MEMORANDUM

It has been decided by the Government that, 8 (Eight) nos. 'Immunization Field volunteer' (IFV) will be recruited/ selected on "no work no pay basis" on contractual basis for 11 (eleven) months for below mentioned District:

a. Dhalai District- 2 nos.
b. Unakoti District- 1 no.
c. Khowai District- 1no.
d. Sepahijala District- 1 no.
e. West District- 1 no.
f. Gomati District- 1 no.
g. South District- 1 no.

2. Elaborate guidelines of recruitment are to be followed as per Memorandum vide No. No. F. 3 (5-3635) -FWPM / SHFWS /Recruitment / 2018 dated 23rd August, 2018

3. All appointments by the District Health & Family Welfare Society as per revised procedure shall be subject to prior concurrence of the State Health & Family Welfare Society, Tripura through Mission Director, NHM, Tripura.

4. The whole selection process for filling up the vacant post will be by the respective Chief Medical Officer by conducting only Written Competency Assessment Test (CAT) of eligible candidate. The whole process should be completed by 30th November, 2018 by the respective District Health & Family Welfare Society positively in view of Routine Immunization.

5. Necessary advertisement to be published extensively in local dailies ('A' category) and hoisted in the NHM website (i.e www.tripuranrhm.gov.in) by respective District Health & Family Welfare Society. Subsequently selected candidate with place of posting and first joining report of them to be hoisted mandatorily in NHM, Tripura website.

6. The eligibility of the candidate is as below:
   a. Graduate in any discipline from Govt. Recognized University.
   b. 6 months Diploma/ Certificate in Computer Application from recognized Institution.
   c. Owning motor cycle with valid Driving License & Insurance.
   d. Permanent Resident of respective District.
   e. Age limit: Less than 36 years as on 31st October, 2017.

7. Honorarium:
   a. Honorarium Rs. 500/- (Rupees five hundred) per day for 24 (Twenty four) days/ month on no work no pay basis (Rs. 12,000/- per month).
   b. Mobility support Rs. 150/- (rupees one hundred fifty) per day for 24 (Twenty four) days/ month on no work no pay basis (Rs. 3,600/-per month)
   c. Total remuneration not exceeding @ Rs. 15,600/- (Rupees fifteen thousand six hundred) per month.

8. Job responsibility: Annexure- I

Copy to:
2. The CMO cum Executive Secretary, West, Agartala/Khowai, Khowai/ Sepahijala, Bishalgarh/ Dhalai, Ambassa/Unakoti,Kailashahar/ Gomati,Udaipur /South, Belonia.

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ANNEXURE I

Terms of Reference (ToR) of Selection of Immunization Field Volunteer (IFV) for five Mission Indradhanush Districts of Tripura:

Intensification for immunization declared by Government of India is aiming to reach the unreached population by providing quality immunization services which requires meticulous micro planning, accurate dualist preparation, easy to reach session site selection, conducting sessions as per guideline, track the left out and creep outs for IPC during house to house visit by front line workers (FLW), monitoring the sessions especially for guiding the FLW about the new vaccine launched etc. In view of the context Govt. of India encourages to engage Immunization Field Volunteer (IFV) in the priority districts under State specific implementation plan.

Immunization Field Volunteers (IFV) are non-technical volunteers working on a daily basis under the guidance of CMO & DIO. They are not staff member of Government/NPSP/WHO etc. The Immunization Field Volunteers will be paid only on validation of quality of their work by the CMO/DIO. The IFVs shall undertake the following assignments at District, Sub-division & PHC level:

Terms of Reference (ToR):

A. Routine Immunization (RI) Strengthening:

1. IFV to undertake field visits on a daily basis throughout the month as per approved work-plan for the week/month under the administrative supervision of CMO/DIO.

2. To assist DIO in preparing good quality RI Micro plans by coordinating with all MO I/c of the respective Districts and help to consolidate the micro plans at the District level.

3. To conduct validation of all settled and migratory high risk areas (HRAs) identified in Polio Micro plans and coordinate inclusion of HRAs in RI micro plans.

4. To monitor about 4 RI sessions every week on the session days using GoI monitoring formats or ‘Supportive Supervision’ app of Android Phone.

5. To conduct house to house monitoring in 4-5 selected areas using GoI Monitoring formats or ‘Supportive Supervision’ app of Android Phone. Access the local reasons for left outs & drop outs.

6. To monitor PHC/CHC/SDH/DH/MC level RI programme management including cold chain & vaccine logistics in at least 5 PHC/CHC/SDH/DH/MC in a month.

7. To assist the Front Line Workers to prepare due list before each vaccination sessions and prepare list of Left out & Drop out after each session for IPC during the house to house visit of FLW between sessions.

B. Strengthening Supplementary Immunization Activities (SIAs):

1. Micro-planning: Assist DIO in consolidation of Micro plans by supporting MO I/c & SDMO in updating the Micro plan.

2. Support MO I/c & MPW about inclusion of community level volunteers & influencers in the PHC/CHC/SDH level Micro plan.

3. Monitoring: To monitor SIAs as per guideline of GoI & provide feedback to DIO.

4. Data collection & analysis: Assist DIO in collecting & collating the data from PHC/CHC/SDH.

5. Training: Assist CMO/DIO regarding planning, coordination & implementation of various immunization training.

6. Partnership & Coordination: Attend all DTFI Meetings & share information that can be used for action at District level.

7. AEFI Case Report & Investigation: support DIO in AEFI case reports, investigation & causality assessments.

Contd.................P/2
No. F. 3 (5-2989)-FWPM/SHFWS/Recruitment/2015

Copy to also forwarded to:

1. PS to the Hon'ble Minister, H&FW, Govt. of Tripura for kind information to the Hon'ble Minister, H&FW, Govt. of Tripura.
2. PS to the Zilla Sabhadhipati, Dhalai, Ambassa/ Unakoti, Kailashahar/ North Tripura District, Dharmanagar for information please.
3. PS to the Secretary (Health & FW) Deptt., Govt. of Tripura for kind information to the Secretary (Health & FW) Deptt. Govt of Tripura please.
4. The Director, Health Services, Govt. of Tripura for information please.
5. The Director, Family Welfare & PM, Govt. of Tripura for information please.
6. The Director SC Welfare Department, Govt. of Tripura for information please.
7. The Director ST Welfare Department, Govt. of Tripura for information please.

Mission Director, NHM,
Government of Tripura

[Signature]