

Advt. No

3341

Zilla Swasthya Samiti,
Revised National Tuberculosis Control Programme, Ganjam

Date: 21/02/2019

Walk In Interview

A Walk In Interview will be conducted on 01.3.2019 for filling up vacancies of Medical Officer RNTCP MKCG MCH, Berhampur, District Programme Coordinators (DPC), Senior Treatment Supervisor (STS), TB Health Visitor (TBHV) on contractual basis subject to renewal as per Odisha State Health & Family Welfare Society terms and conditions. The detail vacancy post as follows :

Sl No	Name of the Post	Vacancy	Eligibility Criteria, TOR etc.	Monthly base remuneration (in ₹) & Performance Incentive (PI)
1	Medical Officer RNTCP MKCG MCH, Berhampur	01	Detail can be referred from the web site https://ganjam.nic.in	48,510 + PI
2	District Programme Coordinators (DPC)	01		24,696 + PI
3	Senior Treatment Supervisor (STS)	05		17,420 + PI
4	TB Health Visitor (TBHV)	01 (ST - 01)		12,789/- + PI

Interested candidates fulfilling the eligibility criteria may register her / his name at RNTCP Meeting Hall, City Hospital Campus, Berhampur on the scheduled date mentioned from 10.00 A.M. to 12.00 Noon, with filled application form along with a self attested copies of all supportive documents. The actual numbers of vacancy may differ (increase or decrease) at the time of engagement.

All communication will be made through e-mail only & time to time notification regarding status of recruitment process will be web hoisted in district web-site (i.e. <https://ganjam.nic.in>).

The undersigned reserves the right to cancel / reject any or all the applications without assigning any reason thereof.


CDM & PHO, Ganjam, Berhampur.

Zilla Swasthya Samiti, Ganjam

Advt. No. 334)

Date: 21/02/2019

Walk In Interview

A Walk In Interview will be conducted on 01.03.2019 for filling up vacancies of various post under ZSS RNTCP, Ganjam, O/o CDM &PHO, Ganjam, Berhampur on contractual basis subject to renewal as per Odisha State Health & Family Welfare Society terms and conditions.

Interested candidates can log on to district web site **<https://ganjam.nic.in>** for details of vacancy, Date of Walk In Interview, eligible criteria & application form etc. candidates fulfilling the eligibility criteria may register her / his name at RNTCP Meeting Hall, City Hospital Campus, Berhampur on the scheduled date mentioned against post from 10.00 A.M. to 12.00 Noon, with filled application form along with a self attested copies of all supportive documents. The actual numbers of vacancy may differ (increase or decrease) at the time of engagement.

Monthly remuneration, Performance Incentives (P.I.) & other benefits are admissible for all posts as per norms applicable and orders issued there under from time to time.

No application will be entertained after the scheduled date and time. Number of vacancies under this advertisement is provisional which may increase or decrease depending upon the actual vacancy. Time to time notification regarding status of selection process will be web hoisted in district web-site for information of the applicants. The panel for above positions shall also remain valid for a period of 1 (one) year from its approval. The actual numbers of vacancy may differ (increase or decrease) at the time of engagement. All communication will be made through e-mail only & time to time notification regarding status of recruitment process will be web hoisted in district web-site (i.e. **<https://ganjam.nic.in>**).

The undersigned reserves the right to cancel / reject any or all the applications without assigning any reason thereof.



Details of the contractual posts to be recruited under ZSS RNTCP, Ganjam at District Level

S No.	Name of the Post	Number of Vacancy	Remuneration in Rs. Per month. (Excluding PI)	Essential Qualification	Preferable Qualification	Age
1	2	3	4	5	6	7
1	Medical Officer (RNTCP). MKCG Medical College & Hospital, Berhampur	01	Rs 48,510/- + PI	1. MBBS or equivalent degree from institution recognized by Medical council of India; Must have completed compulsory rotator internship With 2. Basic knowledge of computers	1. Diploma / MD Public Health/ PSM / Community Medicine/ CHA/Tuberculosis & Chest Diseases or 2. One year experience in RNTCP	Lower Age Limit: 21 Completed Years (as per Govt. Rules). Upper Age Limit: below 68 Years.
2	District Programme Coordinator (DPC)	01	Rs 24,696/- + PI	1. MBA / PG Diploma in management / Health Administration from a recognized institute / University 2. At least One year of Work Experience 3. The applicants should have completed Certificate Course in Computer Application (Minimum 2 Months)	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	Lower Age Limit: 21 Completed Years (as per Govt. Rules) Upper Age Limit: below 65 Years
3	Senior Treatment Supervisor (STS)	05	Rs. 17,420/- + PI	1. Bachelor's Degree OR Recognized sanitary inspector's course with 2. Certificate course in computer operation (minimum 2 months) & 3. Permanent two wheeler driving license & should be able to drive two wheeler.	1. Tuberculosis health visitor's recognized course OR, 2. Govt. recognized PG/ Degree / Diploma in Social work or Medical Social work OR, 3. Successful completion of basic training course (Govt. recognized) for Multi-purpose health workers	Lower Age Limit: 21 Completed Years (as per Govt. Rules) Upper Age Limit: below 65 Years
4	Tuberculosis Health Visitor (TBHV)	01 [ST-01]	Rs. 12,789/- + PI	1. Graduate OR 2. Intermediate (10 + 2) and experience of working as MPW/LHV/ ANM/ Health worker / OR 3. Intermediate (10 + 2) Certificate or higher course in Health Education / Counselling OR 4. Intermediate (10 + 2) Tuberculosis health visitor's recognized course with 5. Certificate course in Computer operations (minimum two months)	Training course for Multi Purpose Worker or recognized sanitary inspector's course	Lower Age Limit: 21 Completed Years (as per Govt. Rules) Upper Age Limit: 32 Years (Age relaxation as per Govt. Rules)

N.B.: For the post of TBHV, "Certificate or higher course in Health Education / Counselling" may be defined as: Diploma/Degree in Psychology/Social Work/Medical Social Work/ Sociology / Counselling / Hospital Management / Hospital Administration etc.

General information and Instructions

1. Candidates fulfilling eligibility criteria may attend the in the scheduled date with duly filled in application form in prescribed format (available in the official website) and bring all certificates / testimonials, in original and a set of self attested photocopies of the same, in support of age, qualification and experience, for verification on the scheduled date. Incomplete application in any form will be rejected.
2. Candidates are also required to bring two recent passport size colour photographs and self photo ID proof (Voter ID card / PAN card / Driving License / Aadhar card / Passport).
3. All the positions are purely temporary and co-terminus with the scheme.
4. Candidates who are already working in Health Department either on regular or on contractual basis, have to submit No Objection Certificate from concerned employer at the time of interview / submission of application form without which they will not be eligible for the post applied for.
5. If any candidate is found to have suppressed any information or furnished false information / documents, his/her case shall not be considered for the post applied for and in case already engaged on the basis of the said information / documents, his / her service shall be terminated from the Odisha State Health & Family Welfare Society (SOH&FW) Society forthwith.
6. Candidates who have been disengaged earlier from the OSH&FW Society on administrative ground such as disobedience / poor performances/ misbehavior/ criminal activity etc. are not eligible, for any of the advertised post.
7. No personal correspondence / queries will be entertained. All official communication will be made through e-mail / official website / Notice Board.
8. The panel for above positions shall also remain valid for a period of 1 (one) year from its approval.
9. Number of vacancies / remuneration as mentioned under this advertisement may vary at the time of actual engagement.
10. In case the marks obtained are in the form of CGPA, OGPA, DGPA, GPA, CPI etc., a certificate for conversion as applicable to percentage of marks shall be submitted at the time of submission of application form. Certification towards AICTE /UGC recognised Institutions / Universities

shall also be submitted at the time of submission of application form, wherever applicable, without which the application shall not be considered & shall be rejected.

11. The undersigned reserves the right to cancel any or all the applications / positions at any stage of recruitment process without assigning any reason thereof. The Walk-in-Interview may extent for next day (If required) and No TA/DA will be given to the candidates.
12. Weightage to the existing contractual employees (only under the OSH&FW Society) who are continuing in Contractual service under the Society and who are otherwise eligible to apply, shall be taken into account, such candidates shall be awarded weightage i.e. additional 2(two) marks for each completed term of 11 months of uninterrupted contractual service under the Society only in the same position, for which he or she will be applying in other district subject to a maximum of 20(twenty) marks over the total marks secured in the entire examination process. In the case of such candidates applying with previous experience under the Society, the upper age limit shall be 45 years, akin to the principles under government.


CDM & PHO, Ganjam, Berhampur.

APPLICATION FORM

● Advertisement No		Photograph
Name of the post		
		Identity Proof No.

01. Name of the Candidate (in Capital Letter) :

02. Father's Name:

03. Date of Birth :	04. District of Domicile :	05. Sex
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06. Age as on 28-02-2019:

07. Present Contact Address :

08. Permanent Address :-

09. Contact Telephone / Mobile No :

10. Email Address :

11. Academic and professional Qualification details :

Sl No	Exam Passed	Name of the Board / University	Year of passing	Marks (excluding 4 th optional)			Duration of Course	Remarks
				Full Marks	Marks secured	% of Marks		

12. Employment Record:

Total years of post qualification experience:-

Handwritten signature

13. Experience Details (starting from present / last employment):-

Name of the employer	Post Held	From Date	To Date	Total	
				Year	Month

DECLARATION

I do hereby declare that the information furnished above are true to the best of my knowledge and belief and that , if at any stage , it is found that any of the above information is false / incorrect or is suppressed by me, my candidature / appointment under Odisha State Health & Family Welfare (OSH&FWS), Odisha is liable to rejected / terminated. I also declare that I have never been disengaged from service under the OSH&FWS, Odisha on administrative ground such as disobedience / poor performance / misbehavior / criminal activities etc.

Date :

Place :

List of enclosure(s):-

Full Signature of the Applicant

Note :

The following documents are to be enclosed along with the application :

- Two copies of Passport size color self attested photographs. One copy of self attested photograph will however to affixed at the position in the application form.
- Self attested photocopies of documents in support of age, qualification, experience etc.
- Self attested photocopy of Identity Proof (Voter ID card / PAN card / Driving License / Aadhar Card / Passport).

[Handwritten Signature]

IMPORTANT INSTRUCTIONS:

- 1 Self Attested Photo Copy of all relevant qualifications (10th Standards onwards, both Essential & Preferential), Mark Sheets, Certificates, Experience Certificate & Testimonials, Recent Pass Port Size Colour Photo, Valid Identity proof (PAN /Aadhar Card) to be attached serially with a caption of **"Submitted by Me"**
- 2 The age will be calculated as on **28.02.2019**. Upper Age relaxation will be applicable as per Govt. Rules for the Post of STS
- 3 No personal inquiry in this regard will be entertained. The authority will not be held responsible for any kind of postal delay
- 4 The application received beyond scheduled date & time or incomplete (in any form) will be rejected without assigning any reason thereof.
- 5 The applicants who are presently working in any organisation should submit **"No Objection Certificate"** from their employer
- 6 The applicant should not enclose any other documents except as mentioned in the advertisement.
- 7 Undertaking in connection with post-submission of any required documents shall not be entertained.
- 8 **Valid Permanent Two Wheeler Driving License** is to be submitted along with the application form for the position of STS
- 9 All correspondence / information / updates regarding the recruitment process from ZSS RNTCP-Ganjam will be made through Electronic Mail system (dtoorgm@rntcp.org) and through district website (www.ganjam.nic.in) only. Hence all applicants are required to visit their email inbox and district website on regular basis.
10. The Positions are purely temporary and coterminous with the Programme.
- 11 The Contractual period of engagement will be as per the guidelines of NHM / State Health & Family Welfare Society applicable from time to time
- 12 The Selection of the candidate will be made on the basis of Merit (based on Career Marking, Experience and Interview)
- 13 Experience and Preferential Qualification will be given weightage.
- 14 Knowledge in Odia the candidate must
 - a be able to read, write and speak Odia;
 - b have passed middle school examination with Odia as language subject; or
 - c have passed Matriculation or equivalent examination with Odia as a medium of examination in non-language subject; or
 - d have passed in Odia as language subject in the final examination of class VII for a school or educational institution recognized by the Govt. of Odisha or the Central Govt; or
 - e have passed a test in Odia in Middle English School standard conducted by the School and Mass Education Department.
15. In case of any controversy, the Modalities finalized by ZSS RNTCP Ganjam will be considered as final.
16. The RNTCP related domain based Working experience exclusively in the field Health & Family welfare under Govt. Establishment / Govt. Undertaking / under Govt. Scheme engaged through District / State health society / establishment will be given weightage. The Certificate from the employer having valid Issue No. / Date / Seal / Letterhead for a complete year will only be considered.
- 17 Experience for the post of STS may be defined as the experience from similar fields in Supervisory Posts only in Govt. Health Establishments / Govt. Programmes such as Nikshay Tools / DP Monitoring & Supervisions etc.
- 18 The number of vacancies may be abolished / decreased / increased basing on the Programme need and subject to approval provision in Programme Implementation Plan/ State Health & Family Welfare Society/Central TB Division.
- 19 **The authority reserves the right to accept or reject any or all applications / cancel any/entire Selection Process without assigning any reason thereof.**
- 20 Weightage to the existing contractual employees (only under the OSH&FW Society) who are continuing in Contractual service under the Society and who are other wise eligible to apply, shall be taken into account, such candidates shall be awarded weightage i.e. additional 2(two) marks for each completed term of 11 months of uninterrupted contractual service under the Society only in the same position, for which he or she will be applying in other district subject to a maximum of 20(twenty) marks over the total marks secured in the entire examination process. In the case of such candidates applying with previous experience under the Society, the upper age limit shall be 45 years, akin to the principles under government.
- 21 The panel for above positions shall also remain valid for One year from the date of the approval.
- 22 This instruction page must be signed by the applicant and should be submitted along with the application form as an acknowledgement that "I have carefully read and understood the above instruction and agree to abide by all terms and conditions set forth in the advertisement".

Date
Place

Signature of the Applicant

**Revised National Tuberculosis Control Program (RNTCP)
Terms of Reference (TOR) for Appointment of Individual Consultants and Contractual Staff**

9	Tuberculosis Health Visitor(TBHV)	<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 3. Tuberculosis health visitor's recognized course 4. Certificate in computer operations (minimum two months) 	<ol style="list-style-type: none"> 1. Training course for MPW recognized sanitary inspector's course 	<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/CMC/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
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**Revised National Tuberculosis Control Program (RNTCP)
Terms of Reference (TOR) for Appointment of Individual Consultants and Contractual Staff**

6	Senior Treatment Supervisor (STS)	<ol style="list-style-type: none"> Bachelor's Degree OR Recognized sanitary inspector's course Certificate in computer operation (minimum 2 months) Permanent two wheeler driving license & should be able to drive two wheeler 	<ol style="list-style-type: none"> Tuberculosis health visitor's recognized course Govt. recognized degree/ diploma in Social work or Medical Social work Successful completion of basic training course (Govt. recognized) for Multi-purpose health workers 	<ol style="list-style-type: none"> Assist DTO and MOTC to carry out all TB control activities under RNTCP including PMDT, TB/HIV coordination and PPM. Coordinate with all concerned to ensure that all contacts of sputum positive patients are screened for TB Assist the MO-PHI in organizing DOT services for TB patients in his/her assigned TU Ensure retrieval of defaulters as per schedule. 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 Supervise referral and feedback/transfer-in & out activities for TB patients in assigned TB Unit 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. Supervise each PHI in the area at least once every month, on a systematic schedule. Assist DTO and MOTC in ensuring regular supply of drugs and other logistics to all PHIs in the Block/TB Unit. 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. Retrieve unconsumed medicine boxes of patients who have defaulted/died/transfer out etc. and assist in reconstitution of medicine boxes at the district level Visit all patients at home before registration and provide health education and counseling to the patients and family. Facilitate organizing patient provider interaction meetings and community meetings. To facilitate change management with respect to use of ICT & Nikshay tools for concerned data entry, validation & its use for public health action 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 Identify and facilitate the training of recognized DOT Providers Any other job assigned as per program need
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**Revised National Tuberculosis Control Program (RNTCP)
Terms of Reference (TOR) for Appointment of Individual Consultants and Contractual Staff**

4	District Programme Coordinator	<ol style="list-style-type: none"> MBA/PG in health management/h administration from a recognized institute / university At least 1 year of work experience 	<ol style="list-style-type: none"> Preference will be given to those who have worked in the field of Development/ Health at District / State level Basic knowledge of computers 	<ol style="list-style-type: none"> To work in close coordination with DTO in program management activities including planning, budgeting, procurement, logistics management, maintenance services and preparation of reports. 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. To assist District TB Officer in establishing inter-sectoral and inter-departmental coordination for TB control. To assist the DTO in organizing trainings, meetings, reviews and sensitization workshops at the district level. To assist the DTO in organizing ACSM activities at the district level, to prepare quarterly IEC reports and procurement reports. To assist the DTO in identifying NGOs and PPs for partnership through various schemes and enter into MoU. To assist the DTO in collecting and compiling necessary documents for disbursement of Grant in Aid to the NGOs and PPS. To assist the District TB Officer in establishing systems for TB Surveillance (through MIS, Notification, etc.) To assist District TB Officer in district level procurements and supply chain management including physical stock verification. To assist District TB Officer in maintaining updated data base of sub-district and peripheral level program managers and stakeholders. To assist District TB Officer in district level human resources management. To manage the public grievance redressal mechanism in the District TB Office. 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. To facilitate change management with respect to use of ICT & Nikshay tools for concerned data entry, validation & its use for public health action Any other job assigned as per program need
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**Revised National Tuberculosis Control Program (RNTCP)
Terms of Reference (TOR) for Appointment of Individual Consultants and Contractual Staff**

2	Medical Officer (RNTCP), Medical College	1. MBBS or equivalent degree from institution recognized by Medical council of India; Must have completed compulsory rotatory internship	1. Diploma / MD Public Health/Community Medicine/ CHA/Tuberculosis & Chest Diseases 2. One year experience in RNTCP 3. Basic knowledge of computers	<ol style="list-style-type: none"> 1. To assess the training needs and facilitate sensitization of the medical college faculty members, PGs, interns and paramedical staff. To maintain department-wise details of diagnosis and referral of TB patients to RNTCP single window system and present them in the core committee meetings. 2. To categorize and start patients on treatment from the medical college DOT centre when indicated. 3. Assist the chairman, RNTCP Core Committee in establishing systems for TB Surveillance(MIS & Notification) 4. To coordinate service linkages related to TB-HIV, Paediatric TB & co-morbidities 5. To prepare monthly and quarterly reports on program management and logistics in the medical college. 6. To refer patients for treatment out of the medical college with necessary documents when indicated. 7. To transfer-out patients registered in the parent TU of medical college when indicated. 8. To collect and compile the feedback on the referred and transferred patients and intimate to the concerned department/District. 9. To prepare necessary documents for the core committee meetings, minute the meeting and send to the District TB Officer. 10. To supervise the TBHV and RNTCP Lab Technician of medical college. 11. To coordinate with the DTC for necessary logistic support to the medical college RNTCP unit 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
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