

No.F.1 (3) CMO/KHW/2012
GOVERNMENT OF TRIPURA
DISTRICT HEALTH FAMILY & WELFARE SOCIETY
OFFICE OF THE CHIEF MEDICAL OFFICER
KHOWAI, TRIPURA.

Dated, Khowai, the 14/01/2016

NOTICE FOR RECRUITMENT

District Health & Family welfare Society, Khowai, Tripura is going to filled up different category of vacant posts under National Health Mission on contractual basis at a fixed pay for 11 (Eleven) months, which may be extended based on the performance till project period for the following posts.

Sl.No.	Name of the Posts	Category wise breakup				Remuneration (Consolidated Rs. P.M.)	Qualification and Experience.
		UR	ST	SC	Total		
01.	District Media Expert	1	0	0	1	15000/- per month	<ul style="list-style-type: none"> Post Graduate/ Diploma in Mass Communication. Diploma in Computer Application from recognized institution. Two years experience in relevant job.
02.	Sub Divisional Programme Manager	1	0	0	1	13500/- per month	<ul style="list-style-type: none"> Post Graduate Degree/Diploma in Health Management/ Public Health/Social Work/Rural Development/Sociology/Environmental Science/B.Com Honours 1 (one) year diploma in Computer Application from Govt. recognized university or Institute. Excellent communication and presentation skills, sound comprehension, analytical abilities, demonstrated ability to work in a multi disciplinary team environment. Preference will be given to local residents.
03.	HMIS Assistant (Nodal M&E Officer) for PHC/CHC	1			1	9500/- per month	<ul style="list-style-type: none"> Graduate with 'O' level from DOEACC/NIEIT of Post Graduate Diploma in Computer Application or B.SC in IT or Bachelor of Computer Application (BCA) from affiliated & recognized institutions.
04.	Administrative cum Accounts Assistant (AAA)	2	2	1	5	9500/- per month	<ul style="list-style-type: none"> Graduate in Commerce from a Govt. recognized University. 1 (one) year Diploma in Computer Application in Accounting Data base e.g. Tally etc from Govt. recognized University/Institute.
05	Medical Officer (AYUSH) RBSK	3	1	1	5 (3 Male & 2 Female)	20000/- per month	<ul style="list-style-type: none"> Bachelor Degree in Ayurveda (BAMS)/ Bachelor in Homeopathy (BHMS) from recognized institute/ Medical College/ University.
06.	Attendant (Blood Cell)	1	0	0	1	7000/- per month	<ul style="list-style-type: none"> HS (+2 Stage) Examination passed from a recognized Board
07.	Driver (Vaccine Van)	1	0	0	1	7000/- per month	<ul style="list-style-type: none"> Class VIII passed with valid driving license.

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08.	Dental Surgeon	1	0	1	2	20000/- per month	<ul style="list-style-type: none"> Bachelor Degree in Dental Surgery from a recognized Medical College/ University.
09	Senior DOTS plus TB-HIV Supervisor	1	0	0	1	19000/- per month	<ul style="list-style-type: none"> Graduate from a govt. recognized University/Institute At least 3 years of working experience under RNTCP or 5 years experiences in any public Health Programme in supervisory capacity. Good Communication Skill in local language & willing to travel in the area of work.
10	Senior Treatment Supervisor under RNTCP	1	1	0	2	15000/- Month	<ul style="list-style-type: none"> Higher Secondary (10+2) school's certificate examination Bachelor's Degree in Science or Arts Permanent Two Wheeler driving license & should be able to drive two wheeler Preference will be given to the candidates who have Tuberculosis health visitor's course & two years of work experience in the related field OR Govt. recognized degree/diploma in Social work with two years experience in the related field or Successful completion of basic training course (Govt. recognized) for Multi Purpose Health workers or recognized sanitary inspectors' course with two years field experience in the related field and Good Communication Skill in local language & willing to travel in the area of work.
11	Accountant (Full time) under RNTCP	1	0	0	1	10000/- per month	<ul style="list-style-type: none"> Commerce Graduate from a govt recognized University with 4-5 years experience in accounts or retired Senior Audit/ Account Officer of State Accountant Generals Officer or Central Civil Accounting Organization or State Government Department with minimum experience of 5 years on the post. Age of retired officer should be below 62 years. Preferably have good familiarity with audit or maintenance of accounts on double entry system in a recognized society or institution.
12	Data Entry Operator (DEO) under RNTCP	1	0	0	1	10500/- per month	<ul style="list-style-type: none"> 10+2 with Diploma/Certificate (6 months or more duration's course) in Computer Application from a reputed institution. Typing Speed of 40 word per minute in English and local language.

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							<ul style="list-style-type: none"> • Data entry speed minimum 8000 key depressions • Should be well conversant with various computers programming including MS Office • Preference will be given to the candidates having minimum one year experience in RNTCP Work.

Instructions:

01. Interested candidates are hereby requested to submit their Bio- data as per the prescribed format along with self-attested copies of the necessary relevant documents in hard copies from 16th January to 22nd January, 2016 (excluding Govt. holidays) during office hour, in the O/o Chief Medical Officer, Khowai, Tripura. No application will be received after 5.00 PM of 22nd January, 2016. Authority is not liable for any postal delay.
02. Total Marks for the Competency Assessment test (written examination) is of 30 marks & for qualifying the examination, candidates are to obtain 50% of the total marks.
03. Name of short listed eligible candidates will be published in the official website of NHM (<http://tripuranrh.gov.in/>) on due time for appearing in the written Preliminary Competency Assessment Test.
04. The date, time, venue, total marks & other details of the written Preliminary Competency Assessment Test will be published in NHM website (<http://tripuranrh.gov.in/>) in due course of time.
05. Successful candidate of Preliminary Competency Assessment Test will be called for interview. The date, time, venue & other details of the interview will be published in NHM website (<http://tripuranrh.gov.in/>) in due course of time. The marks obtained by the candidates on the Preliminary Competency Assessment Test will not carry forward in the interview.
06. Final selection will be done by the Interview Board for the post applied for, based on Merit List and maintaining 100 point roster, which will be also published in NHM website on due time.
07. The number of post(s) may increase / decrease or whole process may be cancelled at any time before or after interview.
08. No TA/DA will be given for appearing in the Competency Assessment Test or interview.
09. The Notice of recruitment with job responsibilities may also be downloaded from the official website of the NHM, Tripura (<http://tripuranrh.gov.in/>)

Executive Secretary
(Chief Medical Officer, Khowai, Tripura.)
District Health & Family Welfare Society,
Khowai, Tripura.

APPLICATION FORMAT

Affix a recent
passport size colour
photograph with
full signature on it
(Do not staple)

To
The Executive Secretary,
District Health & Family Welfare Society,
O/o the Chief Medical Officer,
Khowai Tripura.

Subject – Prayer for the post of _____.

Sir,

In response to your advertisement No.F.1 (3) CMO/KHW/2012, dated 14/01/2016 published in local newspaper, I do hereby submit my candidature for the post of _____ on contractual basis.

1. Name of the post applied for *: (In Block letters) :
2. Name of the Candidate: (In Block letters) :
3. Fathers/Husband name* :
4. Permanent address with pin code*
(Attach address proof certificate) :
5. Postal address for communication with pin code *
:
6. Date of Birth *(attach proof) :
7. Nationality (Attach proof- PRCT/EPIC/Citizenship Certificate) :
8. Sex* (Male/Female/Others) :
9. Whether ST/SC/UR
(If belongs to SC/ST community attach certificate) :
- 10) Contact Number* & Email ID (if any) :
- 11) Educational Qualification (Madhyamik onwards)
*(Attach photocopy of all relevant mark sheets/certificates)

Sl. No.	Name of the examination	University/Board/ Institution	Year of passing	Percentage of marks obtained

- 12) Technical Qualification (if any, attach supporting documents) :

13) Experience (if any, attach supporting documents) :

DECLARATION BY THE CANDIDATE

I Sri/Smt./Dr.
 Son/Daughter/Wife of.....
 hereby declare that, all the information given above is true to the best of my knowledge, if any of the above information is found to be incorrect at later stage, I shall be liable to be disqualified and removed from the service after selection/joining.
 Date:
 Place: (Signature of the candidate in full)

Job Responsibility for the following Posts:

Sl	Name of Post	Job Responsibility
1	District Media Expert	<ol style="list-style-type: none"> 1. Identifying designing and implementation of communication strategies and NHM in the concerned district. 2. Contribute to the development and implementation of IEC/BCC Strategies for different target groups 3. To ensure distribution of IEC material developed at state/District level. 4. Documentation of IEC campaigns, success stories and sends to state. 5. To carry out communication interventions in consultation with state level officials. 6. Field visit of respective district, monitoring and evaluation of IEC activities under NHM including programme division. 7. To maintain liaison with state level Head Quarter. 8. Responsible and answerable of all IEC activity of respective District. 9. To follow up orders relates to IEC/BCC given by the higher authority time to time. 10. Organising Mela, puppet shows etc. 11. Undertake such other assignment as may assigned by the authority from time to time.
2	Sub Divisional Programme Manager	<ol style="list-style-type: none"> 1. To co-ordinate and deal with all correspondence related to NHM at District level, e.g. establishment of all staff in the SDPMSU etc. 2. She/he will send the consolidated sub Division Annual Health Action Plan to the District through Sub Divisional Medical Officer (SDMO). 3. She/he will review the physical progress exclusively and financial progress with SDACDA in every monthly meeting under the guidance and supervision of SDMO. 4. Programme Manager will compile and submit monthly report on prescribed format to the respective District/State. 5. Programme Manager will responsible to get the meeting of all RKS in his/her Sub Division organise in time as per the guideline. 6. Programme Manager will visit the CHCs/ Primary Health Centres once in a month and at least 3 Sub Centres in a month and report to the SDMO & CMO on the following indicators:- <ul style="list-style-type: none"> • RKS Meeting • RKS Utilization of Fund • Availability of medicines • Progress under Janani Suraksha Yojna (JSY) and Referral Transport under JSSK • VHSNC meetings achievement /progress as per resource envelope. 7. Programme Manager Will co-ordinate the collection and distribution of NHM supplies to all Health Institutions in the Sub Division. She/he will also maintain the record related to these supplies. 8. Any other job may be assigned.

3	HMIS Assistant (Nodal M&E Officer) for PHC/CHC	<ol style="list-style-type: none"> 1. Collect and monitoring of all health related information through specified formats from the lower formation 2. Facilitate timely submission of returns from lower formations and ensure timely submission to the higher formations 3. Periodic and timely compilation of the information for upward submission. 4. Prepare and analyse health related reports for dissemination at same level or lower level. 5. Act as a single point of contact for health related information and analytical report. 6. Facilitate and respond to timely upload the validated information to HMIS Portal. Repository for compiled reports and facility survey under his/her jurisdiction. 7. Undertake random checks on quality of data. 8. Undertake the name based tracking for pregnant women and children 9. Minor repair and maintenance of the computers and networking system in the concern facility. 10. Facilitate training regarding reporting. 11. Any other job as may be assigned.
4	Administrative cum Accounts Assistant	<ol style="list-style-type: none"> 1. To maintain all statistical record related to NHM 2. To meet the reporting requirement of NHM by sending reports in the basic forms like 18 HFS Report, HMIS Report, JSY Report, Village Health Day report etc. 3. To maintain financial registers like: <ul style="list-style-type: none"> • Ledger Book • Accounts Register • Bill Register • Advance Register • Fund Allocation Register • Journal Book • Fund Receipt Register • Cheque Issue Register • Cheque Book Register • Credit Voucher and Debit Voucher Register • Any other register asked by the author. 4. To maintain all financial data base and meet all financial reporting requirements by sending SOEs, UCs, Statement of Fund Position etc those are vital for functioning of NHM. 5. To support the process of audit & compilation of accounts (if any) at PHC level. 6. To attend Village Health Days (VHD) along with MO I/Cs to ensure that the intended activities for VHD are being carried out properly and to generate database regarding the same. 7. To maintain a data base of work done out of Untied Fund and Annual Maintenance Grant details of training carried out or provided to the Staffs etc; incentive released to ASHA, Referral Transport for High Risk Pregnant Women and Babies. 8. To carry out analysis of OPD and IPD load in the concerned PHC on quarterly basis for onward transmission. 9. To assist the MO I/Cs in all administrative works related to NHM 10. To carry out such activities as may be assigned by the authority from time to time.
5	Medical Officer (AYUSH) ,RBSK	<ol style="list-style-type: none"> 1. Conduct screening at the level of Anganwadi Centre and at Government and Government aided Schools. 2. Prepare a calendar of visit schedule in consultation with other team member and by involving representative from WCD and Education Department 3. Responsible for quality referrals and urge parents for importance of early screening and timely intervention.

		<ol style="list-style-type: none"> 4. To generate monthly reports and update visit register with support from Assistant and SN/ANM 5. To work as a team with other staff of BHT.
6	Dental Surgeon	<ol style="list-style-type: none"> 1. To provide OPD&IPD services to the patients 2. Information about oral health care 3. To provide relevant services/support to the National Health Programmes including Reproductive and Child Health Programme (RCH) and Health Camp 4. Assist in school health programmes including regular dental check up 5. To monitor the supply of medicines for dental care, verify the stock register and recommend to the concerned authority for their replenishment. 6. Any other job as may be assigned.
7	Attendant (Blood Cell)	<ol style="list-style-type: none"> 1. To work exclusively at Blood bank/blood cell/office. 2. To assist the MO, Technician of Blood cell. 3. To carry out such activities as may be assigned by the authority from time to time.
8	Vaccine Van Driver	<ol style="list-style-type: none"> 1. Collecting vaccines and cold chain logistics from State Warehouse or pick up point and distribute the same to the Cold chain points. 2. Loading the vehicle in an order that matches the deliveries that will make. 3. Planning the route to make sure that deliveries are
9	Senior DOTS-Plus TB HIV Supervisor under RNTCP	<ol style="list-style-type: none"> 1. Assist DTO in organising direct observation of treatment for MDR-TB patients and MDR-TB drug logistics management and in preparation and implementation of Intensified TB-HIV package of services in the district. 2. Facilitate MOs, STSs, STLs, LTs, and other health system staff to subject all MDR-TB suspects to appropriate diagnostic tests for diagnosis of MDR-TB at an RNTCP accredited laboratory. 3. Identification and training of DOT providers for MDR-TB patients and maintenance of a directory of such DOT providers at the TU and district levels. 4. Organising training of staff in TB/HIV collaborative activities, including intensified TB-HIV package of services at the district level, where ever applicable. 5. Maintain and update the district level DOTS Plus treatment cards, and other records and reports. 6. Supervise all DOTS Plus treatment observation centres once in quarter. 7. Assist the DTO for providing training to the staff of health facilities under his/her jurisdiction to carry out DOTS-Plus related activities. 8. Establish liaison with private practitioners, NGOs, and other sector dispensaries / hospitals to provide DOTS-Plus services as per the programme guidelines. 9. Prepare and maintain a directory of ICTCs, ART centres, Community care Centres, and NGOs working in NACP in the district and the collaborating RNTCP centres. 10. Establish linkages with DTC, DAPCU, collaborating NGOs and hospitals of the district. 11. Assist and supervise the STS and TBHIV activities related to TB HIV coordinating activities. 12. Any other job assigned as per programme need.
10	STS (Senior Treatment Supervisor) under RNTCP	<ol style="list-style-type: none"> 1. Assist DTO and MOTC to carry out all TB control activities under RNTCP including DOTS Plus TB HIV coordination and PPM 2. Coordinate with all concerned to ensure that all contacts of sputum positive patients are screened for TB. 3. Ensure retrieval of defaulters as per schedule 4. Maintain the TB register, incorporating required information in respect of all cases diagnosed by in the sub-district. 5. In close coordination with STLs, assist MOTC in preparation of Quarterly reports on case detection, sputum conversion and treatment outcome,

		<p>programme management and submission to the DTO</p> <ol style="list-style-type: none"> 6. Supervise each PHI in the area at least once every month, on a systematic schedule. 7. Assist DTO and MOTC in ensuring a regular supply of drugs and other logistics to all PHIs in the sub-district. Retrieve unfinished medicine boxes of patients who have defaulted/died/transfer out etc. Monitoring of consumption of drugs with respect to their shelf life and ensure that no drugs gets expired. 8. Visit all patients at home before registration and provide health education and counselling to the patients and family. 9. Facilitate organising patient provider interaction meetings and community meetings. 10. Any other job assigned as per programme need.
11	Date Entry Operator under RNTCP	<ol style="list-style-type: none"> 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 of the district 3. Maintenance and keep up of the computer and its accessories including virus defence. 4. Date entry of RNTCP quarterly report in Epicentre and timely submission to STC,STDC, and CTD 5. Handle e-mail correspondences; maintain the files on communication etc. 6. Any other job assigned as per programme need.
12	Accountant under RNTCP	<ol style="list-style-type: none"> 1. Maintenance of accounts of DTCS as per guidelines on the subject. 2. Timely preparation and submission of SOE. 3. Arrange accounts for audit and extend required help in the audit of accounts of the DTCS. 4. Arrange the records of accounts in systematic way to facilitate easy retrieval. <p>1. Any other work relating to the accounts of the DTCS.</p>