



# State Health Society, Bihar

Pariwar Kalyan Bhawan, Sheikhpura, Patna-14



## 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):

Sl. No.	Name of the posts	No. of Vacancy	Consolidated Salary (PM) in Rs.
1.	Assistant Programme Officer/ Epidemiologist	1	30,000/-
2.	Medical Officer – State TB Cell	1	30,000/-
3.	TB-HIV Coordinator	1	30,000/-
4.	DOTS Plus Site Sr. Medical Officer	1	30,000/-
5.	DOTS Plus Site Statistical Assistant	1	15,000/-
6.	Microbiologist (IRL)	1	35,000/-
7.	Sr. LT (IRL)	1	15,000/-
8.	IEC Officer	1	18,000/-
9.	Accounts Officer/ State Accountant	1	18,000/-
10.	Secretarial Assistant	1	8,500/-
11.	Pharmacist/Storekeeper	1	12,000/-
12.	Store Assistant (SDS)	1	8,000/-
13.	Data Entry Operator (1 for State TB Cell & 1 for IRL)	2 (UR-1, EBC-1)	10,000/-
14.	Driver	1	7,000/-

### General Condition:

1. Maximum age limit 62 years for all position (As on 31.8.10).
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 for the Sl. No. 13 as per Bihar Govt. Norms.
5. Application fees for the post mentioned in Sl. No. 1 to 9 is Rs.500/- for applicants under General category, fee for OBC and SC/ST candidates would be Rs. 300/- and 250/- respectively.
6. Application fees for the post mentioned in Sl. No. 10 to 14 is Rs. 200/- for applicants under General category, fee for OBC 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. Original Bank Draft (Application Fee) drawn on any nationalized bank and payable at Patna favoring "State Health Society, (TB) Bihar" should be sent along with application form to Executive Director, State Health Society, Bihar, Pariwar Kalyan Bhawan, Sheikhpura, Patna 800014.
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 09/09/2010 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](http://www.statehealthsocietybihar.org).

**Last date of submission of form along with fee is 09/09/2010 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 – Open

#### **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 31.8.10).

#### **2. Position: Medical Officer – State TB Cell**

Reporting to State Programme Officer, RNTCP/STO  
Place of Posting – State Level HQ  
No. of Position – 1  
Category – Open

#### **Essential Qualification/Requirements**

- (1) MBBS or equivalent degree from institution recognized by Medical Council of India.
- (2) Must have completed compulsory rotatory internship.

#### **Preferential Qualification**

- (1) Diploma/MD Public Health/ Community Health Administration (CHA)/ Tuberculosis & Chest diseases.
- (2) One year experience in RNTCP work.

**Job Specification / responsibilities:**

1. Will work under direct control of STO/Assistant programme officer and assist him in his functions particularly in planning, training, monitoring and supervision of all TB control activities under RNTCP.
2. Coordinate with TB/HIV coordinator, DOTS Plus Medical Officers and Assistant programme officer/ epidemiologist and assist STO to implement TB/HIV collaborative activities, DOTS-Plus, Operational researches etc.
3. Assist STO in RNTCP collaborations with Medical colleges, NGOs, PPs and other sectors.
4. 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 31.8.10).

**3. Position: TB-HIV Coordinator**

Reporting to State Programme Officer, RNTCP/STO.

Place of Posting – State Level HQ

No. of Position – 1

Category – Open

**Essential Qualification/Requirements**

- (1) MBBS or equivalent degree from institution recognized by Medical Council of India.
- (2) Must have completed compulsory rotatory internship.

**Preferential Qualification**

(1) Additionally, Post Graduate Qualification in Preventive Medicine or Epidemiology from an institution recognized by the Medical Council of India will be given preference.

**Job Specification / responsibilities:**

1. Prepare and maintain a mapping of VCTCs of the state and collaborating RNTCP centres, a line listing of NGOs, hospitals and Private practitioners working in AIDS and TB control in the districts of the state.
2. Establish linkages with State AIDS Control Society, State TB Control Society, collaborating NGOs and hospitals of the state by visits and dialogue.
3. Organizing training of staff, organizing meetings at state and district levels.
4. Supervision of co-ordination activities, compiling and analyzing monthly and quarterly reports and administrative data on VCTC-RNTCP co-ordination.
5. Facilitate implementation of a system for tracking of defaulted patients with HIV-TB co-infection within the state and assist STO to undertake actions to ensure completion of their anti-TB treatment.
6. Evaluate referral systems between VCTCs and RNTCP and promote providing feedback to the referring center.
7. Monitor IEC activities related to both programmes in the state.
8. Other duties related to TB-HIV co-ordination as would be assigned by the STO.
9. Report activities to STO and Central TB Division monthly, in standard format.

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

**Age Limit:-** Maximum 62 years (As on 31.8.10).

**4. Position: DOTS-Plus site Sr. Medical Officer**

Reporting to State Programme Officer, RNTCP/STO.

Place of Posting – State Level HQ

No. of Position – 1

Category – Open

**Essential Qualification/Requirements**

- (1) MBBS or equivalent degree from institution recognized by Medical Council of India.
- (2) Must have completed compulsory rotatory internship.

**Preferential Qualification**

(1) MD Respiratory medicine/ Internal Medicine/ DTCD/ MD Community Medicine/ Diploma/ CHA/ Masters in Public Health.

**Job Specification / responsibilities:**

1. To work directly under in-charge of the DOTS-Plus site.
2. Assist DOTS- Plus site committee in the implementation of DOTS-Plus activities as per guidelines.
3. Assist in organizing DOTS-Plus trainings.

4. Responsible for all recording and reporting of DOTS-Plus activities pertaining to the concerned DOTS Plus site.
5. Arrange and assist in pre treatment evaluation and treatment initiation of MDR-TB patients.
6. Ensure respective DTOs are informed of patients discharge in a timely manner.
7. In co-ordination with the respective STO and DTOs, ensure that indenting for necessary drugs and distribution is managed in a timely and appropriate manner.
8. Co-ordinate with other departments for pre-treatment evaluation and management of ADRs and other co-morbidities.
9. Act as the focal point for exchange of information on patient management between Districts, IRL and DOTS-Plus site.
10. To participate in supervision and monitoring of districts implementing/ preparing DOTS-Plus.
11. Any other job assigned as per the programme need.

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

**Age Limit:-** Maximum 62 years (As on 31.8.10).

## **5. Position: DOTS-Plus site Statistical Assistant**

Reporting to State Programme Officer, RNTCP/STO.

Place of Posting – State Level HQ

No. of Position – 1

Category – Open

### **Essential Qualification/Requirements**

- (1) Graduate
- (2) Diploma/ Certificate (6 months or more duration's course) in Computer Application from a reputed institute.
- (3) Typing speed of 40 w.p.m. in English and local language.
- (4) Data entry speed minimum 8000 key depressions/hr.
- (5) Well conversant with various computer programming including MS Word, Excel and statistical packages.

### **Preferential Qualification**

- (1) Graduate with statistics as a main or subsidiary subject.
- (2) Work experience in Biostatistics.

### **Job Specification / responsibilities:**

1. Assist DOTS-Plus site Medical Officer in maintaining the records and reports for DOTS-Plus, analyzing the data and transmission of information to DOTS-Plus site committee, IRL, STC, Districts and CTD.
2. Coordinate with district DOTS-Plus supervisors, DEOs of IRL and districts for tracking of patients/ information to and from DOTS-Plus site.
3. Provide assistance to DOTS-Plus site committee in preparation of minutes, briefs, presentation etc.
4. Data entry for DOTS-Plus MIS
5. Manage correspondences of DOTS-Plus site between STC, IRL, Districts and CTD
6. Maintenance and up keep of the computer and its accessories including virus defense.
7. Any other job assigned as per programme need.

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

**Age Limit:-** Maximum 62 years (As on 31.8.10).

## **6. Position: Microbiologist (IRL)**

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

Place of Posting – State Level HQ

No. of Position – 1

Category – Open

### **Essential Qualification/Requirements**

- (1) MBBS, MD (Microbiology) or M.Sc. (Medical Microbiology/ Applied Microbiology) with M.Phil./ Ph.D. or M.Sc. (Medical Microbiology/ Applied Microbiology)

### **Preferential Qualification**

- (1) Experience in Culture and DST for mycobacterium tuberculosis.

### **Job Specification / responsibilities:**

1. Work under the director control of the Director, STDC/IRL.
2. Conducting on-site evaluation visits to all district level laboratories and a sample of peripheral laboratories.
3. Assist in developing capacity to manufacture panel testing slides.
4. Ensure follow up actions on NRL IRL recommendations.
5. Conducting training for district level staff in sputum smear microscopy and EQA.
6. Ensure smooth conduct of routine laboratory activities of the IRL including culture/DST.
7. Provide technical support to STC for strategic planning related to the laboratory activities in the state.
8. Supply chain management of the lab consumables.
9. Actively assist the states in the collection, analysis and interpretation of data.
10. Assist state level DOTS-Plus committee and institutional infection control committee.
11. Facilitate in OR related to RNTCP.
12. Any other duties allotted from time to time.

**Remuneration:-** Consolidated salary of Rupees 35,000/- (Thirty five thousand ) per month.

**Age Limit:-** Maximum 62 years (As on 31.8.10).

## **7. 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 – Open

### **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 31.8.10).

## **8. Position: IEC Officer**

Reporting to State Programme Officer, RNTCP/STO.

Place of Posting – State Level HQ

No. of Position – 1

Category – Open

### **Essential Qualification/Requirements**

(1) Masters in Social work/ Rural Development or

(2) Graduate in Social Sciences with Degree/ Diploma in Health Education or Mass Communication or

(3) Graduate in any discipline with 2-3 years experience in health communication.

### **Preferential Qualification**

(1) 3 years experience in working with development sector at State level.

### **Job Specification / responsibilities:**

1. Responsible for planning IEC activities for the whole State in consultation with STO.
2. Arrange events around advocacy, either directly or through professional agency.
3. Help in hiring of professional agency on short-term basis to develop material for print media and material for patient counseling and sensitization of health providers.
4. Arrange to develop audio-visual aids for health providers, especially on IPC with the help of professional agency.
5. Supervise, monitor & coordinate IEC activities at state level.

6. Participate in Health providers training specially in IPC.
7. Supervise, monitor & coordinate IEC activities at state level.
8. Prepare an annual budget & calendar of IEC activities at state level in consultation with STO.
9. Any other job assigned as per programme need.

**Remuneration:-** Consolidated salary of Rupees 18,000/- (Eighteen thousand ) per month.

**Age Limit:-** Maximum 62 years (As on 31.8.10).

## **9. Position: Accounts Officer/State Accountant**

Reporting to State Programme Officer, RNTCP/STO.

Place of Posting – State Level HQ

No. of Position – 1

Category – Open

### **Essential Qualification/Requirements**

- (1) Post Graduate in Science/ Commerce with not less than 60% marks.
- (2) Experience in Finance Management or MBA with Financial Management or Accounts as study subject with at least 3 years of experience.

### **Preferential Qualification**

- (1) Cost Accountant or Chartered Accountant.
- (2) Experience of 5 years on the post of Senior Audit/ Account Officer of Accountant General's Office or Civil Accounting organization of Central Govt or State Govt Department.
- (3) Good familiarity with Audit/ Maintenance of accounts on double entry system in a recognized Society or Institution.

### **Job Specification / responsibilities:**

#### **General**

1. Will be required to handle all matters relating to accounts, budgeting and financial matters and management of accounting procedure pertaining to RNTCP in the State.
2. To organize and maintain the fund flow mechanism from Centre to State and then from State to Districts.
3. Accurate and timely submission of quarterly report on expenditure to Centre, annual audited statement of accounts and intensively monitoring the financial management in each District TB Control Society.
4. Any other job assigned as per programme need.

#### **Specific**

1. Preparing annual and quarterly budgets for the State & review budgets of the District Societies.
2. Ensuring that adequate internal controls are in place to support the payments and receipts.
3. Ensuring timely consolidation of accounts/ financial statements at the state level (of all the District TB Societies)
4. Ensuring (by way of training & support to the District Accountants) that common reporting formats as provided in financial guidelines are used by Districts in order that consolidation of accounts is facilitated at state level.
5. Supporting the audit of the accounts of the state society and district societies in accordance with the financial guidelines.
6. Monitoring expenditure and receipt of SOEs from the Districts.
7. Reviewing the accounts and records of the District Societies on a periodic basis.
8. Preparing consolidated SOE of the State to be sent to the Central TB Division on a quarterly basis.
9. Coordinating with the District Societies to address the audit objection/internal control weaknesses, issues of disallowances if any.

**Remuneration:-** Consolidated salary of Rupees 18,000/- (Eighteen thousand ) per month.

**Age Limit:-** Maximum 62 years (As on 31.8.10).

## **10. Position: Secretarial Assistant**

Reporting to State Programme Officer, RNTCP/STO.

Place of Posting – State Level HQ

No. of Position – 1

Category – Open

### **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 31.8.10).

## **11. Position: Pharmacist/Storekeeper**

Reporting to State Programme Officer, RNTCP/STO.

Place of Posting – State Level HQ

No. of Position – 1

Category – Open

### **Essential Qualification/Requirements**

(1) Degree / Diploma in Pharmacy

### **Preferential Qualification**

(1) 1 year experience in managing drug store in a reputed hospital/ health center recognized by Govt.

### **Job Specification / responsibilities:**

1. Handling of drug stores in the State Drug Stores including Receipts & Issues.
2. Recording & Reporting of drug stocks at the stores.
3. Reconstitution/ Repacking of 1<sup>st</sup> & 2<sup>nd</sup> line drugs.
4. Repacking of 2<sup>nd</sup> line loose drugs into IP & CP 3-monthly boxes.
5. Assistance to State in consolidation of district quarter reports.
6. Preparation of State level Quarter Reports.
7. Data entry in web based software for drug logistics.
8. Communication with state/district & Central TB Division officials.
9. Assistance in Imparting drug logistics trainings to district level pharmacists.
10. Possible visits to districts on issues relating to drug management.
11. Any other job assigned as per programme need.

**Remuneration:-** Consolidated salary of Rupees 12,000/- (Twelve thousand ) per month.

**Age Limit:-** Maximum 62 years (As on 31.8.10).

## **12. Position: Store Assistant (State Drug Store)**

Reporting to State Programme Officer, RNTCP/STO.

Place of Posting – State Level HQ

No. of Position – 1

Category – Open

### **Essential Qualification/Requirements**

(1) 10+2

### **Preferential Qualification**

(1) Diploma in Pharmacy

(2) Conversant with various computer programming including MS Word, Excel and simple statistical packages.

**Job Specification / responsibilities:**

Assist Pharmacist in

1. Handling of drug stores in the State Drug Stores including Receipts & Issues.
2. Recording & Reporting of drug stocks at the stores.
3. Reconstitution / Repacking of 1<sup>st</sup> & 2<sup>nd</sup> line drugs.
4. Repacking of 2<sup>nd</sup> line loose drugs into IP & CP 3-monthly boxes.
5. Data entry in web based software for drug logistics.
6. Imparting drug logistics trainings to district level pharmacists.
7. Any other job assigned as per programme need.

**Remuneration:-** Consolidated salary of Rupees 8,000/- (Eight thousand ) per month.

**Age Limit:-** Maximum 62 years (As on 31.8.10).

**13. 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 – As per reservation roaster.

**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 local language.
- (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 31.8.10).

**14. Position: Driver**

Reporting to State Programme Officer, RNTCP/STO.

Place of Posting – State Level HQ

No. of Position – 1

Category – Open

**Essential Qualification/Requirements**

- (1) High School standard
- (2) Permanent driving license of light motor vehicle

**Preferential Qualification**

- (1) Driving license for heavy vehicle.
- (2) Knowledge of minor/routine repair of vehicles.

**Job Specification / responsibilities:**

1. Driving of vehicle.
2. Upkeep and cleanliness of vehicles.
3. Maintenance of log book
4. Routine repairs including change of wheels.

**Remuneration:-** Consolidated salary of Rupees 7,000/- (Seven thousand ) per month.

**Age Limit:-** Maximum 62 years (As on 31.8.10).



## Application Form

<b>Application for the post of</b>					Affix recent photograph
Demand Draft Details	Issuing Bank: Branch: Demand Draft Number: Date of issue: Payable at: Category: General/OBC/SC/ST (tick mark whichever is applicable)				
Name					
Father's/ Husband's Name					
Date of Birth					
Age (as on 31.8.10)					
Marital Status					
Nationality					
Cast / Category					
Present Address					
Permanent Address					
Contact Number					
E-mail ID					
<b>Academic background (Starting from highest)</b>					
SN	Qualification	School/Institute /University	Year of passing	Percentage of Marks/ grades obtained (if any)	
1					
2					
3					
4					
5					
<b>Technical Qualification (Starting from highest)</b>					
SN	Qualification	School/Institute /University	Year of passing	Percentage of Marks/ grades obtained (if any)	
1					
2					
3					
4					

<b>Trainings and workshops attended</b>				
SN	Topic	Institution/Organization	Year	Objective of the training/ workshop
1				
2				
3				
4				
<b>Work Experience (starting from the latest)</b>				
Experience 1	From			
	To			
	Organization with its brief profile			
	Designation held			
	Brief profile of the Responsibilities held			
Experience 2	From			
	To			
	Organization with its brief profile			
	Designation held			
	Brief profile of the Responsibilities held			
Experience 3	From			
	To			
	Organization with its brief profile			
	Designation held			
	Brief profile of the Responsibilities held			
<b>Any other information that the candidate would like to give in support of his/her candidature</b>				

Signature

**Note: The candidate may use additional paper if required.**