

जिला यक्ष्मा केन्द्र, सिमडेगा ।

पुनरीक्षित राष्ट्रीय यक्ष्मा नियंत्रण कार्यक्रम (आर०एन०टी०सी०पी०) जिला ग्रामीण स्वास्थ्य समिति, यक्ष्मा नियंत्रण कार्यक्रम, सिमडेगा

अनुबंध के आधार पर नियुक्ति हेतु सूचना

पुनरीक्षित राष्ट्रीय यक्ष्मा नियंत्रण कार्यक्रम (आर०एन०टी०सी०पी०) अन्तर्गत जिला ग्रामीण स्वास्थ्य समिति, यक्ष्मा नियंत्रण कार्यक्रम, सिमडेगा के लिए निम्नलिखित पदों पर एक वर्ष की अवधि के लिए अनुबंध के आधार पर नियुक्ति हेतु आवेदन पत्र आमंत्रित किये जाते हैं। उक्त आवेदन निबंधित डाक के माध्यम से सिविल सर्जन कार्यालय, सिमडेगा में दिनांक 29.02.2016 के अपराह्न 5:00 बजे तक स्वीकार किये जायेंगे।

क्र०सं०	पद का नाम	संख्या	कोटि	मानदेय (रु) प्रति मासिक	योग्यता
1	Medical Officer – DTC	1	UR – 1	Rs. 40000/- Per	<p>Essential Qualification/ Requirements –</p> <p>1. MBBS or equivalent degree from institution recognized by Medical council of India; Must have completed compulsory rotatory internship</p> <p>Preferential Qualification</p> <p>1. Diploma / MD Public Health/Tuberculosis & Chest Diseases 2. One year experience in RNTCP 3. Basic knowledge of computers</p>
2	District Programme Coordinator (DPC)	1	UR – 1	Rs. 22000/- Per	<p>Essential Qualification/ Requirements –</p> <p>1. MBA/PG Diploma in Management / Health administration from a recognized institute / University. 2. At least 1 year of work experience.</p> <p>Preferential Qualification</p> <p>1. Preference will be given to those who have worked in the field of Development / Health at District / State Level. 2. Basic knowledge of computers</p>
3	District Public Private Mix Coordinator (PPM Coordinator)	1	UR – 1	Rs.19000/- Per	<p>Essential Qualification/ Requirements –</p> <p>1. Post Graduate. 2. One year experience of working in field of Communication/ ACSM / Public-Private Partnership / Health Projects / Programs. 3. Permanent two wheeler driving license & should be able to drive two wheeler.</p> <p>Preferential Qualification</p> <p>1. Preference to those who have worked in RNTCP. 2. Certificate / Diploma / Degree / Masters holders in Social Sciences / Mass Media / Communication / Rural Development Advocacy / Partnerships / related field. 3. Basic knowledge of computers</p>
4	Senior Treatment Supervisor (STS)	6	UR – 3 ST – 3	Rs. 15000/- (& Rs. 1000/- Tribal allowance)	<p>Essential Qualification/ Requirements -</p> <p>1. Bachelor's Degree OR Recognized sanitary inspector's course. 2. Certificate course in computer operation (minimum 2 months). 3. Permanent two wheeler driving license & should be able to drive two wheeler.</p> <p>Preferential Qualification –</p> <p>1. Tuberculosis health visitor's recognized course. 2. Govt. recognized degree/ diploma in Social work or Medical Social work. 3. Successful completion of basic training course (Govt. recognized) for Multi-purpose health workers.</p>

5	Senior Tuberculosis Laboratory Supervisor (STLS)	1	ST – 1	Rs. 15000/- (& Rs. 1000/- Tribal allowance)	<p><u>Essential Qualification/ Requirements -</u></p> <ol style="list-style-type: none"> 1. Graduate 2. Diploma in Medical Laboratory technology or equivalent from a govt recognized institution. 3. Permanent two wheeler driving license & should be able to drive two wheeler 4. Certificate course in computer operations (minimum two months) <p><u>Preferential Qualification –</u></p> <p>Minimum one year experience in RNTCP</p>
6	Tuberculosis Health Visitor (TBHV)	1	UR – 1	Rs. 11500/- (& Rs. 1500 Fixed TA)	<p><u>Essential Qualification/ Requirements -</u></p> <ol style="list-style-type: none"> 1. Graduate OR 2. Intermediate (10 + 2) and experience of working as MPW/LHV/ANM/ Health worker /Certificate or higher course in Health Education /Counselling OR 3. Tuberculosis health visitor's recognized course 4. Certificate course in computer operations (minimum two months) <p><u>Preferential Qualification –</u></p> <ol style="list-style-type: none"> 1. Training course for MPW or recognized sanitary inspector's course
7	Accountant	1	UR – 1	Rs. 10000/- Per	<p><u>Essential Qualification/ Requirements -</u></p> <ol style="list-style-type: none"> 1. Graduate in Commerce. 2. Two years of experience in Maintenance of accounts on double entry system in a recognized Society or Institution. 3. Experience in working with Accounting software for at least 2 years. <p><u>Preferential Qualification –</u></p> <ol style="list-style-type: none"> 1. Familiarity with audit in a recognized society or institution. 2. MBA/PGD in Financial Management.
8	RNTCP Laboratory Technician (LT) / Sputum Microscopist	2	ST – 2	Rs. 10000/- (& Rs. 1000/- Tribal allowance)	<p><u>Essential Qualification/ Requirements -</u></p> <ol style="list-style-type: none"> 1. Intermediate (10+2) and Diploma or certified course in Medical Laboratory Technology or equivalent. <p><u>Preferential Qualification –</u></p> <ol style="list-style-type: none"> 1. One year experience in RNTCP or sputum smear microscopy. 2. Candidate with Higher qualification (for example Graduates) shall be preferred.

- Job Responsibility of the above posts will be as per RNTCP guidelines and can be seen at the Notice Board of District TB Centre, Simdega / Civil Surgeon office, Simdega.

Common Points: Everyone joining the program must agree to have

1. A Mobile Contact Number working for incoming calls at least during duty hours.
2. Should reside at the duty headquarter.
3. Should be computer literate
4. Should have PAN / Aadhar Card Number
5. At the time of execution of agreement, consultancy fees will be subjected to TDS at applicable rate.
6. Should be able to drive, wherever applicable, the type/make of the two wheeler available provided by the program.
7. **Period of Engagement -** One year (may be extended subject to satisfactory performance)

आवेदन की शर्तें : –

“क” आयु सीमा : न्यूनतम 18 वर्ष, अधिकतम 65 वर्ष

“ख” सेवानिवृत्त कर्मचारियों को अपने कार्यालय प्रधान के हस्ताक्षर से जारी प्रमाण पत्र संलग्न करना अनिवार्य है जिसमें उनकी नियुक्ति, सेवानिवृत्ति, कार्यकलाप एवं आचरण की चर्चा हो।

“ग” आवेदन के साथ राजपत्रित पदाधिकारी से अभिप्रमाणित – योग्यता संबंधी प्रमाण पत्र (Educational Qualification – Marksheet & other certificate), जन्म तिथि प्रमाण पत्र (मेट्रिकुलेशन), अनुभव प्रमाण पत्र, जाति प्रमाण पत्र, आवासीय

- प्रमाण पत्र, ड्राईविंग लाईसेन्स (यदि आवेदित पद के अनुरूप आवश्यक हो तो) इत्यादि सभी प्रमाण पत्रों की छायाप्रति संलग्न करना आवश्यक है।
- ‘घ’ आवेदन के साथ दो पासपोर्ट साईज रंगीन फोटोग्राफ (राजपत्रित पदाधिकारी से अभिप्रमाणित) संलग्न करना आवश्यक है।
- ‘ङ’ यदि अंक पत्र CGPA अथवा SGPA पद्धति से हो तो प्राप्तांक का Conversion Chart (From Institution) संलग्न करना आवश्यक है।
- ‘च’ आवेदन के साथ अनुलग्नकों को पृष्ठांकन (Page Numbering) करते हुए आवेदन प्रपत्र में निर्दिष्ट कॉलम में भरें।
- ‘छ’ आवेदन पत्र के साथ अपना स्वपता लिखा लिफाफा (10” x 4”) जिस पर 25 रु (पच्चीस रुपये) का डाक टिकट चिपकाया हो, संलग्न करना अनिवार्य है।
- ‘ज’ आवेदित लिफाफा के उपर आवेदित पद का नाम एवं आरक्षण कोटि स्पष्ट रूप से लिखे होने चाहिए।
- ‘झ’ यदि आवेदक एक से अधिक पदों हेतु आवेदन करना चाहते हैं ऐसी स्थिति में आवेदन अलग-अलग देंगे।
- ‘ञ’ शार्ट लिस्टेड आवेदकों को लिखित जाँच अथवा साक्षात्कार (जो आवश्यक हो) हेतु बुलाया जायेगा।
- ‘ट’ RNTCP से हटाये गये कर्मियों का आवेदन स्वीकार नहीं होगा।
- ‘ठ’ चयन समिति द्वारा लिया गया निर्णय सर्वमान्य होगा। नियुक्ति संबंधी नियमों एवं शर्तों को शिथिल एवं संशोधित करने का अधिकार चयन समिति के लिए सुरक्षित होगा।
- ‘ड’ सेवा पूर्णरूपेण एक वर्ष के अनुबन्ध पर होगा।
- ‘ढ’ चयनित उम्मीदवार को एक अनुबन्ध प्रपत्र भरकर देना होगा जिसमें कार्य की प्रकृति एवं अन्य शर्तें निहित होंगी।
- ‘ण’ आवेदन पत्र भेजने का पता –

असैनिक शल्य चिकित्सक सह मुख्य चिकित्सा पदाधिकारी, सिमडेगा
सदर अस्पताल कैम्पस, सिमडेगा 835223 (झारखंड)

15. Driving License :-

Name of the Office & District (Issuing Driving License Authority)	License No.	Valid from (Specify date)	Valid upto (Specify date)

घोषणा

मैं एतद् द्वारा घोषणा करता/करती हूँ कि आवेदन में भरे गये सभी विवरणी मेरी जानकारी में सही हैं। गलती पाये जाने पर मैं दण्ड का पात्र बनूँगा/बनूँगी।

स्थान :
दिनांक :

आवेदक का हस्ताक्षर

जिला यक्ष्मा पदाधिकारी,
जिला ग्रामीण स्वास्थ्य समिति,
यक्ष्मा नियंत्रण कार्यक्रम,
सिमडेगा

Job Specification / Responsibilities

Sl. No.	Category / Job Title	Job Specification / Responsibilities
1	Medical Officer – DTC	<ol style="list-style-type: none"> 1. To assist the District TB officer in program management activities like planning, budgeting, implementing, monitoring, supervising evaluating and reporting. 2. To link District TB Centre with stake holders of the program within and outside the district. 3. To assist District TB Officer in gathering political and administrative commitment for the program 4. To assist District TB Officer in establishing inter-sectoral and inter-departmental coordination for TB control. 5. To conduct supervisory visits to the TUs, DMCs, PHIs, DOT centres, other TB care sites and report to District TB Officer. 6. To assist the District TB Officer in establishing systems for TB Surveillance (through MIS, Notification, etc.) 7. To assist District TB Officer in district level procurements and supply chain management including physical stock verification. 8. To assist District TB Officer in maintaining updated data base of district and peripheral level program managers and stakeholders. 9. To assist District TB Officer in district level human resources management. 10. To manage the public grievance redressal mechanism in the District TB Office. 11. To manage the public relations in the District TB Office and assist District TB Officer in compiling information required for reports to State TB Cell, PRIs and replies to requests under right to information. 12. To facilitate change management with respect to use of ICT & Nikshay tools for concerned data entry, validation & its use for public health action 13. Any other job assigned as per program need.
2	District Programme Coordinator (DPC)	<ol style="list-style-type: none"> 1. To work in close coordination with DTO in program management activities including planning, budgeting, procurement, logistics management, maintenance services and preparation of reports. 2. To coordinate with the stakeholders of the program like Medical Colleges, NGOs, Private Practitioners, Professional organizations, LSGs and TB and TB related co-morbidity care providers. 3. To assist District TB Officer in establishing inter-sectoral and inter-departmental coordination for TB control. 4. To assist the DTO in organizing trainings, meetings, reviews and sensitization workshops at the district level. 5. To assist the DTO in organizing ACSM activities at the district level, to prepare quarterly IEC reports and procurement reports. 6. To assist the DTO in identifying NGOs and PPs for partnership through various schemes and enter into MoU. 7. To assist the DTO is collecting and compiling necessary documents for disbursal of Grant in Aid to the NGOs and PPS. 8. To assist the District TB Officer in establishing systems for TB Surveillance(through MIS, Notification, etc.) 9. To assist District TB Officer in district level procurements and supply chain management including physical stock verification. 10. To assist District TB Officer in maintaining updated data base of subdistrict and peripheral level program managers and stakeholders. 11. To assist District TB Officer in district level human resources management. 12. To manage the public grievance redressal mechanism in the District TB Office. 13. To manage the public relations in the District TB Office and assist District TB Officer in compiling information required for reports to State TB Cell, PRIs and replies to requests under right to information. 14. To facilitate change management with respect to use of ICT & Nikshay tools for concerned data entry, validation & its use for public health action 15. Any other job assigned as per program need

3	District Public Private Mix Coordinator (PPM Coordinator)	<p>To assist the District TB officer(in co-ordination with State PPM coordinator) in :</p> <ol style="list-style-type: none"> 1. Implementation of PPM and ACSM activities at the district and sub-district level. 2. Assisting the DTO in mapping and line listing of all stake holders, identifying NGOs, Private providers for partnerships and facilitating the process of partnerships. 3. Coordinating workshops / meetings for improving involvement of PPs & NGOs. 4. Collating the required information from NGOs / PPs / Partners to enable quality monitoring and enhancing TB control activities. 5. Compiling necessary documents for disbursal of Grant in Aid to NGOs and PPs 6. Facilitating periodic review of partnerships with different stakeholders 7. Facilitate ACSM activities in coordination with the IEC officer and PPM partners. 8. Coordinating with the medical college / hospitals / teaching institutes / schools for improved involvement in the program. 9. Coordinating with corporate / private hospitals for their involvement in the program. 10. Monitoring PPM activities of partners at field level on behalf of DTO 11. Prepare monthly and quarterly report of ACSM/PPM activities for DTO 12. Documentation of best practices of PPM partners for annual reports. 13. To facilitate change management with respect to use of ICT & Nikshay tools for concerned data entry, validation & its use for public health action 14. Any other job assigned as per program need
4	Senior Treatment Supervisor (STS)	<ol style="list-style-type: none"> 1. Assist DTO and MOTC to carry out all TB control activities under RNTCP including PMDT, TB/HIV coordination and PPM. 2. Coordinate with all concerned to ensure that all contacts of sputum positive patients are screened for TB 3. Assist the MO-PHI in organizing DOT services for TB patients in his/her assigned TU 4. Ensure retrieval of defaulters as per schedule. 5. Maintain the TB Register, incorporating required information with respect to all cases diagnosed in the Block/TB Unit; ensure notification of TB Cases in his/her assigned TB Unit 6. Supervise referral and feedback/transfer-in & out activities for TB patients in assigned TB Unit 7. In close coordination with STLS, assist MOTC in preparation of Quarterly Reports on case finding, sputum conversion & treatment outcome, Programme Management and submission to the DTO. 8. Supervise each PHI in the area at least once every month, on a systematic schedule. 9. Assist DTO and MOTC in ensuring regular supply of drugs and other logistics to all PHIs in the Block/TB Unit. 10. Ensure maintenance of RNTCP Drug Stock Register at all stocking points; Monitoring of consumption of drugs with respect to their shelf life and ensure that no drugs get expired. 11. Retrieve unconsumed medicine boxes of patients who have defaulted/died/transfer out etc.and assist in reconstitution of medicine boxes at the district level 12. Visit all patients at home before registration and provide health education and counseling to the patients and family. 13. Facilitate organizing patient provider interaction meetings and community meetings. 14. To facilitate change management with respect to use of ICT & Nikshay tools for concerned data entry, validation & its use for public health action 15. Assist PMDT Coordinator by providing line-list of DR-TB suspects and updating the TT cards of MDR-TB patients on a fortnightly basis, in coordination with STLS 16. Identify and facilitate the training of recognized DOT Providers 17. Any other job assigned as per program need

5	Senior Tuberculosis Laboratory Supervisor (STLS)	<ol style="list-style-type: none"> 1. Will be responsible for maintaining the quality of sputum microscopy and smooth functioning of laboratory services. 2. Organize smear examination at the designated microscopy centres of the sub-district, 3. Organize regular training and continuing education of the laboratory technicians. 4. Supervise all designated microscopy centres at least once a month. 5. Promote AFB microscopy as primary tool for diagnosis of TB. 6. Check the record-keeping pertaining to sputum microscopy services 7. Ensure Proper disposal of contaminated lab material in designated microscopy centres. 8. Implementation of all components of RNTCP lab Quality Assurance. 9. Coordinate with STS to ensure that all TB patient diagnosed are initiated on treatment. 10. Co-ordinate with STS and PMDT Coordinator in updation of relevant RNTCP records, line-list of DR-TB Suspects and preparation of Quarterly Reports 11. Ensure that diagnostic and follow up sputum specimens for Culture/DST of DRTB suspects/patients are sent from the DMCs to Culture/DST Laboratories as per RNTCP guidelines. 12. To facilitate change management with respect to use of ICT & Nikshay tools for concerned data entry, validation & its use for public health action 13. Any other job assigned as per program need
6	Tuberculosis Health Visitor (TBHV)	<ol style="list-style-type: none"> 1. Ensure regularity of DOT for all types of TB patients, as per RNTCP guidelines 2. Responsible for decentralization of DOT services and supervision of DOT Centres in the assigned geographic area 3. Verify address of all diagnosed TB patients and educate patients and their families on the plan of treatment. 4. Arrange time and place for DOT, according to the patient's convenience. 5. Ensure that follow-up smear/culture/DST examinations of sputum are carried out as per the stipulated schedule. 6. Maintain the Treatment Card and record information & transfer this information to the original Treatment Card at the CHC/PHC/DMC/treatment centre during periodic meetings. 7. Assist the DTO in establishing TB Surveillance systems(TB Case Notification activities, ICT) 8. Take steps for immediate retrieval of defaulters; During the intensive phase it should be no later than the day after the default, and during the continuation phase within a week of the default. 9. Assist STS in PMDT, TB/HIV collaborative activities and PPM activities 10. Maintain relevant records. 11. Line-listing of PP/NGO, one-to-one interactions/sensitization for involvement 12. To facilitate change management with respect to use of ICT & Nikshay tools for concerned data entry, validation & its use for public health action 13. Any other job assigned as per programme need
7	Accountant	<ol style="list-style-type: none"> 1. To handle all matters relating to accounts, budgeting and finance and management of accounting procedure pertaining to RNTCP in the district. 2. Coordinating with the finance personnel at DPMU with a view to ensure submission of consolidated financial reports like FMR, SFP 3. Accurate and timely submission of monthly/quarterly report on expenditure. 4. Preparing annual and quarterly budgets for the district. 5. Ensuring that adequate internal controls are in place to support the payments and receipts. 6. Ensure audit of accounts of RNTCP by the auditor appointed by the State/District Health Society 7. To facilitate change management with respect to use of ICT & Nikshay tools for concerned data entry, validation & its use for public health action 8. Prepare the plan of expenditure and facilitate its execution 9. Arrange accounts for audit and extend required help in the audit of the accounts 10. Ensure preparation and timely submission of the SOE, UC, Audit reports. 11. Any other job assigned as per program need.

8	RNTCP Laboratory Technician (LT) / Sputum Microscopist	<ol style="list-style-type: none">1. Follow the standard operating procedures for sputum smear microscopy, including sputum collection, smear-making, staining and reading the smears, etc.2. Maintain the Laboratory Register and report the results to the Medical Officer managing the patient.3. Coordinate with other staff to ensure that patients with productive cough for two weeks or more and symptomatic contacts of TB patients undergo sputum examination and receive sputum containers and necessary instructions.4. Promote AFB microscopy as primary tool for diagnosis of TB.5. Assist the MO-PHI in identification of MDR-Suspect and ensure collection and transportation of sputum specimens for Culture and DST as per guidelines.6. Organize and supervise the disposal practices of contaminated lab material as detailed in the Laboratory Manual.7. Assist STLS in implementation of RNTCP Lab Quality Assurance8. Assist in implementation of new TB Diagnostic Tools in RNTCP9. To facilitate change management with respect to use of ICT & Nikshay tools for concerned data entry, validation & its use for public health action10. Any other job assigned as per program need
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जिला ग्रामीण स्वास्थ्य समिति,
यक्ष्मा नियंत्रण कार्यक्रम,
सिमडेगा