

# DISTRICT HEALTH & FAMILY WELFARE SAMITY (RNTCP), HOWRAH

## DISTRICT TUBERCULOSIS CENTRE

BIPLABI HAREN GHOSH SARANI, P.O. HOWRAH-711101

REGN. NO. S/11/11010 OF 2002-2003

TELEPHONE – 2637-9617

Email: DTOWBHRA@tbcindia.org

Memo No. DHFWS/HOW/1502

Dated: 16/10/2015

### NOTICE

District Health & Family Welfare Samity (RNTCP), Howrah invites applications from the desiring candidates for the following positions at DTC, Howrah, purely on contract basis.

The candidates should submit an application in a the attached application format to Secretary, District Health & Family Welfare Samity (RNTCP), Howrah along with self attested photocopied all the required documents as mentioned below :-

<u>Name of the position</u>	<u>No. of vacancy</u>	<u>Salary/month</u>	<u>Age</u>
1) District Programme Coordinator	01	Rs.22000	22 years to 62 years as on 01.01.2015
2) District PPM Coordinator	02	Rs.19000	22 years to 40 years as on 01.01.2015
3) DRTB Counsellor	01	Rs.10000	22 years to 62 years as on 01.01.2015
4) Data entry Operator	01	Rs.13560	22 years to 62 years as on 01.01.2015
5) Senior Treatment Supervisor (STS)	15	Rs.17720	22 years to 40 years as on 01.01.2015

- Period of submission of application formats: All days between 10:00AM and 2:00PM for the period of 19/10/2015 to 02/11/2015, except 21/10/2015, 25/10/2015 & 01/11/2015.
- A separate box will be kept at the following address for submitting the applications.
- Address:  
Office of the District Tuberculosis Officer (DTO)  
District Health & Family Welfare Samity (RNTCP), Howrah  
Biplabi Haren Ghosh Sarani, Howrah -711101 (in Howrah District Hospital Campus)  
Telephone Number: (033) 2637-9617.
- One recent passport photograph affixed with full signature on upper right side on the application. Photocopies of all the required documents to be attached with the application in supporting with the candidature.
- Position No.2 & 5 will be recruited following 100-point roster regarding reservation.

*Suparna Chattopadhyay*

**Revised National Tuberculosis Control Program (RNTCP)**  
**Terms of Reference (TOR) for Appointment of Individual Consultants and Contractual Staff**

4	District Programme Coordinator	<ol style="list-style-type: none"> <li>MBA/PG Diploma in management/health administration from a recognized institute / university</li> <li>At least 1 year of work experience</li> </ol>	<ol style="list-style-type: none"> <li>Preference will be given to those who have worked in the field of Development/Health at District / State level</li> <li>Basic knowledge of computers</li> </ol>	<ol style="list-style-type: none"> <li>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>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>To assist District TB Officer in establishing inter-sectoral and inter-departmental coordination for TB control.</li> <li>To assist the DTO in organizing trainings, meetings, reviews and sensitization workshops at the district level.</li> <li>To assist the DTO in organizing ACSM activities at the district level, to prepare quarterly IEC reports and procurement reports.</li> <li>To assist the DTO in identifying NGOs and PPs for partnership through various schemes and enter into MoU.</li> <li>To assist the DTO in collecting and compiling necessary documents for disbursement of Grant in Aid to the NGOs and PPS.</li> <li>To assist the District TB Officer in establishing systems for TB Surveillance (through MIS, Notification, etc.)</li> <li>To assist District TB Officer in district level procurements and supply chain management including physical stock verification.</li> <li>To assist District TB Officer in maintaining updated data base of subdistrict and peripheral level program managers and stakeholders.</li> <li>To assist District TB Officer in district level human resources management.</li> <li>To manage the public grievance redressal mechanism in the District TB Office.</li> <li>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>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>Any other job assigned as per program need</li> </ol> <p align="right">monthly remuneration: Rs. 22,000/-</p>
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*Suparna Chattopadhyay*



**Revised National Tuberculosis Control Program (RNTCP)**  
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5	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 disbursement 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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monthly remuneration = Rs. 19,000/-

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**Revised National Tuberculosis Control Program (RNTCP)**  
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11	<b>Counsellor for DR TB Centre</b>	<ol style="list-style-type: none"> <li>Bachelors(or equivalent) Degree in Social Work/ sociology/ psychology</li> </ol>	<ol style="list-style-type: none"> <li>Masters degree/PG Diploma in social Work/sociology/ psychology</li> <li>Experience in RNTCP or worked as counsellor</li> <li>Basic knowledge of computers</li> </ol>	<ol style="list-style-type: none"> <li>Ensure that DR TB patients and family members receive constant counseling and guidance right from their admission to their discharge at the DR TB Centre about the disease, its transmission, air borne infection control, pre-treatment evaluation, treatment, follow up investigations, adverse drug reactions and treatment adherence.</li> <li>Facilitate the admission process including subsequent documentation at the DR TB Centre.</li> <li>Facilitate all pre and post treatment investigations as per guidelines.</li> <li>Facilitate the discharge process ensuring that the parent district is informed well in advance and is in readiness to receive the patient.</li> <li>To ensure drugs for transit period are provided to the patient at the time of discharge.</li> <li>In coordination with the DR TB Centre statistical assistant, ensure that the original treatment cards are updated as per guidelines.</li> <li>Facilitate linkages for social and financial support to DR-TB Patients</li> <li>To maintain a detailed DOT Directory with important contact details of other DR TB Centers, District TB centers and RNTCP key staff.</li> <li>Maintain the documentation regarding the counseling and services provided and reporting of the same in the prescribed formats.</li> <li>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>Any other job assigned as per program need.</li> </ol>
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monthly remuneration = Rs. 10,000/-

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**Revised National Tuberculosis Control Program (RNTCP)  
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10	<b>Data Entry Operator</b>	<ol style="list-style-type: none"> <li>10+2 with Diploma in computer application or equivalent recognized by the Council for Technical education/ DOEACC</li> <li>Typing speed of 40 w.p.m in English and local language.</li> <li>Should be well conversant with various computer programming including MS Word, Excel and simple statistical packages.</li> </ol>	<ol style="list-style-type: none"> <li>At least one year experience in related field</li> </ol>	<ol style="list-style-type: none"> <li>To receive mails to the District TB Office, sort and produce before the District TB Officer at least on a daily basis</li> <li>To e-file the mails and attached documents.</li> <li>To send e-mails to the addressees as per the instruction of District TB Officer.</li> <li>To maintain and update the contact details of all program stakeholders.</li> <li>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>To enter the data in the prescribed formats, Nikshay and epicentre as instructed by the District TB Officer.</li> <li>To build the capacity of sub-district level staff/officers/agency in ICT applications related to RNTCP and TB surveillance</li> <li>Monitor and troubleshoot the usage of RNTCP ICT applications by the sub-district</li> <li>To maintain computer, peripherals and connections assigned.</li> <li>To install and regularly update antivirus soft ware</li> <li>To take periodic back up of data stored in the system.</li> <li>Any other job assigned as per programme need</li> </ol>
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monthly remuneration = Rs. 13,560/-

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**Revised National Tuberculosis Control Program (RNTCP)**  
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6	<p align="center"><b>Senior Treatment Supervisor (STS)</b></p>	<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> <p align="right"><i>monthly remuneration = 17720/-</i></p>
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*Suparna Chatterpadhyay*

Candidates are advised to keep watching [www.healthyhowrah.org](http://www.healthyhowrah.org) for further information.

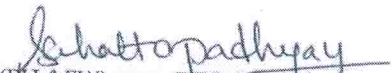
  
ACMOH (PH & FW)-cum- DTO, Howrah

Memo No. DHFWS/HOW/1(18)/1502

Dated: 16/10/2015

Copies forwarded for information and necessary action to:

- 1) Sri Pulak Roy, Chairperson, Selection Committee
- 2) Addl.DHS(TB)-cum-STO, West Bengal
- 3) Savadhipati & Chairman, Dist. H. & F.W. Samity, Howrah
- 4) Dist. Magistrate & Vice Chairman, Dist. H. & F.W.Samity, Howrah
- 5) ADM (Health), Howrah
- 6) CMOH, Howrah
- 7) Swasthya Karmadhaswya, HZP
- 7 to 9) Dy. CMOH – I/II/III
- 10 to 12) ACMOH – MA/Sadar/Uluberia
- 13) Accounts Officer, Howrah
- 14) WHO Consultant, Howrah
- 15) Suptd. Howrah Dist. Hospital
- 16) Notice Board, DTC, Howrah
- 17) Website [www.healthyhowrah.org](http://www.healthyhowrah.org).
- 18) Office copy

  
ACMOH (PH & FW)-cum- DTO, Howrah



## Application Format

Application No.  
(for Office Use Only)

Application for the Post of  
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Name (Block Letter):-  
.....

Father's / Husband's Name:-  
.....

Address (in details):-  
.....  
.....  
.....

Sex :-  Male  Female  Others

Date of Birth:- ..... (DD/MM/YYYY)

Age as on 01.01.2015:- ..... (Yrs/Months/Dates)

Caste: -  GEN  SC  ST  OBC.

Nationality:- .....

Religion:- .....

Contact No:- .....

Email ID:- .....

### Educational Qualification:-

Qualification	Year of Passing	University/ Board/Council	Total Marks	Marks Obtained	Percentage of Marks

Affix one colour  
recent passport  
size photo & sign  
through it.



Details of Experiences:-

Organization (Govt/Private/NGOs)	Field of Activity	Period		Total Years
		From (dd/mm/yy)	To (dd/mm/yy)	

Computer Knowledge.....

Two wheeler License (Yes /No).....

Declaration:- I hereby solemnly declare that the information furnished above are based on material records and are true to the best of my knowledge and belief. If any information furnished or any part of it is found to be incorrect then I understand that my candidature for contractual recruitment of the post is liable to be cancelled without any further information to me.

Date:-

Place:

Signature of Applicant.

### Documents Required

- One colour Passport size Photo. (Write full name on the back side of Photo).
- All qualification documents (photocopies). Including mark sheets and qualification certificates
- Computer course certificate (photocopies).
- Experience certificate (photocopies).
- Caste proof certificate (photocopies / if needed).
- Two wheeler License (photocopies, where ever applicable)

**All photocopies should be self attested.**

Short listed candidates name for written will be published in [www.healthyhowrah.org](http://www.healthyhowrah.org). Candidates are instructed to follow up the site regularly for any updation.

  
ACMOH (PH & FW)-cum- DTO, Howrah