



OFFICE OF THE CHIEF DISTRICT MEDICAL & PUBLIC  
HEALTH OFFICER, SAMBALPUR, DISTRICT  
PROGRAMME MANAGEMENT UNIT, NATIONAL  
HEALTH MISSION



**Contractual Appointment**

Advt No \_\_\_\_\_

date \_\_\_\_/\_\_\_\_/2020

Applications are invited in prescribed format from eligible candidates for filling up the following posts under, National Health Mission, Sambalpur district on contractual basis with monthly remuneration as noted against each and subject to renewal as per OSH & FW Society terms and conditions. The positions are purely temporary and co terminus with the scheme. lower age limit for all the posts is 21 years as on **01-01-2020**

Sl No	Name of the post under NHM	Vacancy	Monthly Remuneration (In Rupees)+ PI
1	DPMU Accountant	1	15976/-
2	Data Manager-IDSP	1	23153/-
3	MO MBBS, DEIC	1	52920/-
4	Social worker	1	16774/-
5	Optometrist	1	13428/-
6	Dental Technician	1	11562/-
7	STS	5	18291/-
8	STLS	1	18291/-
9	TBHV	1	13428/-
10	DPC	1	25931/-
11	PPM Coordinator	1	21763/-

Interested candidates can log on to [www.sambalpur.nic.in](http://www.sambalpur.nic.in) for detail of Eligibility Criteria, Age & Application Form etc. The above positions are purely temporary and also co-terminus with the scheme, Canvassing in any form will render the candidates, disqualified for the position. Details of eligibility, number of vacancies etc of each category of posts can also be downloaded from the above official website. The applications along with photocopy of relevant documents should reach to the CDM & PHO Cum District Mission Director, Sambalpur on or before **18-01-2020** by 5.00 PM through registered post / speed post only. The envelop should “ **Superscribed with the name of the post applied for \_\_\_\_\_**”. This office will not be held responsible for any postal delay. The mentioned vacancies are provisional which may increase or decrease depending upon requirement or otherwise at the time of actual engagement. The valid penal list with same remuneration & qualification may be utilized with the society. Typological error (if any) may be exempted. The undersigned reserves the right to cancel any or all the applications or advertisement without assigning any reason thereof.

Sd/  
CDM & PHO-cum- DMD,  
Sambalpur

- Those candidates who are already working in Health department either on regular or on contractual basis have to produce “**No Objection Certificate**” from their Head of Office/ Employer along with the duly filled in application form at the time of *apply*.
- Candidates who have been disengaged from the Society on administrative ground such as Disobedience/ Poor Performance/ Misbehaviour/ Criminal Activities etc. are not eligible to attend.
- No personal correspondence/ enquiry will be entertained in this matter. The authority reserves the right to cancel any or all the applications without assigning any reason thereof.
- No TA/DA will be allowed for attending the interview.
- Two passport size photographs duly self attested by candidate.
- Self Attested Xerox copies of certificates & mark sheets of all educational qualification..
- No Objection Certificate (if any).

Chief District Medical & Public Health Officer,  
Sambalpur

### Eligibility Criteria for Appointment of Individual Consultants and Contractual Staff under NHM, Sambalpur

Sl. No	Name of the post	Age as on 01.01.2020	Eligibility Criteria
1	DPMU Accountant	Upto 35 years	The candidate should be a graduate in commerce with minimum 50% marks in aggregate. She/he should have basic knowledge in computing and should have at least 2 years post qualification working experience in accounting.
2	Data Manager-IDSP	Up to 40 years	<p><u>Qualification</u>; - The candidate must have passed in any of the following subject from a recognized university /Institution with minimum 50% marks.</p> <ul style="list-style-type: none"> <li>➤ M.Sc. in computer science or IT.</li> <li>➤ Master in computer Application.</li> <li>➤ B.E in computer science or IT or Electronics.</li> <li>➤ B. Tech. in computer science or IT or Electronics.</li> </ul> <p><u>Experience</u>: - She/he must have minimum 01 years of post qualification experience in health or social sector.</p>
3	M.O, MBBS- DEIC	Up to 65 years	MBBS with M.D in pediatrics from institution recognized by medical council of India.
4	Social Worker, DEIC	Up to 35 years	Bachelor of Degree in sociology/ Social Work from a recognized University/ Institution with minimum 55% marks. The candidate shall also have 1 year post qualification field experience. Such candidates master Degree in subject above will be giving preference.
5	Optometrist DEIC	Up to 40 years	Diploma in optometry from a recognized Institution. However, candidates having masters / Bachelor Degree in optometry will be given preference.
6	Dental Technician DEIC	Up to 40 years	Diploma in Dental Technology from a recognized institution. Preference will be given to candidates having at least 2 years post qualification experience In related field.

7	Senior Treatment Supervisor (STS)	<ol style="list-style-type: none"> <li>1. Bachelor's Degree OR Recognized sanitary inspector's course</li> <li>2. Certificate course in computer operation (minimum 2 months)</li> <li>3. Permanent two wheeler driving license &amp; should be able to drive two wheeler</li> </ol>	<ol style="list-style-type: none"> <li>1. Tuberculosis health visitor's recognized course</li> <li>2. Govt. recognized degree/ diploma in Social work or Medical Social work</li> <li>3. Successful completion of basic training course (Govt. recognized) for Multi-purpose health workers</li> </ol>	<ol style="list-style-type: none"> <li>1. Assist DTO and MOTC to carry out all TB control activities under RNTCP including PMDT, TB/HIV coordination and PPM.</li> <li>2. Coordinate with all concerned to ensure that all contacts of sputum positive patients are screened for TB</li> <li>3. Assist the MO-PHI in organizing DOT services for TB patients in his/her assigned TU</li> <li>4. Ensure retrieval of defaulters as per schedule.</li> <li>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</li> <li>6. Supervise referral and feedback/transfer-in &amp; out activities for TB patients in assigned TB Unit</li> <li>7. In close coordination with STLS, assist MOTC in preparation of Quarterly Reports on case finding, sputum conversion &amp; treatment outcome, Programme Management and submission to the DTO.</li> <li>8. Supervise each PHI in the area at least once every month, on a systematic schedule.</li> <li>9. Assist DTO and MOTC in ensuring regular supply of drugs and other logistics to all PHIs in the Block/TB Unit.</li> <li>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.</li> <li>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</li> <li>12. Visit all patients at home before registration and provide health education and counseling to the patients and family.</li> <li>13. Facilitate organizing patient provider interaction meetings and community meetings.</li> <li>14. To facilitate change management with respect to use of ICT &amp; Nikshay tools for concerned data entry, validation &amp; its use for public health action</li> <li>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</li> <li>16. Identify and facilitate the training of recognized DOT Providers</li> <li>17. Any other job assigned as per program need</li> </ol>
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8	Senior Tuberculosis laboratory supervisor (STLS)	<ol style="list-style-type: none"> <li>1. Graduate</li> <li>2. Diploma in Medical Laboratory technology or equivalent from a govt recognized institution</li> <li>3. Permanent two wheeler driving license &amp; should be able to drive two wheeler</li> <li>4. Certificate course in computer operations ( minimum two months)</li> </ol>	Minimum one year experience in RNTCP	<ol style="list-style-type: none"> <li>1. Will be responsible for maintaining the quality of sputum microscopy and smooth functioning of laboratory services.</li> <li>2. Organize smear examination at the designated microscopy centres of the sub-district,</li> <li>3. Organize regular training and continuing education of the laboratory technicians.</li> <li>4. Supervise all designated microscopy centres at least once a month.</li> <li>5. Promote AFB microscopy as primary tool for diagnosis of TB.</li> <li>6. Check the record-keeping pertaining to sputum microscopy services</li> <li>7. Ensure Proper disposal of contaminated lab material in designated microscopy centres.</li> <li>8. Implementation of all components of RNTCP lab Quality Assurance.</li> <li>9. Coordinate with STS to ensure that all TB patient diagnosed are initiated on treatment.</li> <li>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</li> <li>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.</li> <li>12. To facilitate change management with respect to use of ICT &amp; Nikshay tools for concerned data entry, validation &amp; its use for public health action</li> <li>13. Any other job assigned as per program need</li> </ol>
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9	Tuberculosis Health Visitor(TBHV)	<ol style="list-style-type: none"> <li>1. Graduate OR</li> <li>2. Intermediate (10 + 2) and experience of working as MPW/LHV/ ANM/ Health worker / Certificate or higher course in Health Education / Counselling OR</li> <li>3. Tuberculosis health visitor's recognized course</li> <li>4. Certificate course in computer operations (minimum two months)</li> </ol>	<ol style="list-style-type: none"> <li>1. Training course for MPW or recognized sanitary inspector's course</li> </ol>	<ol style="list-style-type: none"> <li>1. Ensure regularity of DOT for all types of TB patients, as per RNTCP guidelines</li> <li>2. Responsible for decentralization of DOT services and supervision of DOT Centres in the assigned geographic area</li> <li>3. Verify address of all diagnosed TB patients and educate patients and their families on the plan of treatment.</li> <li>4. Arrange time and place for DOT, according to the patient's convenience.</li> <li>5. Ensure that follow-up smear/culture/DST examinations of sputum are carried out as per the stipulated schedule.</li> <li>6. Maintain the Treatment Card and record information &amp; transfer this information to the original Treatment Card at the CHC/PHC/DMC/treatment centre during periodic meetings.</li> <li>7. Assist the DTO in establishing TB Surveillance systems(TB Case Notification activities, ICT)</li> <li>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.</li> <li>9. Assist STS in PMDT, TB/HIV collaborative activities and PPM activities</li> <li>10. Maintain relevant records.</li> <li>11. Line-listing of PP/NGO, one-to-one interactions/sensitization for involvement</li> <li>12. To facilitate change management with respect to use of ICT &amp; Nikshay tools for concerned data entry, validation &amp; its use for public health action</li> <li>13. Any other job assigned as per programme need</li> </ol>
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10	District Programme Coordinator	<ol style="list-style-type: none"> <li>1. MBA/PG Diploma in management/health administration from a recognized institute / university</li> <li>2. At least 1 year of work experience</li> </ol>	<ol style="list-style-type: none"> <li>1. Preference will be given to those who have worked in the field of Development/Health at District / State level</li> <li>2. Basic knowledge of computers</li> </ol>	<ol style="list-style-type: none"> <li>1. To work in close coordination with DTO in program management activities including planning, budgeting, procurement, logistics management, maintenance services and preparation of reports.</li> <li>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.</li> <li>3. To assist District TB Officer in establishing inter-sectoral and inter-departmental coordination for TB control.</li> <li>4. To assist the DTO in organizing trainings, meetings, reviews and sensitization workshops at the district level.</li> <li>5. To assist the DTO in organizing ACSM activities at the district level, to prepare quarterly IEC reports and procurement reports.</li> <li>6. To assist the DTO in identifying NGOs and PPs for partnership through various schemes and enter into MoU.</li> <li>7. To assist the DTO is collecting and compiling necessary documents for disbursement of Grant in Aid to the NGOs and PPS.</li> <li>8. To assist the District TB Officer in establishing systems for TB Surveillance(through MIS, Notification, etc.)</li> <li>9. To assist District TB Officer in district level procurements and supply chain management including physical stock verification.</li> <li>10. To assist District TB Officer in maintaining updated data base of subdistrict and peripheral level program managers and stakeholders.</li> <li>11. To assist District TB Officer in district level human resources management.</li> <li>12. To manage the public grievance redressal mechanism in the District TB Office.</li> <li>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.</li> <li>14. To facilitate change management with respect to use of ICT &amp; Nikshay tools for concerned data entry, validation &amp; its use for public health action</li> <li>15. Any other job assigned as per program need</li> </ol>
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11	District PPM (public private mix) Coordinator	<ol style="list-style-type: none"> <li>1. Post Graduate</li> <li>2. One year Experience of working in field of Communication /ACSM / Public-Private Partnership / Health projects / programs</li> <li>3. Permanent two wheeler driving license &amp; should be able to drive two wheeler</li> </ol>	<ol style="list-style-type: none"> <li>1. Preference to those who have worked in RNTCP</li> <li>2. Certificate / Diploma / Degree/Masters holders in Social Sciences/ Mass Media / Communication /Rural Development Advocacy / Partnerships / related field</li> <li>3. Basic knowledge of computers</li> </ol>	<p>To assist the District TB officer(in co-ordination with State PPM coordinator) in :</p> <ol style="list-style-type: none"> <li>1. Implementation of PPM and ACSM activities at the district and sub-district level.</li> <li>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.</li> <li>3. Coordinating workshops / meetings for improving involvement of PPs &amp; NGOs.</li> <li>4. Collating the required information from NGOs / PPs / Partners to enable quality monitoring and enhancing TB control activities.</li> <li>5. Compiling necessary documents for disbursal of Grant in Aid to NGOs and PPs</li> <li>6. Facilitating periodic review of partnerships with different stakeholders</li> <li>7. Facilitate ACSM activities in coordination with the IEC officer and PPM partners.</li> <li>8. Coordinating with the medical college / hospitals / teaching institutes / schools for improved involvement in the program.</li> <li>9. Coordinating with corporate / private hospitals for their involvement in the program.</li> <li>10. Monitoring PPM activities of partners at field level on behalf of DTO</li> <li>11. Prepare monthly and quarterly report of ACSM/PPM activities for DTO</li> <li>12. Documentation of best practices of PPM partners for annual reports.</li> <li>13. To facilitate change management with respect to use of ICT &amp; Nikshay tools for concerned data entry, validation &amp; its use for public health action</li> <li>14. Any other job assigned as per program need</li> </ol>
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## APPLICATION FORM- SAMBALPUR

<b>Post Applied for</b>		<b>Attested Photograph</b>				
<b>1. First Name:</b>		<b>Last Name:</b>				
<b>2. Date of Birth:</b>	<b>3. District of Domicile:</b>	<b>4. Sex:</b>				
<b>5. Please mention if SC/ ST/ OBC/ General :</b>						
<b>6. Present Contact Address:</b>		<b>7. Permanent Telephone No: (STD Code) Number</b>				
<b>Permanent Contact Address:</b>		<b>8. Present Telephone No: (std code) Office number</b>				
<b>9. Email Address:</b>		<b>10. Mobile No.:</b>				
<b>11. Languages spoken/written:</b>						
<b>12. Computer Literacy: Mention all software(s) known/ used</b>						
<b>13. Education: High school onwards, please list all your qualifications</b>						
Degree	Institute/Board & Location	Year	Marks			Full/Part Time/ Distance Learning
			Full Mark	Marks Secured	%	
Matriculation						
Diploma						
Graduate						
Other						
<b>14. Employment Record:</b>						
Total years of post qualification experience :						
Years of experience in the Development Sector / NGO :						
Years of experience in Government :						
<b>15. Details of Employment: (Use separate sheets if required).</b>						
Starting with your present employment, list in reverse order all the employments you have had.						

**16 A. Current Employment:**

From Month / Year	To Month / Year	<b>Designation</b>
	<b>Till date</b>	

Location of Employment:

**Description of your duties:****16B. Previous Employment:**

From Month / Year	To Month / Year	<b>Designation</b>

Location of Employment:

Description of your duties:

**16C. Previous Employment:**

	From Month / Year	To Month / Year	<b>Designation</b>	
	Location of Employment:			

Description of your duties:

**Signature of the Applicant****Note:**

- 1. Two copies of passport size color attested photograph to be submitted along with the application.**
- 2. The following documents are to be enclosed along with the application.**
  - a) Attested photo copies of all mark sheets/certificates in proof of the claim made by the candidate relating to his educational qualification.**
  - b) Experience certificate if any.**