



GOVERNMENT OF WEST BENGAL
District Health & Family Welfare Samiti, Alipurduar

Registration No: S/M/2347 of 2015-16
Matrisadan Building, 1st Floor, New Alipurduar, Ward No. XVI, Dist: Alipurduar, Pin: 736121
Telephone No: 03564-257200 :: Email ID: dhfwsapd@gmail.com



Memo. DH & FWS/APD No. 880

Date: 10-01-18

Recruitment Notice

District Health & Family Welfare Samity (RNTCP), Alipurduar will engage various posts under Revised National Tuberculosis Control Programme under District Health & Family Welfare Samity (RNTCP), Alipurduar, Government of West Bengal on **purely** contractual basis.

Applications are invited from the eligible candidates for engagement of different categories of staff under the District Health & Family Welfare (RNTCP), Alipurduar on contract basis from **12-1-18 (11.00) am to 24-01-18 (5pm)**.

The candidates must submit their **application** (in format attached along with this notice) and SELF ATTESTED copy of testimonials in an envelope **superscript** with the name of the post with application fee of Demand Draft (non refundable) in favour of "District Health & Family Welfare Samiti, Alipurduar" payable at Alipurduar (Rs. 100/- for General & Rs. 50/- for reserved categories) **by registered / speed post at the office of the Chief Medical Officer of Health, Alipurduar, CMOH Office, Matrisadan Building, 1st Floor, New Alipurduar, Ward No. XVI, Dist: Alipurduar, Pin: 736121**. The same should reach by **24-01-18 (5pm)**. Department will not be responsible for postal delay

Sl No	Posts Vacant	Qualification	Vacancy	Category	Remuneration per Month in Rs.	Age Limit as on 01.10.2017
1	Medical Officer (MO-DTC)	Essential: 1. MBBS or equivalent degree from institution recognized by Medical council of India. Must have completed rotatory internship Preferential: 1. Diploma / MD in public health or Tuberculosis & Chest diseases 2. One year experience in RNTCP 3. Basic knowledge in computer operations	1	UR- 1	40000/- (consolidated)	Minimum 22 yrs Maximum 62 yrs
3	Accountant, RNTCP (Full time)	Essential: 1. Graduate in commerce 2. Two years of experience in Maintenance of accounts on double entry system in a recognized Society or Institution 3. Experience in working with Accounting software for at least 2 years Preferential: 1. Familiarity with audit in a recognized society or institution 2. MBA/PGD in Financial management	1	UR	10000/- (consolidated)	Minimum 22 yrs Maximum 62 yrs
4	Senior Tuberculosis Laboratory Supervisor (STLS)	Essential: 1. Graduate 2. Diploma in Medical Laboratory technology or equivalent from a govt. recognized institution 3. Permanent two wheeler driving license & should be able to drive two wheeler 4. Certificate course in computer operations (minimum two months) Preferential: Minimum one year experience in RNTCP	2	SC 1, UR 1	17720/- (consolidated)	Minimum 22 yrs Maximum 62 yrs

Important Points:

1. The posts are **purely contractual basis** for one year (financial year) agreement. The entire contract will be renewed based on satisfactory performance irrespective of the change in the eligibility criteria.
2. **Applicant preferentially resident of Alipurduar district, as per programme need candidate may also have to do activity in Jalpaiguri district also.**
3. **Applicant should have at least 50% marks in requisite post specific qualification. If an applicant fails to secure such marks then candidature will not be considered.**
4. **The age calculation must be on the basis of 1st October 2017**
5. **Following Common Points may be considered for everyone who joining the program must agree to have:**
 - a. A valid Mobile contact number
 - b. Must reside at the duty headquarter
 - c. computer literate
 - d. Should have PAN , Aadhar card number , voter card
 - e. Able to drive, wherever applicable; the two wheeler vehicle will be provided by the program (post specific)
6. **Instruction to candidate:**
 - a. Candidate must fill up application after reading this notice carefully. ***The application to be submitted along with supportive documents by registered / speed post only at the office of the Chief Medical Officer of Health, Alipurduar, CMOH Office, Matrisadan Building, 1st Floor, New Alipurduar, Ward No. XVI, Dist: Alipurduar, Pin: 736121. within stipulated time as mentioned above.***
 - b. The envelope containing application & documents must be superscript ***“Application for _____”*** as applicable.
 - c. **Multiple applications for single post labile to cancelation of candidature.**
 - d. **Failure to submit/mismatch of document/ providing false information of any requisite documents labile to cancellation of candidature.**
 - e. **Any canvassing is labile to cancelation of candidature**
 - f. **After selection, initial posting may be at any Tuberculosis Unit/ health institution of the district.**
 - g. **Selected Candidate must be able to drive two wheeler vehicle (125/150cc) which will be provided from department in due course. (If it is found that candidate unable to drive the vehicle; then his/her candidature will be cancelled. (post specific)**
 - h. **Candidate must mark the photo copy pages at right upper corner with the serial number. (like (1/10),(2/10)..... where 10 is the total number of pages given inside the sealed envelop.)**
 - i. **Experience Certificate (Experience certificates must consist of Name of the post, Employee's Name, Date of Joining (DOJ) and Date of Leaving (DOL) otherwise experience certificates will be treated as invalid).**
 - j. **The decision of the selection committee is irrevocable.**
7. **The selection will be**
 - a. **Purely on the basis of academic qualification, & preferential qualification (additional subject will not be accounted).**
 - b. **Experience in related fields in Government / Private sector.**

Documents are required for individual posts:

1. Self attested documents (Photo copy) to be submitted for the post :

- a. Filled up application format with **recent passport photograph, duly signature** at desirable space.
- b. Admit card of Madhyamik or equivalent examination.
- c. Madhyamik / equivalent Examination Mark sheet. (From recognized institution.)
- d. Higher Secondary / equivalent Examination Mark sheet.(From recognized institution.)
- e. Graduation course Mark sheet from recognized institution.(From recognized institution.)
- f. Diploma in Medical Laboratory technology or equivalent from a govt. recognized institution.
- g. Permanent valid two wheeler driving license & should be able to drive two wheeler vehicles for STLS post.
- h. Certificate course in computer operations (minimum two months) .
- i. Caste certificate (to whom applicable).
- j. Experience certificate.
- k. Photo copy of Voter card
- l. Photo copy of Aadhar card
- m. Other any document specific to the post

Job specification: For MO-DTC

1. To assist the District TB officer in program management activities like planning, budgeting, implementing, monitoring, supervising evaluating and reporting.
2. To link District TB Centre with stake holders of the program within and outside the district.
3. To assist District TB Officer in gathering political and administrative commitment for the program
4. To assist District TB Officer in establishing inter-sectoral and inter-departmental coordinate for TB control.
5. To conduct supervisory visits to the TUs, DMCs, PHIs, DOT centers, other TB care sites and report to District TB Officer.
6. To assist the District TB Officer in establishing systems for TB Surveillance (through MIS, Notification, etc.)
8. To assist District TB Officer in district level procurements and supply chain management including physical stock verification.
9. To assist District TB Officer in maintaining updated data base of district and peripheral level program managers and stakeholders.
10. To assist District TB Officer in district level human resources management.
11. To manage the public grievance redressal mechanism in the District TB Office.
12. 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.
13. To facilitate change management with respect to use of ICT & Nikshay tools for concerned data entry, validation & its use for public health action
14. Any other job assigned as per program need.

Job specification: For Accountant RNTCP (full time)

1. To handle all matters relating to accounts, budgeting and finance and management of accounting procedure pertaining to RNTCP in the district.
2. Coordinating with the finance personnel at DPMU with a view to ensure submission of consolidated financial reports like FMR, SFP
3. Accurate and timely submission of monthly/quarterly report on expenditure.
4. Preparing annual and quarterly budgets for the district.
5. Ensuring that adequate internal controls are in place to support the payments and receipts.
6. Ensure audit of accounts of RNTCP by the auditor appointed by the State/District Health Society
7. To facilitate change management with respect to use of ICT & Nikshay tools for concerned data entry, validation & its use for public health action
8. Prepare the plan of expenditure and facilitate its execution
9. Arrange accounts for audit and extend required help in the audit of the accounts
10. Ensure preparation and timely submission of the SOE, UC, Audit reports.
11. Any other job assigned as per program need

