

ORISSA STATE AIDS CONTROL SOCIETY (OSACS)
(Department of Health & Family Welfare), Government of Odisha



Letter No. XII- OSACS/ Estt. – 100/2012/586

Date: 17th /Jan/2013

ADVERTISEMENT

OSACS invites applications from suitable candidates to fill-up the following posts on contractual basis to be posted in the office of HQ at Bhubaneswar and at district level for implementation of HIV/AIDS programme in the State.

Sl. No.	Name of the Post(s)	Qualification & Experience	No. of Posts	Monthly remuneration range (Rs.)
01	Consultant (Care, Support & Treatment)	MD in Medicine / skin & VD / Chest Diseases /Pediatrics or MBBS preferably with Diploma in any clinical disease Experience : Minimum 3 years experience in health sector	01	Rs. 32,000/- to Rs. 40,000 for MD and Rs. 25,000 to Rs. 30,000 for MBBS
02	District Programme Manager for DAPCU	Medical Professional in modern medicine with 2 years of experience in health programme implementation Experience : 2years of field experience in HIV/AIDS programme or Health Programme OR Post graduate degree in Management with 3 years experience in health Programme implementation Experience : 3 Yrs. Of field experience in HIV/AIDS Programme or Health Programme OR Master Degree in Social Science or Life Science with 4 years field experience in HIV/AIDS or health Experience : 4 years field experience in HIV/AIDS Programme or Health Programme	01	Rs.22,000/- to Rs.30,000/- per month
03	M & E Assistant for DAPCU	Graduate with computer knowledge writing and Reading skill in English and Hindi (or local language) is compulsory Experience : Experience candidates preferred	02	Rs.9,200/- to Rs.12,000/- per month
04	Account Assistant for DAPCU	Graduate with Computer knowledge, preference to candidates with B. com. Writing and Reading skill in English and Hindi (or local language) is compulsory Experience : Experience candidates preferred	01	Rs.9,200/- to Rs.12,000/- per month

Eligible candidates for above the age of 21 years & maximum age limit is 60 years as on 01.01.2013 may apply to the **Project Director, Orissa State AIDS Control Society (OSACS), Oil Odisha Building, F-Nayapalli, Bhubaneswar** within 15 days of publication of the advertisement by submitting their bio-data in the prescribed format. The prescribed formats for submission of application and details of the posts, salary, qualification, experience, duties & responsibilities and other terms and conditions are available in the website www.osacs.nic.in / www.orissa.gov.in. The authority reserves the right to accept/reject any or all application(s) without assigning any reasons thereof.

Sd/-
Project Director

Oil Odisha Building, Nayapalli, Bhubaneswar, Ph: 2395415/2393235 Fax: 2394560 (0674)
E-mail: orissasacs@gmail.com. Website: www.osacs.nic.in
Know AIDS for No AIDS Please call 1800 3456 778 (Toll Free)

ORISSA STATE AIDS CONTROL SOCIETY (OSACS)
(Department of Health & Family Welfare), Government of Odisha



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Date: 17th /Jan/2013

Terms of Reference

Sl. No	Name of Post	No. of Posts	Monthly remuneration range (Rs.)	Qualification	Experience	Brief Duties & Responsibilities
01	Consultant (CST)	01	Rs. 32,000/- to Rs. 40,000 for MD and Rs. 25,000 to Rs. 30,000 for MBBS	MD in Medicine / skin & VD / Chest Diseases / Pediatrics or MBBS preferably with Diploma in any clinical disease	Minimum 3 years experience in health sector	Organizing training of personnel of ART Centers and CCCs and all hospital staff involved in patient care to reduce stigma & discrimination. Monitoring of ART Centers, Link ART Centers and CCCs (including periodic visits). Monthly meetings of Nodal Officers of ART Centers. Quarterly meetings of doctors of ART centers to review qualitative aspects of the programme. Review work of Regional Coordinators. Any other task as assigned by the Project Officer/ NACO from time to time.
2	District Programme Manager for DAPCU	01	Rs.22,000/- to Rs.30,000/- per month	Medical Professional in modern medicine with 2 years of experience in health programme implementation OR	2years of field experience in HIV/AIDS programme or Health Programme	A Nodal Officer for AIDS Prevention and Control Programme at district level may be appointed from among the available Additional District Medical Officer/ Dy. CMHO(Health) or the district officer for Leprosy as In-charge of NACP activities in the district, as per the State Government notification. <ul style="list-style-type: none"> S/He would be the overall in charge and responsible for the DAPCU and its function S/He will provide techno managerial support for training, reporting, monitoring supervision of HIV/AIDS related activity assigned to the districts according to policy and guidelines of NACO and SACS S/he would be central to framing and implementing the district level strategy for prevention and control of HIV/AIDS in the district under the supervision and guidance from District Collector, Chairman of DAPCC S/he would assist the District Administrating to put up a unified action plan for stabilizing and reversing the HIV/AIDS epidemic in the district by
				Post graduate degree in Management with 3 years experience in health Programme implementation OR	3 Yrs. Of field experience in HIV/AIDS Programme or Health Programme	
				Master Degree in Social Science or Life Science with 4 years field experience in HIV/AIDS or health	4 years field experience in HIV/AIDS Programme or Health Programme	

Sl. No	Name of Post	No. of Posts	Monthly remuneration range (Rs.)	Qualification	Experience	Brief Duties & Responsibilities
						<p>building convergence within the HFW sector and also with the different stakeholders present in the district</p> <ul style="list-style-type: none"> • S/he would ensure the continuity of the supply chain service delivery and implementation of directions of SACS • S/he would regularly report to District collector on the dash board, submit monthly report on physical, financial, epidemiological progress of the programme to PD-SACS and NACO • S/he would coordinate for Condom Promotion and service demand generation campaigns with the support of district health and other line department machinery along with programme patterns / components • Undertake field visits (at least 15 days a month) to identify and verify programme related issues • Coordinate preparation and implementation of District Action Plan emphasizing implementation of NACP strategies and mainstreaming with NRHM • Based on the field visits identify gaps / needs in the capacities of various facility personnel and communicate to SACS • Ensure district level support for training of staff as per guidance from SACS • Engage stakeholder consultation with Govt. departments, NGO / CBO, PLHA • Coordinate IEC campaign especially for condom promotions, demand general and VBD • Institutionalized system of convergence with NRHM • Supervise the functions of HIV/AIDS facility centers

SI. No	Name of Post	No. of Posts	Monthly remuneration range (Rs.)	Qualification	Experience	Brief Duties & Responsibilities
3	M & E Assistant for DAPCU	02	Rs.9,200/- to Rs.12,000/- per month	Graduate with computer knowledge writing and Reading skill in English and Hindi (or local language) is compulsory	Experience candidates preferred	<p>The role of M& E Assistant is to strengthen the DAPCU and assisting the DACO and DPM by monitoring all the HIV/AIDS related activities in the district and provide timely feedback to the District team for better execution of HIV/AIDS plans. The responsibilities of M& E Assistant are as follows:</p> <ul style="list-style-type: none"> • Enter the data and send the completed reports to SACS / NACO on time. • Monitor submission of reports by various facility centers, review them and provide feedback to ensure that the reports submitted are filled correctly and completely and submitted on time • Undertake field visits to verify the records, reports and registers (content and quality of information) in the centers. • Maintain the district dashboard and update it regularly • Update the team members about the district situation in the monthly team meetings • S/he should carry out any other responsibility as assigned by DACO/ DPO / SACS for programmatic purpose
4	Account Assistant for DAPCU	01	Rs.9,200/- to Rs.12,000/- per month	Graduate with Computer knowledge, preference to candidates with B. com. Writing and Reading skill in English and Hindi (or local language) is compulsory	Experience candidates preferred	<p>The Accountant will maintain the accounts of the DAPCC / DAPCU.</p> <ul style="list-style-type: none"> • S/ he should maintain financial records of DAPCU such as Cash book, Petty Cash Book etc. • Prepare statements like SoE, utilization certificates for the advances received from SACS, make petty payments, Bank Reconciliation Statement etc. • S/he will prepare the budget for the activities as per the given guidelines by SACS • S/he will ensure fund flow for various activities under the District Action Plan and proper monitoring and report of fund utilization to DACO • S/he will facilitate audit of the funds utilized by

Sl. No	Name of Post	No. of Posts	Monthly remuneration range (Rs.)	Qualification	Experience	Brief Duties & Responsibilities
						<p>DAPCU through SACS</p> <ul style="list-style-type: none"> • S/he shall facilitate SACS for financial management at respective facility centers in the district. Also follow up regarding funds developed utilized and balance available • S/he shall follow up with various facility centers in charge for timely submission of statement of accounts / expenditure and utilization certificate • S/he shall also follow up various facility centers in charge for timely submission of Audit statement and compliance report to SACS • S/he shall make filed visits for smooth functions of the programme as guided by DACO or DPO • S/ he should carry out any other responsibility as assigned by DACO, DPO and SACS for programmatic purpose.

Terms and Conditions:

- a) The initial contract is for a period up to 31.03.2013 under NACP or till end of the project period whichever is earlier & extendable upon performance.
- b) The maximum age limit will be 60 years as on 01.01.2013.
- c) The application(s) received beyond the stipulated date and time will be rejected.
- d) No candidates should have the option to apply more than one post in one envelop at a time otherwise the application will be rejected.
- e) The application received through fax/e-mail shall not be accepted.
- f) The application should reach the undersigned by Speed Post / Registered Post/ Courier Services / Drop Box in OSACS office, within 15days of publication of the advertisement.
- g) The posts are purely contractual and recruitment will be made as per NACO Guidelines.

**Sd/-
Asst. Director (Proc.)**

APPLICATION FORM

Post Applied for:						Attested Photographs
1. Name of the Applicant:						
2. Father's Name:						
3. Date of Birth:		4. Age as on 01.01.2013			5. Sex:	
6. Present Address with Tel. No:						
Permanent Address:						
7. Languages spoken/written:						
8. Education: High school onwards, please list all your qualifications						
Degree	Institute/Board & Location	Year	Marks			Full/Part Time/ Distance Learning
			Full Mark	Marks Secured	%	
Matriculation						
+2						
+3						
P.G.						
Addl. Qualification if any:						
9. Employment Record:						
Total year of experience						
10. Present Employment:						
From Month / Year	To Month / Year	Organization	Position	Total period experience	Brief description of duties:	
11. Previous Employment: (Addl. Sheets may be used ; if required)						
From Month / Year	To Month / Year	Organization	Position	Total period experience	Brief description of duties:	

NB: (1) Attested photocopies from any Gazetted Officer of all mark sheets, certificates, photographs & experience certificates shall be in the application form otherwise it will be rejected. (2) The candidates should mention the "**POST APPLIED FOR _____**" on the cover of the envelope. (3) Application without proper format shall be rejected. (4) Application through Fax /E-mail shall not be accepted. (5) The applications received beyond the stipulated date and time will be rejected. (6) The application should reach the undersigned by Speed Post / Registered Post/ Courier Services / Drop Box in OSACS office, within 15days of publication of the advertisement. (7) The posts are purely contractual and recruitment will be made as per NACO Guidelines.

DECLARATION

I do hereby declare that the particulars furnished by me in this form are true to the best of my knowledge and belief. In case they are found false, my candidature shall be liable for rejection.

Date :

Place :

Signature