

GOVERNMENT OF INDIA
MINISTRY OF HEALTH AND FAMILY WELFARE
DIRECTORATE GENERAL OF HEALTH SERVICES
NATIONAL TOBACCO TESTING LABORATORY
OFFICE OF THE REGIONAL DRUGS TESTING LABORATORY
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No. NTTL/Ghy/Recruitment/2024-25/248

Date: 01.01.2025

RECRUITMENT OF STAFF FOR NATIONAL TOBACCO TESTING LABORATORY
(NTTL)-GUWAHATI

The Director, National Tobacco Testing Laboratory (NTTL), Guwahati invites applications from eligible candidates for the following **Project Human Resource position** on purely temporary and contractual basis for its short-term project to be engaged at the National Tobacco Testing Laboratory, Guwahati within 15 (fifteen) days of the publication of this advertisement:

Sr. No.	Designation	No. to be engaged (Total 10)	Max. age limit (years)*	Consolidated emoluments monthly (in INR)
1.	Senior Scientific Officer - I	1	45	65,000/-
2.	Senior Scientific Officer - II	1	45	60,000/-
3.	Technical Officer (Grade - II)	1	45	58,000/-
4.	Technical Assistant	3	45	38,000/-
5.	Administrative Assistant	1	45	38,000/-
6.	Accounts Assistant	1	35	34,000/-
7.	Instrument attendant	2	35	18,000/-

* Persons having experience at any NTTLs shall be eligible for age relaxation.

Terms of Reference (ToR) for the various posts:

1. Senior Scientific Officer-I (One Post)

Qualification:

- **Essential:** M.Sc. with PhD in Chemistry/ Analytical Sciences/ Instrumentation/ studies related to tobacco and tobacco products.
- **Desirable:** 3 years research experience in natural products/ synthesis/ analysis of organic compounds/ bio-chemical/ pharmaceutical sciences and experience in testing of tobacco products at any nationalized tobacco testing laboratory.

Job description: To plan and execute analytical work.

2. Senior Scientific Officer-II (One Post)

Qualification:

- **Essential:** M.Sc. in Chemistry/Biochemistry/Pharmaceutical Chemistry / Sciences or M.Pharm. with five years research experience.
- **Desirable:** 3 years research experience in natural products/synthesis/analysis of organic compounds/bio-chemical/pharmaceutical sciences and experience in testing of tobacco products at any nationalized tobacco testing laboratory.

Job description: To work on advanced analytical equipments and protocols for tobacco products analysis.

3. **Technical Officer [Grade III]** (One Post)

Qualification:

- **Essential:** M.Sc. in Chemistry/Analytical Sciences/Bio-chemistry/Biotechnology or M.Pharm.
- **Desirable:** Five years Post degree research experience on handling analytical equipments/ synthetic reagents and experience in testing of tobacco products at any nationalized tobacco testing laboratory.

Job description: To carry out scientific work on instrumental analysis and tobacco protocol development.

4. **Technical Assistant** (Three Posts)

Qualification:

- **Essential:** M.Sc. or B.Sc./B.Pharm. with three years of experiences in chemical/ physical/ biological analysis/computer applications.
- **Desirable:** Experience of operating analytical equipment and experience in testing of tobacco products at any nationalized tobacco testing laboratory.

Job description: To carry out analytical/synthetic work and to prepare relevant technical reports.

5. **Administrative Assistant** (One Post)

Qualification:

- **Essential:** Graduate in any stream with two year's experience in a reputed organization.
- **Desirable:** Experience in stenography/handling science related project office and working experience at any nationalized tobacco testing laboratory.

Job description: To assist the Administrative Officer in various administrative works.

6. **Accounts Assistant** (One Post)

Qualification:

- **Essentials:** B.Com/BA with Commerce/Accounts with proficiency/knowledge of using Tally / MS Excel with two year's experience of handling accounts.
- **Desirable:** Experience of maintaining accounts/project and working experience at any nationalized tobacco testing laboratory.

Job description: To assist in maintenance of administrative project details/accounts.

7. **Instrument Attendant** (Two Posts)

Qualification:

- **Essential:** Class XII in any stream with two years of Lab. experience.
- **Desirable:** ITI Certificate in related field and working experience at any nationalized tobacco testing laboratory.


Job description: To maintain upkeep of sophisticated equipments, cleaning of instruments etc.

General Instructions:

1. Eligible candidates shall be required to submit application for the post to be applied in prescribed format available at website "<https://cdsco.gov.in>" along with self-attested copies of

certificates of qualifications and experience to The Director in-charge, National Tobacco Testing Laboratory, at Regional Drugs Testing Laboratory, Six Mile, Panjabari Road, Guwahati - 781022 by post.

2. Applicants willing to apply for more than one post must send separate application for each post.
3. Submission of incorrect or false information for the selection shall disqualify the candidature at any stage and liable to the strict action against such person as per the provisions.
4. Applicants must mention the name of the Post for which he/she is applying in their applications and also in the outer cover of the envelope.
5. Incomplete application will be rejected summarily without showing any reason.
6. Application received after the stipulated time will not be entertained.
7. Cut-off date for calculating age and other eligibility criteria will be the last date of application submission.
8. Experience shall be counted after the date of completion of minimum essential educational qualification.
9. All original documents must be brought for verification at the time of interview, if invited.
10. No TA/DA will be admissible to the shortlisted candidates for appearing in interview etc.
11. Mere fulfilment of the minimum eligibility criteria shall not entitle an applicant for consideration for short listing of applicant. The criteria followed by the Authority in short listing of the candidates for any test/interview will be final. No appeal or representation will be entertained against such short listing criteria.
12. The date, time & venue of interview shall be communicated to the shortlisted candidates separately.
13. Engagement of the above Project Human Resource Position will depend upon availability of funds and approval of the Competent Authority. Therefore, it is not committed to fill up all the advertised Project Human Resource position and the process is liable to be withdrawn/cancelled/modified at any time.
14. All post (s) are purely temporary and contractual for the duration offered by the Competent Authority. The appointment may be renewed after every specific period of time subject to satisfactory performance and project requirement.
15. Contractual Appointment can be terminated at any time during the engagement from either side with notice period of one month without assigning any reason thereof.
16. No benefit of provident fund, Leave Travel Concession, Medical Claim etc. will be considered, since the posts are purely temporary basis.
17. The Director, NTTL Guwahati reserves the right to accept/reject any application or to cancel advertisement without assigning any reason thereof and no correspondence/recommendation will be entertained in this matter.
18. Any addendum / corrigendum in respect of above vacancies shall be issued on the website "<https://cdsco.gov.in>" and no separate notification shall be issued in the press. Applicants are requested to regularly visit the website to keep themselves updated.


Director In-charge,
National Tobacco Testing Laboratory,
DGHS, MoHFW, Govt. of India,
Six Mile, Guwahati-781022.

APPLICATION FORM

To be filled by office only
Name of the post: _____

Paste your recent
passport size
photograph duly
self attested

Post applied for: _____

1. Name of the Applicant: _____

2. Father's/Husband's Name: _____

3. Date of Birth: _____

4. Gender (M/F): _____ 5. Marital Status: _____ 6. Nationality: _____

7. Correspondence Address: _____

8. Contact Number (Res): _____ (Mob): _____

9. Email ID: _____

10. Category (SC/ST/OBC/EWS/GEN): _____ 11. Whether Physically Handicapped (YES/NO): _____

12. Educational Qualification:

S. No.	Academic/Professional Qualification	Name of Institution	Board/University	Course Duration & Year of Passing	Division/Grade/% of Marks

13. Experience:

S. No.	Post held	Part time/Contract/ Ad-hoc/Regular/Temp/Pmt.	Name of Institution/Employer	From-----to	Field of Experience	Salary drawn

14. Nature of duties in different organization during professional/Research experience:

15. Research papers/review published along with impact factor:

16. Conference/poster presentation/oral presentation etc. attended:

17. Award of any Research Work from National and International organization:

18. Training / Short Course attended:

19. Award and / or Outstanding Achievements:

20. Documents to be enclosed:

- a. Degree/Diploma/Certificate ()
- b. Experience Certificate ()
- c. Age Proof ()
- d. Any Other ()
- e. 1st page of research paper/review paper published.

21. Undertaking:

I hereby declare 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