



Government of West Bengal
Office of the Chief Medical Officer of Health
(Tuberculosis Control Unit)
District Tuberculosis Centre
Jalpaiguri-735101

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Memo No: CMOH /RNTCP/JAL/1751/17

Date:13-07-2017

NOTICE

District Health & Family Welfare Samity (RNTCP), Jalpaiguri will engage different categories of staff under Revised National Tuberculosis Control Programme under District Health & Family Welfare Samity (RNTCP), Jalpaiguri, Government of West Bengal on purely contractual basis.

Online applications are invited in the website www.jalpaigurihealth.com from the eligible candidates for engagement of different categories of staff under various programs under the District Health & Family Welfare, Jalpaiguri on contract basis from **17-07-17 at 11.00 am to 26-07-17 at 4pm.**

The candidates must submit their print out of filled up online application (displaying online generated registration number) and **SELF ATTESTED** copy of testimonials in an envelope superscript with the name of the post with **application fee of Demand Draft** in favour of "CMOH & Secretary DH&FW Samiti, Jalpaiguri" payable at Jalpaiguri (Rs. 100/- for General & Rs. 50/- for reserved categories) by registered / speed post **to the CMOH & Secretary, DH&FW Samiti, Jalpaiguri, CMOH Office, 1st floor District Health & Administrative building, Hospital Para, Jalpaiguri-735101. The same should reach by 31-07-2017.** Department will not be responsible for postal delay.

Sl No	Posts Vacant	Qualification	Category	Remuneration per Month in Rs.	Type	Age as on 01-01-17
1	Medical Officer, DOTs Plus Site, RATB	Essential: MBBS or equivalent degree from institution recognized by Medical council of India; Must have completed compulsory rotator internship. Preferential: 1.MD Respiratory medicine/Internal Medicine/DTCD/ MD Community Medicine/ Diploma/CHA/ Masters in Public Health 2. Basic knowledge of computers	UR-1	40000/- (consolidated)	Purely fulltime Contractual	Minimum 22 yrs Maximum 62 yrs

2	Senior Treatment Supervisor (STS)	<p>Essential:</p> <ol style="list-style-type: none"> 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>Preferential:</p> <ol style="list-style-type: none"> 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 	UR-1	17720/- (consolidated)	Purely fulltime Contractual	Minimum 22 yrs Maximum 40 yrs
3	Accountant , RNTCP (Full time)	<p>Essential:</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>Preferential:</p> <ol style="list-style-type: none"> 1. Familiarity with audit in a recognized society or institution 2. MBA/PGD in Financial management 	UR-1	10000/- (consolidated)	Purely fulltime Contractual	Minimum 22 yrs Maximum 62 yrs
4	Laboratory Technician (RNTCP)	<p>Essential:</p> <ol style="list-style-type: none"> 1. Intermediate (10+2) and Diploma or certified course in Medical Laboratory Technology or equivalent. <p>Preferential:</p> <ol style="list-style-type: none"> 1. One year experience in RNTCP or Sputum smear microscopy 2. Candidates with Higher qualification (for Example Graduates) shall be preferred 	SC 1 UR 1	17220/- (consolidated)	Purely fulltime Contractual	Minimum 22 yrs Maximum 62 yrs
5	Tuberculosis Health Visitor (TBHV)	<p>Essential:</p> <ol style="list-style-type: none"> 1. Graduate OR Intermediate (10 + 2) and experience of working as MPW/LHV/ ANM/ Health worker /Certificate or higher course in Health Education Counselling OR Tuberculosis health visitor's recognized course 2.. Certificate course in computer operations (minimum two months) <p>Preferential:</p> <ol style="list-style-type: none"> 1. Training course for MPW or Recognized sanitary inspector's course 	UR- 2 OBC A-1 ST 1	13560/- (consolidated)	Purely fulltime Contractual	Minimum 22 yrs Maximum 62 yrs

Important Points:

1. The posts are **purely contractual basis** for one year (financial year) agreement. The entire contract will be renewed based on satisfactory performance irrespective of the change in the eligibility criteria.

2. Applicant must be a resident of Jalpaiguri district, as per programme need candidate may also have to do activity in Alipurduar district also.
3. Applicant should have at least 50% marks in requisite post specific qualification. If an applicant fails to secure such marks then candidature will not be considered.

4. *Following Common Points may be considered for everyone who joining the program must agree to have:*

- a. A valid Mobile contact number
- b. Must reside at the duty headquarter
- c. computer literate
- d. Should have PAN / Aadhar card number/voter card
- e. Able to drive, wherever applicable; the two wheeler vehicle will be provided by the program

5. **Instruction to candidate:**

- a. Candidate must fill up online application carefully. Applicant must submit their application online at www.jalpaigurihealth.com. After submission online application, applicants are required to take print out of filled in application form (displaying online generated registration number). The same to be submitted along with supportive documents at CMOH Office, Jalpaiguri by **registered/speed post only** within stipulated time as mentioned above.
- b. The envelope containing application & documents must be superscript "**Application for _____**" as applicable. .
- c. **Multiple applications for single post labile to cancelation of candidature.**
- d. **In experience certificate duration of experience must be clear.**
- e. **One candidate may apply for multiple post if s/he eligible**
- f. **Failure to submit/mismatch of document/ providing false information of any requisite documents labile to cancellation of candidature.**
- g. **Any canvassing is labile to cancelation of candidature**
- h. **After selection, initial posting may be at any Tuberculosis Unit/ health institution of the district (except sl. no 1)**
- i. **Selected Candidate must be able to drive two wheeler vehicle (125/150cc) which will be provided from department in due course.(for STS/STLS post). If it is found that candidate unable to drive the vehicle; then his/her candidature will be cancelled.**
- j. **Candidate must mark the photo copy pages at right upper corner with the serial number. (like (1/10),(2/10)..... where 10 is the total number of pages given inside the sealed envelop.)**
- k. **Experience Certificate (Experience certificates must consist of Name of the post, Employee's Name, Date of Joining (DOJ) and Date of Leaving (DOL) otherwise experience certificates will be treated as invalid).**
- l. **The selection committee reserves the right to reject application as per norms.**

6. **The selection will be**

- a. **Purely on the basis of academic qualification, & preferential qualification (additional subject will not be accounted).**
- b. **Ability to drive the two wheeler vehicle (for the posts STS/STLS).**
- c. **Experience in related fields in Government / Private sector.**

Documents are required for individual posts:

1. Self attested documents (Photo copy) to be submitted for the post of Medical Officer, DOTs Plus Site:

- a. Print out of on-line application with **uploaded photograph, uploaded signature** at desirable space.
- b. Admit card of Madhyamik or equivalent examination.
- c. Madhyamik / equivalent Examination Mark sheet. (From recognized institution)
- d. Higher Secondary / equivalent Examination Mark sheet.(From recognized institution)
- e. MBBS Mark sheets of all professional examinations. (From recognized institution)
- f. Rotator Internship completion certificate.
- g. Post graduation Mark sheet (if done)(From recognized institution)
- h. Caste certificate (to whom applicable)
- i. Computer course Certificate **with mentioning duration of course.**(if done in private the organization / firm should be registered under registration act)
- j. Experience certificate from competent authority.
- k. Photo copy of Voter card/Adhar card ,

2. Self attested documents (Photo copy) to be submitted for the post of Senior Treatment Supervisor (STS) :

- a. Print out of on-line application with **uploaded photograph, uploaded signature** at desirable space.
- b. Admit card of Madhyamik or equivalent examination.
- c. Madhyamik / equivalent Examination Mark sheet.(From recognized institution.)
- d. Higher Secondary / equivalent Examination Mark sheet.(From recognized institution.)
- e. Graduation course Mark sheet from recognized institution.(From recognized institution.)

OR

- f. Recognized sanitary inspector's course.(From recognized institution.)
- g. Certificate course in computer operation (minimum 2 months)(From recognized institution.)
- h. Permanent& valid two wheeler driving license & should be able to drive two wheeler
- i. Tuberculosis health visitor's recognized course (From recognized institution.)
- j. Govt. recognized degree/ diploma in Social work or Medical Social work.(From recognized institution.)
- k. Successful completion certificate of basic training course (Govt. recognized) for Multipurpose health workers. (From recognized institution.)
- l. Caste certificate (to whom applicable).
- m. Photo copy of Voter card/ Aadhar card.

3. Self attested documents (Photo copy) to be submitted for the post of Laboratory Technician :

- a. Print out of on-line application with **uploaded photograph, uploaded signature** at desirable space.
- b. Admit card of Madhyamik or equivalent examination
- c. Madhyamik / equivalent Examination Mark sheet. (From recognized institution.)
- d. Higher Secondary / equivalent Examination Mark sheet.(From recognized institution.)

- e. Diploma or certified course in Medical Laboratory Technology or equivalent.(From recognized institution.)
- f. Graduation course Mark sheet from recognized institution.(From recognized institution.)
- g. One year experience certificate in RNTCP or Sputum smears microscopy. (From recognized institution.)
- h. Caste certificate (to whom applicable).
- i. Photo copy of Voter card/ Aadhar card

4. Self attested documents (Photo copy) to be submitted for the post of Accountant, RNTCP (Full time):

- a. Print out of on-line application with **uploaded photograph, uploaded signature** at desirable space.
- b. Admit card of Madhyamik or equivalent examination.
- c. Madhyamik / equivalent Examination Mark sheet.(From recognized institution.)
- d. Higher Secondary / equivalent Examination Mark sheet. (From recognized institution.)
- e. Graduation in commerce course Mark (All parts) sheet from recognized institution.
- f. MBA/PGD in Financial management (From recognized institution).
- g. Two years of experience in Maintenance of accounts on double entry system in a recognized Society or Institution.
- h. Experience in working with accounting software for at least 2 years.
- i. Familiarity with audit in a recognized society or institution
- j. Caste certificate (to whom applicable).
- k. Photo copy of Voter card/ Aadhar card.

5. Self attested documents (Photo copy) to be submitted for the post of Tuberculosis Health Visitor (TBHV):

- a. Print out of on-line application with uploaded photograph, uploaded signature at desirable space.
- b. Admit card of Madhyamik or equivalent examination.
- c. Madhyamik / equivalent Examination Mark sheet.(From recognized institution.)
- d. Higher Secondary / equivalent Examination Mark sheet.(From recognized institution.)
- e. Graduation course Mark sheet from recognized institution.(From recognized institution.)
- f. Experience of working as MPW/LHV/ANM/ Health worker / Certificate or higher course in Health Education / Counseling, Essential for who applying as Intermediate (10+2) pass candidate is essential.(Experience from the private sector: the organization / firm should be registered under registration act & work done in the area are to be certified by concern Govt. Dept.)
- g. Mark sheet of Tuberculosis health visitor's recognized course. (If done from private, the organization / firm should be registered under registration act).(Essential for whom who applying on the basis of Tuberculosis health visitor's recognized Course)
- h. Caste certificate (to whom applicable).
- i. Computer course Certificate with mentioning duration of course.(Essential)(if done in private the organization / firm should be registered under registration act)
- j. Certificate of successful completion of training for Multi-purpose health workers or recognized sanitary inspector course.

- k. Experience certificate from competent authority, in any public health programme with mentioning time period.
1. Photo copy of Voter card.

Job specification: For MO- DRTB

1. Receive and facilitate admission of DRTB patients referred from districts.
2. Arrange for Pre-Treatment Evaluation of admitted patients.
3. Monitor DR-TB patients' initiation on treatment within 2 weeks of diagnosis and provide feedback on monthly / quarterly basis to the districts in case of delayed initiation of treatment.
4. Organize regular DRTB centre committee meetings and minute the decisions.
5. Verify that the required information along with the pre-treatment evaluation investigations are documented in Clinical Information Booklet or register or indoor case papers; if not, bring it to the attention of DRTB centre committee for necessary action.
6. Inform the concerned districts about the discharge of the patient/s at least 3 days prior to the discharge. At the time of discharge, ensure that the patient carries the discharge summary, required referral for treatment document and documents and drugs for transit
7. See that any modification of regime is properly documented in the treatment card and discharge summary.
8. Supervise the statistical assistant and counselor of the DRTB centre in their job.
9. Co-ordinate interaction between PMDT Coordinators of catchment districts
10. Conduct quarterly review of the District PMDT coordinators and facilitate them in preparing the quarterly reports.
11. Send monthly indent to state drug store for loose second-line drugs.
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. Ensure that all relevant electronic copies of PMDT documents are available and updated on regular basis
14. Ensure timely submission of Quarterly Reports from DR-TB Centre
15. Strengthen the system of follow-up cultures in coordination with labs/concerned DTC
16. Any other job assigned as per program need

Job specification: For STS

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.

Job specification : For Accountant RNTCP (full time)

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.

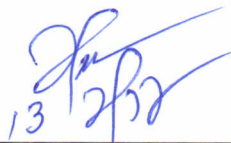
Job specification: For Laboratory Technician (RNTCP)

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 Assurance
8. Assist in implementation of new TB Diagnostic Tools in RNTCP

9. To facilitate change management with respect to use of ICT & Nikshay tools for concerned data entry, validation & its use for public health action
10. Any other job assigned as per program need

Job specification: For TBHV

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



Chief Medical Officer of Health
Member Secretary DH & FWS, Jalpaiguri