

Government of West Bengal

Department of Health and Family Welfare

District Health & Family Welfare Samity (RNTCP)

(Erstwhile District Tuberculosis Control Society, North 24 Parganas)

Office: North 24 Parganas District Hospital, Barasat, West Bengal, Pin: 700124

Registration No.S/1L/11012 of 2002-2003 under Societies act. XXVI of 1961.

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Memo No.: RNTCP / 02 / 2011

Dated: 03.01.2011

ENGAGEMENT NOTICE

Applications are invited from among the eligible candidates in prescribed format for engagement in the following vacant posts of RNTCP, North 24 Parganas by the DH&FWS, North 24 Parganas. The engagement will be purely on contractual basis, initially for one year. A panel will also be prepared to fill in future vacancies if any and which will remain valid for one year. The authority reserves the right to prepare a short list of eligible candidates on the basis of marks obtained in Class - X, XII, Graduation & Technical education where applicable and call for viva and or practical examinations. The details of posts, number of vacancies, required qualifications, experience and remuneration etc are given below. Applicants must be the permanent residents of West Bengal.

• Post, essential qualification -

Sl No	Name of post	Essential qualification	Age limit
1	STS (Senior Treatment Supervisor)	1. Higher secondary (10+2) school's Certificates examination 2. Bachelor's degree in science or Arts 3. Permanent two wheeler driving license & should be able to drive two wheelers.	
2	STLS (Senior Tuberculosis Laboratory Supervisor)	1. 10+2 in Science with Diploma or Certificate course in Medical Laboratory Technology or its equivalent 2. Minimum 2 years of experience of working in a Bacteriological Laboratory of repute. 3. Must be in possession of permanent driving license for two wheelers.	Below 62 years
3	Laboratory Technician	1. 10+2 in Science with Diploma or Certificate course in Medical Laboratory Technology or its equivalent.	
4	TBHV (Tuberculosis Health Visitor)	1. Intermediate with Science and experience of working as MPW/LHV/ ANM, OR 2. Tuberculosis health visitor's recognized course	

• Posts, No of vacancies remuneration:

Sl No	Name of post	No of vacancies	Remuneration
1	STS (Senior Treatment Supervisor) :	1	Rs.12000/- pm
2	STLS (Senior Tuberculosis Laboratory Supervisor) :	1	Rs.12000/- pm
3	LT (Laboratory Technician)	5	Rs.8500/- pm
4	TBHV (Tuberculosis Health Visitor)	3	Rs.8000/-pm (In addition a fixed TA of Rs.750 p.m. is also payable, against appropriate travel documentation.)

Final selection will be done on the basis of:

- i) General Qualification.
- ii) Technical Qualification, if applicable [i. e.; DMLT/CMLT/ Basic Computer Certificate or Diploma].
- iii) Experience in RNTCP / any National Health Programme (Certificate to be issued from Department of Health & Family Welfare, Government of West Bengal by at least from an officer in the rank of BMOH).
- iv) Certificate of State Level Participation in any extra - curricular activity.
- v) Viva.
- vi) Practical Examination, if applicable.

No T.A / D.A. will be admissible for appearing in interview or practical.

District Health & Family Welfare Samity (RNTCP)
North 24 Parganas

**REVISED NATIONAL TUBERCULOSIS CONTROL PROGRAMME (RNTCP)
North 24 Parganas**

Job Specification / responsibility of Individual Contractual staff

S T S (Senior Treatment Supervisor):

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 in the sub-district,
5. In close coordination with STLS, assist MOTC in preparation of Quarterly Reports on case detection, sputum conversion & treatment outcome, Programme Management and submission to the DTO.
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 counseling to the patients and family.
9. Facilitate organizing patient provider interaction meetings and community meetings.
10. Any other job assigned as per programme need.

STLS (Senior Tuberculosis Laboratory Supervisor):

1. Will be responsible for maintaining the quality of sputum microscopy and smooth functioning of laboratory services.
2. Organize smear examination at the microscopy centres of the sub-district, organize regular training and continuing education of the laboratory technicians.
3. Supervise all microscopy centres at least once a month. Promote AFB microscopy as primary tool for diagnosis of TB. Ensure referral of >2 -3% of adult OPD patients.
4. Check the record-keeping (Laboratory Register). Ensure Proper disposal of contaminated material.
5. Implementation of all components of EQA.
6. Coordinate with STS to ensure that all TB patient diagnosed are initiated on treatment.
7. Assist STS, in preparation of Quarterly Reports.
8. Ensure that diagnostic and follow up sputum specimens for Culture/DST of MDR TB Suspects / patients are sent from the DMCs to Culture/DST Laboratories timely.
9. Any other job assigned as per programme need.

Laboratory Technician:

1. Instruct and demonstrate to the patients the proper methodology of bringing out sputum.
Prepare slides from the thickest portion of sputum, read and record results. Maintain the Laboratory Register and report the results to the Medical Officer managing the patient.
2. Coordinate with other staff to ensure that patients with productive cough for three weeks or more undergo sputum examination and receive containers and necessary instructions.
3. Promote AFB microscopy as primary tool for diagnosis of TB. Ensure referral of >2- 3% of adult OPD patients.
4. Dispose of contaminated material as detailed in the Laboratory Manual.
5. Assist STLS in implementation of EQA.
6. Collection and transportation of sputum specimens for Culture and DST as per guidelines.
7. Any other job assigned as per programme need.

Tuberculosis Health Visitor:

1. Ensure regularity of DOT during intensive phase as well as directly observed intake of at least the first dose of each week during the continuation phase. Also ensure collection of empty blister pack during the collection of subsequent weekly blister packs throughout the entire continuation phase.
2. Ensure DOT for MDR TB patients as per guidelines.
3. Verify address of all new patients and educate patients and their families on the plan of treatment. Arrange time and place for DOT, according to the patient's convenience.
4. Ensure that follow-up smear examinations of sputum are carried out as per the stipulated schedule.
5. Maintain the Treatment Card and record information. Transfer this information to the original Treatment Card at the CHC/PHC during weekly meetings.
6. Ensure that the Treatment Card is given to the STS for entry in the TB Register and the TB No. is entered on the card.
7. 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.
8. Assist STS in DOTS-Plus, TB/HIV collaborative activities and PPM activities.
9. Maintain relevant records.
10. Any other job assigned as per programme need.;

**District Health & Family Welfare Samity (RNTCP)
North 24 Parganas**

APPLICATION FORMAT

**ADVERTISEMENT NOTICE NO.: RNTCP / 02/ 2011 DATED: 03.01.2011
(Closing date for receipt of Application: The 31.01. 2011)**

Roll No.
(Space for office use)

Space for pasting recent colour passport size PHOTOGRAPH of the candidate with his / her full signature thereon.
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1. Application for the post of :
2. Name in full (in BLOCK letter) :
3. Sex (Put a tick) : Male Female
4. Father's Name :
5. Date of Birth : DD MM YYYY
6. Age (as on 1st January 2011) :
7. Nationality :
8. Address for Communication :
 Village / City :
- Post Office :
- Police Station :
- District :
- State :PIN Code.....
9. Permanent Address :
 Village / City :
- Post Office :
- Police Station :
- District :
- State :PIN Code.....
10. Contact No. (with STD Code):.....Mobile.....
11. Educational Qualifications (Madhyamik examination and onwards):

Sl. No.	Name of Examination	Year of passing	Board / University	Division / Class	% of Marks	Subject taken
1.						
2.						
3.						
4.						
5.						
6.						

12. Technical Education:

Course Name	Name of Institution	Year of passing	Division / Class	% of Marks

12. Computer Education (Certificate / Diploma / Degree / PG Degree):

Course Name	Name of Institution	Year of passing	Division / Class	% of Marks

13. If employed previously or at present, the details thereof:

Name of the Organisation(s)	Position / Designation held	Nature of duty (ies)	Period of Service	
			From	To

14. Extra Curricular Activity (Only State level participation):

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15. List of attested documents enclosed (No other document except mentioned below is required) [Put '✓' mark in box]

Sl	Documents	Yes	No	Sl	Documents	Yes	No
1.	Educational Qualification Certificates			2.	Proof of Age		
3.	Computer Education Certificate			4.	Employment NOC (if any)		
5.	Two Wheeler Driving License (Permanent)			6.	One stamped self-addressed envelope		
7.	State Level Participation certificate of Extra curricular activity			8.	Residential proof (Voter ID / Ration Card / Certificate of BDO or SDO)		

16. Declaration:

I solemnly declare that (a) all statements made in this application are true, complete and correct; (b) Original documents will be produced on demand; (c) I understand that the concerned authority reserve the right to reject my candidature upon short listing of the candidates based on qualifications and experiences and (d) I have submitted no other application for this examination.

** I have informed the head of my office or department in writing that I am applying for this examination (** Strike off this sentence if the candidate is not in service of Government or Local or Statutory body).

Place :

Date :

.....
Signature of the Candidate in full
(not in capital letter)