



State Health Society, Bihar

Pariwar Kalyan Bhawan, Sheikhpura, Patna-14



Inviting applications for various posts under Revised National Tuberculosis Control Programme (RNTCP)

For proper implementation of the Tuberculosis Control Programme in the state, State Health Society, Bihar under National Rural Health Mission invites applications from suitable career oriented professionals for the following posts on contractual basis for Revised National Tuberculosis Control Programme (RNTCP) :

Sl. No.	Name of the posts	No. of Vacancy	Consolidated Salary (PM) in Rs.
1.	Assistant Programme Officer/ Epidemiologist	01 (UR)	30,000/-
2.	Data Entry Operator (1 for State TB Cell & 1 for IRL)	02 (UR-1, EBC-1)	10,000/-
3.	Sr. LT (IRL)	01 (UR)	15,000/-
4.	Secretarial Assistant	01 (UR)	8,500/-

General Condition:

1. Maximum age limit 62 years for all position (As on 31.8.11).
2. Specific work experience in relevant field may be indicated in application.
3. The recruitment will be on contract basis for a period of 1 year which may be renewed every year based on performance & conduct of the consultant.
4. Reservation Roaster will be applicable as per Bihar Govt. Norms.
5. Application fees for the post mentioned in Sl. No. 1 is Rs.500/- for applicants under General category, fee for OBC/EBC and SC/ST candidates would be Rs. 300/- and 250/- respectively.
6. Application fees for the post mentioned in Sl. No. 2 to 4 is Rs. 200/- for applicants under General category, fee for OBC/EBC and SC/ST candidates would be Rs. 100/- respectively.
7. Candidate applying for more than one position have to submit application fee for each of the positions separately.
8. No application will be accepted without submission of application fee.
9. Bank Draft (Application Fee) drawn on any nationalized bank and payable at **Patna** favoring “**State Health Society, (TB) Bihar**” should be sent along with the application.
10. Only short listed candidates will be called for interview.
11. **No TA/DA will be given for attending the interview for any position.**
12. The society reserves the right to cancel any or all the positions mentioned above.
13. Application in the prescribed format and complete in all respect must be sent to **Executive Director, State Health Society, Bihar, Pariwar Kalyan Bhawan, Sheikhpura, Patna-800014** containing self attested photocopies of certificate and testimonials in sealed envelope by speed/registered post on or before 30/11/2011 at 5 pm. **The name of the post applied for must be mentioned on the top of the envelope.**
14. The **ToR**, qualifications/ experience/ emoluments of above positions and **application form** available on the website www.statehealthsocietybihar.org .

Last date of submission of form along with fee is 30/11/2011 at 5 pm.

- Applications should be sent in prescribed format available on the above mentioned website clearly mentioning the position applied. Applications in other format will not be accepted.
- For any further details/clarification regarding this advertisement, State Health Society, Bihar may be contacted on working days during office hours (10.00 – 17.00 hrs) on Ph. No. 0612-2281545.

Executive Director
State Health Society, Bihar

Terms Of Reference

Inviting applications for the various posts under Revised National Tuberculosis Control Programme (RNTCP)

State Health Society, Bihar under National Rural Health Mission is inviting applications from suitable career oriented professionals for the following posts on contractual basis for Revised National Tuberculosis Control Programme (RNTCP). The details of position and essential qualifications are as under:

1. Position: Assistant Programme Officer/Epidemiologist

Reporting to State Programme Officer, RNTCP/STO

Place of Posting – State Level HQ

No. of Position – 1

Category – Unreserved

Essential Qualification/Requirements

- (1) MBBS or equivalent degree from institution recognized by Medical Council of India.
- (2) Must have completed compulsory rotatory internship.
- (3) 2 years experience in any public health programme.

Preferential Qualification

- (1) MD Community Medicine/ CHA/ Diploma/ Masters in Public Health.

Job Specification / responsibilities:

1. Will work under direct control of STO and assist him in his functions particularly in planning, training, implementation, supervision, monitoring and evaluation of all TB control activities under RNTCP including newer initiative like DOTS-RNTCP including newer initiative like DOTS-Plus, TB/HIV co-ordination etc. in collaboration with STDC.
2. Perform detailed analysis of programme surveillance data and provide feedback.
3. Capacity building of other programme staff in data management.
4. Generate quarterly and annual performance report of the state with district and TU wise analysis and disseminate.
5. Facilitate operational research, support state OR committee.
6. Facilitate need based planning, implementation and monitoring of ACSM activities with State IEC Officer and communication facilitators.
7. Assist in planning and conducting state level internal evaluations and follow up of the action taken based on the IE reports.
8. Follow up actions on Central Internal Evaluation reports.
9. Assist in planning and conducting joint TB/HIV visits in coordination with SACS.
10. Any other job assigned as per programme need.

Remuneration:- Consolidated salary of Rupees 30,000/- (Thirty thousand) per month.

Age Limit:- Maximum 62 years (As on 31.8.11).

2. Position: Data Entry Operator (1 for State TB Cell & 1 for IRL)

Reporting to State Programme Officer, RNTCP/STO.

Place of Posting – State Level HQ

No. of Position – 2

Category – Unreserved – 1 & EBC - 1

Essential Qualification/Requirements

- (1) 10+2 with Diploma / Certificate (6 months or more duration's course) in computer application from a reputed institute.
- (2) Typing speed of 40 w.p.m. in English and 30 w.p.m. in Hindi.
- (3) Data entry speed minimum 8000 key depressions/hr.
- (4) Should be well conversant with various computer programming including MS Word, Excel and simple statistical packages.

Preferential Qualification

- (1) At least one year experience in related field.

Job Specification / responsibilities:

1. Ensure regular entry of all relevant data in the computer pertaining to various aspects of RNTCP in a systematic manner to facilitate its analysis.
2. Analyse data and compile report for IRL.
3. Maintenance and up keep of the computer and its accessories including virus defense.
4. Any other job assigned as per programme need.

Remuneration:- Consolidated salary of Rupees 10,000/- (Ten thousand) per month.

Age Limit:- Maximum 62 years (As on 31.8.11).

3. Position: Sr. LT (IRL)

Reporting to Director, STDC/IRL/ State Programme Officer, RNTCP/STO.

Place of Posting – State Level HQ

No. of Position – 1

Category – Unreserved

Essential Qualification/Requirements

(1) B.Sc. (Microbiology) or B.Sc. (MLT) of DMLT or equivalent with 3 year experience in culture and DST.

Preferential Qualification

(1) Experience in Culture and DST for mycobacterium tuberculosis. 3 years experience in RNTCP as LT.

Job Specification / responsibilities:

1. Work under the director control of the Director, STDC/IRL.
2. Training RNTCP personnel in sputum smear microscopy, culture and DST.
3. Manufacture panel testing slides for EQA.
4. Conduct on-site evaluation
5. Assist the microbiologist in laboratory activities including Culture and DST and data compilation/analysis.
6. Any other duties allotted from time to time.

Remuneration:- Consolidated salary of Rupees 15,000/- (Fifteen thousand) per month.

Age Limit:- Maximum 62 years (As on 31.8.11).

4. Position: Secretarial Assistant

Reporting to State Programme Officer, RNTCP/STO.

Place of Posting – State Level HQ

No. of Position – 1

Category – Unreserved

Essential Qualification/Requirements

(1) Matriculate

(2) Knowledge of Short hand and typing with speed of 80 wpm and 40 wpm, respectively.

(3) 2/3 years experience as Office Assistant in Govt./ Public Sector/ Recognized Society/ Institution.

Preferential Qualification

(1) At least 6 months diploma/certificate in computer applications from a Institute recognized by Govt.

Job Specification / responsibilities:

1. Dictation and transcription on typewriter/computer.
2. Systematic maintenance of records/files.
3. Timely submission of papers/ Dak.
4. Drafting of letters of routine nature.
5. Maintaining record of receipt and issue of letters.
6. Maintaining appointment diary and attend the visitors.
7. Attending telephonic calls in a tactful manner and keep their records.
8. Maintain database of addresses, telephone nos. of the persons/organizations frequently required to be contacted.
9. Proper maintenance of office equipments of personal section.
10. Keep track of important documents.
11. Any other job assigned as per programme need.

Remuneration:- Consolidated salary of Rupees 8,500/- (Eight thousand five hundred) per month.

Age Limit:- Maximum 62 years (As on 31.8.11).