto one year and subject to extension on approval basis. 1<sup>st</sup> 3 months will be on probation & services can be terminated with a notice of one day only . Any of the above posts can be cancelled/ terminated at any time without any further information/ reason. This is not a job in any Govt sector & candidate cannot claim any regularization & remuneration at par with any Govt employee of State or Central Govt. The contracts stands terminated if the Govt of India terminates this project

1. The age limit for above mentioned all posts/ positions will be upto 60 year.
2. No TA/DA will be paid to the candidates for attending the interview.
3. The registration for **Walk-In-Interview will be from 10.00 am to 12.30 pm. only on 27<sup>th</sup> January 2016 at DGHS Office F-17 Karkardooma New Delhi-110032.**
4. Candidates to bring their a) original certificates along with attested photocopies of the same b) 02 recent coloured passport sized photographs c) Identity proof.

(CHAIRPERSON, SELECTION COMMITTEE)