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<th>S N</th>
<th>Category/Job title</th>
<th>Essential Qualification</th>
<th>Preferential Qualification</th>
<th>Job Specification/responsibilities</th>
<th>Monthly Honourarium Amount</th>
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<tr>
<td>1</td>
<td>District Programme Coordinator (1 Post) at DTC Bhopal</td>
<td>MBA/PG Diploma in management from a recognized institute/ university</td>
<td>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</td>
<td>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, LSOs, 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 disposal 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 sub district 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, PPRs and replies to requests under right to information. 14. To facilitate change management with respect to use of ICT &amp; Nikhay tools for concerned data entry, validation &amp; its use for public health action. 15. Any other job assigned as per program need</td>
<td>22,000/-</td>
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<td>2</td>
<td>District PPM (pre-contractor) Coordinator (1 Post) at DTC Bhopal</td>
<td>Post Graduate Experience of working in field of Communication IACM/ Public-Private Partnership/ Health projects / programs</td>
<td>1. Preference to those who have worked in RNTCP 2. Certificate / Diploma / Degree/Masters holders in Social Science/ Media / Communication / Rural Development Advocacy / Partnerships / related field 3. Basic knowledge of computers</td>
<td>To assist the District TB officer in co-ordination with State PPM coordinator in: 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 &amp; NGOs. 4. Collating the required information from NGOs / PPs / Partners to enable quality monitoring and enhancing TB control activities. 5. Compiling necessary documents for disposal 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 &amp; Nikhay tools for concerned data entry, validation &amp; its use for public health action. 14. Any other job assigned as per program need</td>
<td>19,000/-</td>
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<td>3</td>
<td>District PMDT and TBHV supervisor (entire/whole DOTS plus &amp; TBHV) (1 Post) at DTC Bhopal</td>
<td>Graduate 2. Certificate course in computer operation (minimum two months) 3. Permanent two wheeler driving license &amp; should be able to drive two wheeler</td>
<td>1. At least 2 years of work experience under RNTCP or 5 years experience in any public health programme in a supervisory capacity 2. Good communication skills in local language &amp; willing to travel in the area of work</td>
<td>1. Assist DTO in organizing PMDT Services in the district 2. Assist DTO in organizing TB HIV co-ordination activities in the district 3. Facilitate MOH, STXs, STLs, LTs and other health system staff to subject all DRTB suspects to appropriate diagnostic tests at an RNTCP certified laboratory 4. Identification and training of DOT providers for DRTB patients and maintenance of a directory of such DOT providers at the district level. 5. Maintain and update the district level DRTB treatment cards, and other records and reports. 6. Supervise all DRTB treatment observation centres once in a quarter. 7. Link with respective DR-TB centre/s for exchange of information and patient management 8. Assist the DTO for providing training to the staff of health facilities under his/her jurisdiction to carry out PMDT related activities. 9. Establish liaison with private practitioners, NGOs and other sectoral agencies / hospitals to provide PMDT services as per the programme guidelines. 10. Assist the program officer/staff in activities related PMDT drug logistics management. 11. Organizing training of staff in TBHV collaborative activities, including intensified TBHV package of services in the district. 12. Prepare and maintain a directory of ICTCA, ART Centre, ILAC, Community Care Centres and NGOs working in NACP in the district and the coordinating RNTCP centres. 13. Assist the nodal officer in coordinating regular sharing of the information related to TB-HIV coordination. 14. Ensure complete, correct and timely compilation and transmission of PMDT/TB-HIV information. 15. Establish linkages with DTC, CAPSCL, collaborating NGOs and hospitals of the district. 16. To facilitate change management with respect to use of ICT &amp; Nikhay tools for concerned data entry, validation &amp; its use for public health action. 17. Conduct home visit to newly diagnosed DR-TB patients of the district on a monthly schedule 18. Any other job assigned as per programme need</td>
<td>19,000/-</td>
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1. Bachelor’s Degree OR Recognized sanitary inspector’s course  
   2. Certificate course in Social work or Medical Social work  
   3. Permanent two wheeler driving license & should be able to drive two wheeler  

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

1. Assist DTO and MOTC to carry out all TB control activities under RNTCP including PMDT, TBM/IV 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 debriefers 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 PHU 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 PHUs 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 defaulter/detected/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 & Nishkay tools for concerned data entry, validation & its use for public health action  
   15. Assist PMDT Coordinator by providing line-list of OR-TB suspects and updating the TT cards of MDR-TB patients on a fortnightly basis, in coordination with STLS  
   16. Identity and facilitate the training of recognized ICT Providers  
   17. Any other job assigned as per program need  

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1. Graduate in Medical Laboratory technology or equivalent from a govt recognized institute  
   2. Permanent two wheeler driving license & should be able to drive two wheeler  
   3. Certificate course in computer operations (minimum two months)

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 OR-TB Suspects and preparation of Quarterly Reports  
   11. Ensure diagnostic and follow up sputum specimens for Culture/DST of OR-TB 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 & Nishkay 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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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

1. Familiarity with audit in a recognized society or institution  
   2. MBA/PG in Financial management

1. To handle all matters relating to accounts, budgeting and finance management of the society, maintaining books of accounts and record-keeping pertaining to RNTCP in the district  
   2. Co-ordinating 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 or quarterly report on expenditure  
   4. Preparing annual and quarterly budgets for the district  
   5. Ensuring that adequate controls are in place to support the payments and receipts.  
   6. Ensure audit of accounts of RNTCP by the auditors appointed by the State/District Health Society  
   7. To facilitate change management with respect to use of ICT & Nishkay 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 IOD, UIC, Audit reports  
   11. Any other job assigned as per program need

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15,000/-

15,000/-

10,000/-
3. उक्त समस्त पदों हेतु सविदाकर्मी का अनुक्रम अवश्य एक वर्ष होगी। सविदा कर्मी का कार्य संतोषदायक होने पर अनुक्रम अवश्य एक वर्ष के लिये बढाई जा सकेगी. एवं कार्य संतोषदायक नहीं होने की स्थिति में आरएजीसीसी गाइड लाइन अनुसार अनुक्रम निरस्त किया जा सकेगा। राज्य सरकार/विभागों किमान द्वारा नियंत्रित नियुक्तियाँ करने व पदरक्षण करने पर अनुक्रम समाप्त किया जा सकता है।

4. एक से अधिक पद के लिए अलग से आवेदन करना होगा।

5. अधिकतम आयु सीमा 65 वर्ष होगी।

6. किसी भी प्रकार की जानकारी हेतु किसी भी कार्य दिवस एवं कार्यालय समय में सम्पर्क किया जा सकता है।

7. पदों को घटाने अथवा बढ़ाने का अधिकार कमेटी को होगा।

8. अपघातों के पास स्वयं का मोबाइल नंबर, पैन कार्ड एवं आधार कार्ड होना आवश्यक है।

9. अपघातों के पास तुप्पिया वहन का निरीक्षित डाइविंग लाइसेंस होना आवश्यक है। (जहाँ आवश्यक हो)

10. अपघातों को स्थानीय भाषा का ज्ञान होना आवश्यक है।

11. सविदाकर्मी की आवश्यक मुख्यालय पर रहना होगा।

12. प्राप्त आवेदन पत्रों में से 5:1 के अनुसार सरकारी हेतु बुलाये जायेगे।

13. प्रतीक्षा सूची एक वर्ष के लिये मान्य होगी।

व. १६४ व. ३५
राज्य संविधान
जिला कार्यक्रम कमेटी (क्षेत्र) एवं
जिला क्षेत्र रोग अधिकारी
गंगापुर
To,

The Member Secretary
Programme Committee (T.B.), District Health Society,
District TB Centre, Bharatpur

Sub. - Application for the Post of ..............................................

1- Name :

2- Father’s / Husband’s Name :

3- Date of Birth (DD MM YYYY) :

4- Nationality :

5- Marital Status : Single Married

6- No. of Children : Male Female

7- Postal Address :

8- Permanent Address :

9- Email – ID (Must) :

10- Telephone No (With STD Code) :

11- Qualifications :-

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<th>S.No.</th>
<th>Degree / Diploma</th>
<th>University / Board &amp; Location</th>
<th>Year of Passing</th>
<th>Percentage / Rank / Grade</th>
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12- Experience :-

13- List of Documents Attached with Self Attested :-

Declaration

I, Certify that all information furnished by me is true, complete and correct to the best of my knowledge. I do / do not consume any tobacco product.

Date :

Signature with full Name

Place :