

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

Phone: (+91) (033) 2552-3175, 2552 0636 Fax: (+91) (033) 2552-3175

Email: dtowbnpg@rntcp.org

Memo No.: RNTCP / 68 / 2013

Dated: 15.03.2013

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.

• **Post, essential qualification -**

Sl No	Name of post	Essential qualification	Age limit
1	STS (Senior Treatment Supervisor)	1. Indian citizen 2. Higher secondary (10+2) school's Certificates examination 3. Bachelor's <i>degree</i> in science or Arts 4. Permanent two wheeler driving license & should be able to drive two wheelers.	Below 62 years
2	TBHV (Tuberculosis Health Visitor)	1. Indian citizen 2. Intermediate with Science and experience of working as MPW/LHV/ ANM, OR 3. Tuberculosis health visitor's recognized course	
3	Driver	1. Indian citizen 2. High School standard. 3. Permanent driving license of light motor vehicle	

• **Posts, No of vacancies remuneration:**

Sl No	Name of post	No of vacancies	Remuneration
1	STS (Senior Treatment Supervisor)	2 (Gen-1 & SC-1)	Rs. 16860.00 per month
2	TBHV (Tuberculosis Health Visitor)	1 (Gen - Exempted Category)	Rs. 13560.00 per month (In addition a fixed TA of Rs.750.00 per month is also payable, against appropriate travel documentation.)
3	Driver	1	Rs. 13560.00 per month

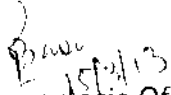
Final selection will be done on the basis of:

- i) General Qualification.
- ii) Technical Qualification, if applicable
- iii) a) 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)- for STS & TBHV.
b) Driving experience in Government / Private sector (to be certified by appropriate authority).
- iv) Certificate of State Level Participation in any extra - curricular activity.
- v) Viva.
- vi) Practical Examination, if applicable.

The applicants are to fill up the prescribed application form as attached and to submit in the following address by 04.04.2013. (Please mention the post applied for on the top of the envelop).

Address for communication -
District Tuberculosis Officer
DTC, Barasat
West Bengal, Pin: 700124

No TA / DA will be admissible for appearing in interview or practical.


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

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

APPLICATION FORMAT

**ADVERTISEMENT NOTICE NO.: RNTCP /68 / 2013 DATED: 15.03.2013
(Closing date for receipt of Application: 04.04.2013)**

<p>Roll No.</p> <p>(Space for office use)</p>
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<p>Space for pasting recent colour passport size PHOTOGRAPH of the candidate with his / her full signature thereon</p>
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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 2013) :
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, whatever applicable (No other document except mentioned below is required) [Put '✓' mark in appropriate 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)		
9.	Permanent driving license of light motor vehicle			10.	Caste Certificate where applicable		

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)

**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.

TBHV (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.;

Driver :

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