

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

DISTRICT LEVEL				
Sl.No	Category/ Job title	Essential Qualification/ Requirements	Preferential Qualification	Job Specification/ responsibilities
1	Medical Officer (MO –DTC)	1. MBBS or equivalent degree from institution recognized by Medical council of India; Must have completed compulsory rotatory internship.	1. Diploma / MD Public Health/ Tuberculosis & Chest diseases 2. One year experience in RNTCP 3. Basic knowledge of computers	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 coordination for TB control. 5. To conduct supervisory visits to the TUs, DMCs, PHIs, DOT centres, 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.) 7. To assist District TB Officer in district level procurements and supply chain management including physical stock verification. 8. To assist District TB Officer in maintaining updated data base of district and peripheral level program managers and stakeholders. 9. To assist District TB Officer in district level human resources management. 10. To manage the public grievance redressal mechanism in the District TB Office. 11. 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. 12. To facilitate change management with respect to use of ICT & Nikshay tools for concerned data entry, validation & its use for public health action 13. Any other job assigned as per program need.

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2	Medical Officer (RNTCP), Medical College	<ol style="list-style-type: none"> 1. MBBS or equivalent degree from institution recognized by Medical council of India; Must have completed compulsory rotatory internship 	<ol style="list-style-type: none"> 1. Diploma / MD Public Health/ PSM/Community Medicine/ CHA/Tuberculosis & Chest Diseases 2. One year experience in RNTCP 3. Basic knowledge of computers 	<ol style="list-style-type: none"> 1. To assess the training needs and facilitate sensitization of the medical college faculty members, PGs, interns and paramedical staff. To maintain department-wise details of diagnosis and referral of TB patients to RNTCP single window system and present them in the core committee meetings. 2. To categorize and start patients on treatment from the medical college DOT centre when indicated. 3. Assist the chairman, RNTCP Core Committee in establishing systems for TB Surveillance(MIS & Notification) 4. To coordinate service linkages related to TB-HIV, Paediatric TB & co-morbidities 5. To prepare monthly and quarterly reports on program management and logistics in the medical college. 6. To refer patients for treatment out of the medical college with necessary documents when indicated. 7. To transfer-out patients registered in the parent TU of medical college when indicated. 8. To collect and compile the feedback on the referred and transferred patients and intimate to the concerned department/District. 9. To prepare necessary documents for the core committee meetings, minute the meeting and send to the District TB Officer. 10. To supervise the TBHV and RNTCP Lab Technician of medical college. 11. To coordinate with the DTC for necessary logistic support to the medical college RNTCP unit 12. To facilitate change management with respect to use of ICT & Nikshay tools for concerned data entry, validation & its use for public health action 13. Any other job assigned as per program need
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3	Senior Medical Officer-DR-TB Centre	1. MBBS or equivalent degree from institution, recognized by Medical council of India; Must have completed compulsory rotatory internship	1. MD Respiratory medicine/Internal Medicine/DTCD/ MD Community Medicine/ Diploma/CHA/ Masters in Public Health 2. Basic knowledge of computers	<ol style="list-style-type: none"> 1. Receive and facilitate admission of DRTB patients referred from districts. 2. Arrange for Pre-Treatment Evaluation of admitted patients. 3. Monitor DR-TB patients' initiation on treatment within 2 weeks of diagnosis and provide feedback on monthly / quarterly basis to the districts in case of delayed initiation of treatment. 4. Organize regular DRTB centre committee meetings and minute the decisions. 5. Verify that the required information along with the pre-treatment evaluation investigations are documented in Clinical Information Booklet or register or indoor case papers; if not, bring it to the attention of DRTB centre committee for necessary action. 6. Inform the concerned districts about the discharge of the patient/s at least 3 days prior to the discharge. At the time of discharge, ensure that the patient carries the discharge summary, required referral for treatment document and documents and drugs for transit 7. See that any modification of regime is properly documented in the treatment card and discharge summary. 8. Supervise the statistical assistant and counselor of the DRTB centre in their job. 9. Co-ordinate interaction between PMDT Coordinators of catchment districts 10. Conduct quarterly review of the District PMDT coordinators and facilitate them in preparing the quarterly reports. 11. Send monthly indent to state drug store for loose second-line drugs. 12. To facilitate change management with respect to use of ICT & Nikshay tools for concerned data entry, validation & its use for public health action 13. Ensure that all relevant electronic copies of PMDT documents are available and updated on regular basis 14. Ensure timely submission of Quarterly Reports from DR-TB Centre 15. Strengthen the system of follow-up cultures in coordination with labs/concerned DTC 16. Any other job assigned as per program need
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4	District Programme Coordinator	<ol style="list-style-type: none"> 1. MBA/PG Diploma in management/health administration from a recognized institute / university 2. At least 1 year of work experience 	<ol style="list-style-type: none"> 1. Preference will be given to those who have worked in the field of Development/Health at District / State level 2. Basic knowledge of computers 	<ol style="list-style-type: none"> 1. To work in close coordination with DTO in program management activities including planning, budgeting, procurement, logistics management, maintenance services and preparation of reports. 2. 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. 3. To assist District TB Officer in establishing inter-sectoral and inter-departmental coordination for TB control. 4. To assist the DTO in organizing trainings, meetings, reviews and sensitization workshops at the district level. 5. To assist the DTO in organizing ACSM activities at the district level, to prepare quarterly IEC reports and procurement reports. 6. To assist the DTO in identifying NGOs and PPs for partnership through various schemes and enter into MoU. 7. To assist the DTO is collecting and compiling necessary documents for disbursal of Grant in Aid to the NGOs and PPS. 8. To assist the District TB Officer in establishing systems for TB Surveillance(through MIS, Notification, etc.) 9. To assist District TB Officer in district level procurements and supply chain management including physical stock verification. 10. To assist District TB Officer in maintaining updated data base of subdistrict and peripheral level program managers and stakeholders. 11. To assist District TB Officer in district level human resources management. 12. To manage the public grievance redressal mechanism in the District TB Office. 13. 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. 14. To facilitate change management with respect to use of ICT & Nikshay tools for concerned data entry, validation & its use for public health action 15. Any other job assigned as per program need
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5	District PPM (public private mix) Coordinator	<ol style="list-style-type: none"> 1. Post Graduate 2. One year Experience of working in field of Communication /ACSM / Public-Private Partnership / Health projects / programs 3. Permanent two wheeler driving license & should be able to drive two wheeler 	<ol style="list-style-type: none"> 1. Preference to those who have worked in RNTCP 2. Certificate / Diploma / Degree/Masters holders in Social Sciences/ Mass Media / Communication /Rural Development Advocacy / Partnerships / related field 3. Basic knowledge of computers 	<p>To assist the District TB officer(in co-ordination with State PPM coordinator) in :</p> <ol style="list-style-type: none"> 1. Implementation of PPM and ACSM activities at the district and sub-district level. 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. 3. Coordinating workshops / meetings for improving involvement of PPs & NGOs. 4. Collating the required information from NGOs / PPs / Partners to enable quality monitoring and enhancing TB control activities. 5. Compiling necessary documents for disbursal of Grant in Aid to NGOs and PPs 6. Facilitating periodic review of partnerships with different stakeholders 7. Facilitate ACSM activities in coordination with the IEC officer and PPM partners. 8. Coordinating with the medical college / hospitals / teaching institutes / schools for improved involvement in the program. 9. Coordinating with corporate / private hospitals for their involvement in the program. 10. Monitoring PPM activities of partners at field level on behalf of DTO 11. Prepare monthly and quarterly report of ACSM/PPM activities for DTO 12. Documentation of best practices of PPM partners for annual reports. 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
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6	Senior Treatment Supervisor (STS)	<ol style="list-style-type: none"> 1. Bachelor's Degree OR Recognized sanitary inspector's course 2. Certificate course in computer operation (minimum 2 months) 3. Permanent two wheeler driving license & should be able to drive two wheeler 	<ol style="list-style-type: none"> 1. Tuberculosis health visitor's recognized course 2. Govt. recognized degree/ diploma in Social work or Medical Social work 3. Successful completion of basic training course (Govt. recognized) for Multi-purpose health workers 	<ol style="list-style-type: none"> 1. Assist DTO and MOTC to carry out all TB control activities under RNTCP including PMDT, TB/HIV coordination and PPM. 2. Coordinate with all concerned to ensure that all contacts of sputum positive patients are screened for TB 3. Assist the MO-PHI in organizing DOT services for TB patients in his/her assigned TU 4. Ensure retrieval of defaulters as per schedule. 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 6. Supervise referral and feedback/transfer-in & out activities for TB patients in assigned TB Unit 7. In close coordination with STLS, assist MOTC in preparation of Quarterly Reports on case finding, sputum conversion & treatment outcome, Programme Management and submission to the DTO. 8. Supervise each PHI in the area at least once every month, on a systematic schedule. 9. Assist DTO and MOTC in ensuring regular supply of drugs and other logistics to all PHIs in the Block/TB Unit. 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. 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 12. Visit all patients at home before registration and provide health education and counseling to the patients and family. 13. Facilitate organizing patient provider interaction meetings and community meetings. 14. To facilitate change management with respect to use of ICT & Nikshay tools for concerned data entry, validation & its use for public health action 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 16. Identify and facilitate the training of recognized DOT Providers 17. Any other job assigned as per program need
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7	Senior Tuberculosis laboratory supervisor (STLS)	<ol style="list-style-type: none"> 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) 	Minimum one year experience in RNTCP	<ol style="list-style-type: none"> 1. Will be responsible for maintaining the quality of sputum microscopy and smooth functioning of laboratory services. 2. Organize smear examination at the designated microscopy centres of the sub-district, 3. Organize regular training and continuing education of the laboratory technicians. 4. Supervise all designated microscopy centres at least once a month. 5. Promote AFB microscopy as primary tool for diagnosis of TB. 6. Check the record-keeping pertaining to sputum microscopy services 7. Ensure Proper disposal of contaminated lab material in designated microscopy centres. 8. Implementation of all components of RNTCP lab Quality Assurance. 9. Coordinate with STS to ensure that all TB patient diagnosed are initiated on treatment. 10. Co-ordinate with STS and PMDT Coordinator in updation of relevant RNTCP records, line-list of DR-TB Suspects and preparation of Quarterly Reports 11. Ensure that diagnostic and follow up sputum specimens for Culture/DST of DRTB suspects/patients are sent from the DMCs to Culture/DST Laboratories as per RNTCP guidelines. 12. To facilitate change management with respect to use of ICT & Nikshay tools for concerned data entry, validation & its use for public health action 13. Any other job assigned as per program need
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8	RNTCP Lab Technician/ Sputum Microscopist	<ol style="list-style-type: none"> Intermediate (10+2) and Diploma or certified course in Medical Laboratory Technology or equivalent. 	<ol style="list-style-type: none"> One year experience in RNTCP or Sputum smear microscopy Candidates with Higher qualification (for example Graduates) shall be preferred 	<ol style="list-style-type: none"> Follow the standard operating procedures for sputum smear microscopy, including sputum collection, smear-making, staining and reading the smears, etc. Maintain the Laboratory Register and report the results to the Medical Officer managing the patient. Coordinate with other staff to ensure that patients with productive cough for two weeks or more and symptomatic contacts of TB patients undergo sputum examination and receive sputum containers and necessary instructions. Promote AFB microscopy as primary tool for diagnosis of TB. Assist the MO-PHI in identification of MDR-Suspect and ensure collection and transportation of sputum specimens for Culture and DST as per guidelines. Organize and supervise the disposal practices of contaminated lab material as detailed in the Laboratory Manual. Assist STLS in implementation of RNTCP Lab Quality Assurance Assist in implementation of new TB Diagnostic Tools in RNTCP To facilitate change management with respect to use of ICT & Nikshay tools for concerned data entry, validation & its use for public health action Any other job assigned as per program need
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9	Tuberculosis Health Visitor(TBHV)	<ol style="list-style-type: none"> 1. Graduate OR 2. Intermediate (10 + 2) and experience of working as MPW/LHV/ ANM/ Health worker / Certificate or higher course in Health Education / Counselling OR 3. Tuberculosis health visitor's recognized course 4. Certificate course in computer operations (minimum two months) 	<ol style="list-style-type: none"> 1. Training course for MPW or recognized sanitary inspector's course 	<ol style="list-style-type: none"> 1. Ensure regularity of DOT for all types of TB patients, as per RNTCP guidelines 2. Responsible for decentralization of DOT services and supervision of DOT Centres in the assigned geographic area 3. Verify address of all diagnosed TB patients and educate patients and their families on the plan of treatment. 4. Arrange time and place for DOT, according to the patient's convenience. 5. Ensure that follow-up smear/culture/DST examinations of sputum are carried out as per the stipulated schedule. 6. Maintain the Treatment Card and record information & transfer this information to the original Treatment Card at the CHC/PHC/DMC/treatment centre during periodic meetings. 7. Assist the DTO in establishing TB Surveillance systems(TB Case Notification activities, ICT) 8. 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. 9. Assist STS in PMDT, TB/HIV collaborative activities and PPM activities 10. Maintain relevant records. 11. Line-listing of PP/NGO, one-to-one interactions/sensitization for involvement 12. To facilitate change management with respect to use of ICT & Nikshay tools for concerned data entry, validation & its use for public health action 13. Any other job assigned as per programme need
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10	Data Entry Operator	<ol style="list-style-type: none"> 1. 10+2 with Diploma in computer application or equivalent recognized by the Council for Technical education/DOEACC 2. Typing speed of 40 w.p.m in English and local language. 3. Should be well conversant with various computer programming including MS Word, Excel and simple statistical packages. 	<ol style="list-style-type: none"> 1. At least one year experience in related field 	<ol style="list-style-type: none"> 1. To receive mails to the District TB Office, sort and produce before the District TB Officer at least on a daily basis 2. To e-file the mails and attached documents. 3. To send e-mails to the addressees as per the instruction of District TB Officer. 4. To maintain and update the contact details of all program stakeholders. 5. To facilitate change management with respect to use of ICT & Nikshay tools for concerned data entry, validation & its use for public health action 6. To enter the data in the prescribed formats, Nikshay and epicentre as instructed by the District TB Officer. 7. To build the capacity of sub-district level staff/officers/agency in ICT applications related to RNTCP and TB surveillance 8. Monitor and troubleshoot the usage of RNTCP ICT applications by the sub-district 9. To maintain computer, peripherals and connections assigned. 10. To install and regularly update antivirus soft ware 11. To take periodic back up of data stored in the system. 12. Any other job assigned as per programme need
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11	Counsellor for DR TB Centre	<ol style="list-style-type: none"> Bachelors(or equivalent) Degree in Social Work/ sociology/ psychology 	<ol style="list-style-type: none"> Masters degree/PG Diploma in social Work/sociology/ psychology Experience in RNTCP or worked as counsellor Basic knowledge of computers 	<ol style="list-style-type: none"> 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. Facilitate the admission process including subsequent documentation at the DR TB Centre. Facilitate all pre and post treatment investigations as per guidelines. Facilitate the discharge process ensuring that the parent district is informed well in advance and is in readiness to receive the patient. To ensure drugs for transit period are provided to the patient at the time of discharge. In coordination with the DR TB Centre statistical assistant, ensure that the original treatment cards are updated as per guidelines. Facilitate linkages for social and financial support to DR-TB Patients To maintain a detailed DOT Directory with important contact details of other DR TB Centers, District TB centers and RNTCP key staff. Maintain the documentation regarding the counseling and services provided and reporting of the same in the prescribed formats. To facilitate change management with respect to use of ICT & Nikshay tools for concerned data entry, validation & its use for public health action Any other job assigned as per program need.
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12	Accountant	<ol style="list-style-type: none"> 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 	<ol style="list-style-type: none"> 1. Familiarity with audit in a recognized society or institution 2. MBA/PGD in Financial management 	<ol style="list-style-type: none"> 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.
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13	District PMDT and TB/HIV coordinator (erstwhile Senior DOTS-plus & TBHIV Supervisor)	<ol style="list-style-type: none"> 1. Graduate course in computer operation (minimum two months) 2. Permanent two wheeler driving license & should be able to drive two wheeler 	<ol style="list-style-type: none"> 1. At-least 2 years of work experience under RNTCP or 5 years experience in any public health programme in a supervisory capacity. 2. Good communication skills in local language & willing to travel in the area of work 	<ol style="list-style-type: none"> 1. Assist DTO in organizing PMDT Services in the district 2. Assist DTO in organizing TB HIV co-ordination activities in the district 3. Facilitate MOs, STSs, STLs, LTs and other health system staff to subject all DRTB suspects to appropriate diagnostic tests at an RNTCP certified laboratory. 4. Identification and training of DOT providers for DRTB patients and maintenance of a directory of such DOT providers at the district level. . 5. Maintain and update the district level DRTB treatment cards, and other records and reports. 6. Supervise all DRTB treatment observation centres once in quarter. 7. Liase with respective DR-TB centre(s) for exchange of information and patient management 8. Assist the DTO for providing training to the staff of health facilities under his/ her jurisdiction to carry out PMDT related activities. 9. Establish liaison with private practitioners, NGOs and other sector dispensaries / hospitals to provide PMDT services as per the programme guidelines 10. Assist the program officers/staff in activities related PMDT drug logistics management 11. Organizing training of staff in TB/HIV collaborative activities, including intensified TB-HIV package of services in the district 12. Prepare and maintain a directory of ICTCs, ART Centres/LACs, Community Care Centres and NGOs working in NACP in the district and the collaborating RNTCP centres. 13. Assist the nodal officer in coordinating regular sharing of the information related to TB-HIV coordination. 14. Ensure complete, correct and timely compilation and transmission of PMDT/TB-HIV information. 15. Establish linkages with DTC, DAPCU, collaborating NGOs and hospitals of the district. 16. To facilitate change management with respect to use of ICT & Nikshay tools for concerned data entry, validation & its use for public health action 17. Conduct home visit to newly diagnosed DR-TB patients of the district on a monthly schedule 18. Any other job assigned as per programme need
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14	DR-TB Centre Statistical Assistant	<ol style="list-style-type: none"> 1. Graduate in any discipline with Diploma in computer application or equivalent recognized by the Council for Technical education/DOE ACC 2. Typing speed of 40 w.p.m in English and local language. 3. Should be well conversant with various computer Programming including MS Word, Excel and simple statistical packages. 	<ol style="list-style-type: none"> 1. At least one year experience in related field 	<ol style="list-style-type: none"> 1. Assist Medical Officer DRTB Centre in maintaining the records and reports for PMDT, analyzing the data and transmission of information to DRTB Centre committee, IRL,STC, Districts and CTD. 2. Liaise with district PMDT coordinators, DEOs of IRL and districts for tracking of patients/information to and from DRTB Centre. 3. Provide assistance to DRTB Centre committee in preparation of minutes, briefs, presentation etc. 4. Data entry of PMDT services; assist MO-DR-TB Centre in compilation and transmission of periodic PMDT reports 5. Manage correspondences of DRTB Centre between STC, IRL/CDST labs, SDS, Districts and CTD. 6. Maintenance and up keep of the computer and peripherals including anti-virus. 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. Any other job assigned as per programme need.
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15	Driver	<ol style="list-style-type: none"> 1. High School certificate. 2. Permanent driving license of light motor vehicle 	<ol style="list-style-type: none"> 1. Driving license for heavy vehicle. 2. Knowledge of minor/routine repair of vehicles 	<ol style="list-style-type: none"> 1. Driving of vehicle. 2. Upkeep and cleanliness of vehicles. 3. Maintenance of log book. 4. Routine repairs including change of wheels. 5. Any other job assigned as per programme need.

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STATE LEVEL				
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1	Epidemiologist (Asst. Prog.Officer)	<p>1. MBBS or equivalent degree from institution recognized by Medical council of India; must have completed compulsory rotatory internship OR Masters Degree in Public health/Hospital Administration or PhD in Epidemiology/ Statistics/ Community health/Public Health after graduation</p> <p>2. Two years experience in any public health programme</p>	<p>1. One year experience in RNTCP</p> <p>2. Working knowledge of computers</p>	<p>1. To assist the State TB officer in program management activities like planning, budgeting, implementing, monitoring, supervising evaluating and reporting.</p> <p>2. To link state TB cell with stake holders of the program within and outside the state.</p> <p>3. To assist State TB Officer in gathering political and administrative commitment required for the program.</p> <p>4. To coordinate with State NRHM Office and other State level institutions in matters of programme planning, budgeting and finances, monitoring and supervision, training, etc.</p> <p>5. To assist State TB Officer in establishing intersectoral and interdepartmental coordination for TB control.</p> <p>6. To conduct supervisory visits to the districts(including State Internal Evaluations) and report to State TB Officer.</p> <p>7. To gather information on state/district demographics, special populations, migration, socioeconomic determinants of TB, cost for care, TB management practices and access to TB care.</p> <p>8. Validation of routine surveillance data and quality assurance</p> <p>9. To assist the State TB Officer in establishing systems for TB Surveillance(through MIS, Notification, etc.)</p> <p>10. To provide feedbacks to the surveillance data sources.</p> <p>11. To collaborate with the district nodal officers for TB notification and monitor the process of notification.</p> <p>12. To compile reports to Central and state governments and stakeholders of the program on mandatory TB notification and manage other TB related information.</p> <p>13. To facilitate change management with respect to use of ICT & Nikshay tools for concerned data entry, validation & its use for public health action</p> <p>14. Any other job assigned as per programme need.</p>

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2	Medical Officer (MO-STC)	MBBS or equivalent degree from institution recognized by Medical council of India.; Must have completed compulsory rotatory internship	<ol style="list-style-type: none"> 1. Diploma / MD Public Health / Community Health Administration(C HA)/ Tuberculosis & Chest diseases. 2. One year experience in RNTCP 3. Working knowledge of computers 	<ol style="list-style-type: none"> 1. To assist the State TB officer and APO in program management activities like planning, budgeting, implementing, monitoring, supervising evaluating and reporting. 2. To link state TB cell with stake holders of the program within and outside the state. 3. To assist State TB Officer in establishing intersectoral and interdepartmental coordination for TB control. 4. To assist the State TB Officer and APO in establishing systems for TB Surveillance(through MIS, Notification, etc.) 5. To assist the STO in planning regular State Internal Evaluations and compilation/analysis of SIE data 6. To conduct supervisory visits to the districts(including SIEs) and report to State TB Officer. 7. To assist state TB Officer in maintaining updated data base of district, subdistrict, peripheral level program managers and stakeholders. 8. To assist State TB Officer in state/district level human resources management. 9. To manage the public grievance redressal mechanism in the State TB Office. 10. To manage the public relations in the State TB Office and assist State TB Officer in compiling information required for reports to governments, legislative assembly, and replies to requests under right to information. 11. To facilitate change management with respect to use of ICT & Nikshay tools for concerned data entry, validation & its use for public health action 12. Any other job assigned as per programme need.
3	TB HIV Coordinator	MBBS or equivalent degree from institution recognized by Medical council of India; Must have completed compulsory rotatory internship	<ol style="list-style-type: none"> 1. Diploma / MD Public Health/ Community Health Administration(C HA)/Tuberculosis & Chest diseases 2. Certificate course in HIV medicine 3. One year experience in RNTCP 4. Working knowledge of computers 	<ol style="list-style-type: none"> 1. To assist the State TB officer in program management activities related to TBHIV collaborative activities like planning, budgeting, implementing, monitoring, supervising evaluating and reporting. 2. To link State TB Cell with State AIDS Control society. 3. To assist State TB Officer in gathering political and administrative commitment required for TBHIV collaborative activities. 4. To assist State TB Officer in establishing intersectoral and interdepartmental coordination required for TBHIV collaboration. 5. To conduct exclusive and joined supervisory visits to the districts with SACS officials and report to State TB Officer; also participate as a member of State IE team 6. Coordinate with SACS for regular TB-HIV Coordination meetings and STWG meetings 7. To maintain updated databases of HIV and TBHIV related services and service providers. 8. To train the district program managers and stakeholders on TBHIV collaboration. 9. To compile and analyse district/ART centre/ICTC wise TBHIV reports and provide feedback to them. To ensure quality of reports by data validation and data verification at source. 10. To assist State TB Officer in supply chain management of drugs for CPT and IPT and modified TB regimen for PLHA with TB on second line ART. 11. To ensure ICF activities at ART/ICTCs and linkages 12. To facilitate trainings related to TB-HIV coordination at State level and monitor these trainings at District level

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				<p>13. To support district program managers in operating NGO schemes for TBHIV.</p> <p>14. To facilitate change management with respect to use of ICT & Nikshay tools for concerned data entry, validation & its use for public health action</p> <p>15. Any other job assigned as per programme need.</p>
4	DR-TB Co-ordinator	<p>1. MBBS or equivalent degree from institution, recognized by Medical council of India; must have completed compulsory rotatory internship</p>	<p>1. Diploma / MD Public Health / Community Health Administration(C HA)/Tuberculosis & Chest diseases</p> <p>2. Preference to candidates who have experience in PMDT</p>	<p>1. To handle day to day correspondence in State TB Office pertaining to PMDT.</p> <p>2. To maintain updated data base of DST laboratories, DRTB centres, DRTB centre committee members, District DRTB Supervisors, subdistrict level supervisors, sputum collection centres, sputum transport agencies and supply chain management agencies engaged for second line drugs and to coordinate with them for diagnosis and management of DRTB.</p> <p>3. To ensure effective coordination/communication between DR-TB Centres/IRLs/CDST labs/STC/DTCs</p> <p>4. To ensure timely submission of periodic reporting from laboratories, DRTB centres and District TB Centres.</p> <p>5. To ensure quality of reports by validation and verification at source.</p> <p>6. To conduct supervisory visits to DRTB service sites and report to State TB Officer.</p> <p>7. To monitor second line drug supply chain and to ensure their availability at DRTB management sites.</p> <p>8. To facilitate trainings on PMDT.</p> <p>9. To organize meetings and workshops related to PMDT at State and District level</p> <p>10. To facilitate change management with respect to use of ICT & Nikshay tools for concerned data entry, validation & its use for public health action</p> <p>11. Any other job assigned as per programme need.</p>
5	State PPM (public private mix) Coordinator	<p>1. Post Graduate degree in MSW OR MBA</p> <p>2. One year Experience of working in field of Public-Private Partnership / Health projects / programs</p> <p>3. Certificate course in computer operation (minimum two months)</p>	<p>1. Preference to those who have worked in RNTCP program</p> <p>2. Certificate / Diploma / Degree/Masters holders in Social Sciences/ Mass Media / Communication/ Rural Development / Advocacy / Partnerships / related field</p>	<p>To assist the State TB officer in :</p> <p>1. Implementation of PPM and ACSM activities at the State, district and sub-district level.</p> <p>2. Identifying NGOs, Private providers for partnerships and facilitating the process of partnerships.</p> <p>3. Coordinating workshops / meetings for improving involvement of PPs & NGOs.</p> <p>4. Collating the required information from NGOs / PPs / Partners to enable quality monitoring and enhancing TB control activities.</p> <p>5. Compiling necessary documents for disbursement of Grant in Aid to NGOs and PPs</p> <p>6. Facilitating periodic review of partnerships with different stakeholders</p> <p>7. Coordinating with the medical college / hospitals / teaching institutes / schools for improved involvement in the program.</p> <p>8. Coordinating with corporate / private hospitals for their involvement in the program.</p> <p>9. Monitoring PPM activities of partners at field level on behalf of STO</p> <p>10. Periodically visit districts on a pre-approved travel plan in consultation with the STO</p> <p>11. Participate in State RNTCP internal evaluations as a team member</p> <p>12. Prepare monthly and quarterly reports of PPM activities for STO</p> <p>13. Documentation of best practices of PPM partners for annual reports.</p> <p>14. To facilitate change management with respect to use of ICT & Nikshay tools for concerned</p>

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				data entry, validation & its use for public health action 15. Any other job assigned as per programme need.
6	Accounts Officer / State Accountant	Post graduate in commerce with 1. Two years experience in Finance Management OR MBA with Financial Management or accounts as study subject with at least 1 year of experience in relevant field 2. Two years of experience with Audit/ Maintenance of accounts on double entry system in a recognized Society or Institution 3. Certificate course in computer operation (minimum two months)	1. Cost Accountant or Chartered Accountant. 2. Experience of 5 years on the post as Senior Audit/ Account Officer of Accountant General's office or Civil Accounting organisation of Central Govt or State Govt Department.	General 1. Will be required to handle all matters relating to accounts, budgeting and financial matters and management of accounting procedure pertaining to RNTCP in the State. 2. To organize and maintain the fund flow mechanism from Centre to State and then from State to Districts. 3. Accurate and timely submission of quarterly report on expenditure to Centre, annual audited statement of accounts and intensive monitoring of financial management in District health societies. 4. Coordinating with the District Societies to address the audit objection/internal control weaknesses, issues of disallowances if any and thus managing Statutory Audit of Districts & State office. 5. Any other job assigned as per programme need Specific 6. Preparing annual and quarterly budgets for the State & review budgets of the District Societies. 7. Ensuring that adequate internal controls are in place to support the payments and receipts. 8. Ensuring timely consolidation of accounts/financial statements at the state level (of all the District Health Societies). 9. Co-ordinating with the finance personnel at SPMU/DPMU with a view to ensure submission of consolidated financial reports like FMR, SFP 10. Ensure audit of accounts of RNTCP by the auditor appointed by the State/District Health Society 11. Ensuring (by way of training & support to the District Accountants) that common reporting formats as provided in financial guidelines are used by Districts in order that consolidation of accounts is facilitated at state level. the accounts of the state society and district societies in accordance with the financial guidelines. 12. Monitoring expenditure and receipt of SOEs from the Districts 13. Reviewing the accounts and records of the District Societies on a periodic basis. 14. Preparing consolidated SOE of the State to be sent to the Central TB Division/Gol NRHM on a quarterly basis. 15. Coordinating with the District Societies to address the audit objection/internal control weaknesses, issues of disallowances, if any. 16. To facilitate change management with respect to use of ICT & Nikshay tools for concerned data entry, validation & its use for public health action
7	Secretarial Assistant	1. 10+2 or equivalent 2. Knowledge of Short hand and typing with speed	At least 6 months diploma/certificate in computer applications from an institute recognized by Govt.	1. Dictation and transcription on typewriter/computer. 2. Systematic maintenance of records/files. 3. Timely submission of papers/Dak. 4. Drafting of letters of routine nature. 5. Maintaining record of receipt and issue of letters.

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		<p>of 80 wpm and 40 wpm, respectively.</p> <p>3. At least 2 years experience as Office Assistant in Govt./Public Sector/Recognized Society/Institution</p>		<p>6. Maintaining appointment diary and attend the visitors.</p> <p>7. Attending telephonic calls in a tactful manner and keep their records.</p> <p>8. Maintain database of addresses, telephone nos.of the persons/organizations frequently required to be contacted.</p> <p>9. Proper maintenance of office equipments of personal section.</p> <p>10. Keep track of important documents.</p> <p>11. To facilitate change management with respect to use of ICT & Nikshay tools for concerned data entry, validation & its use for public health action</p> <p>12. Any other job assigned as per programme need</p>
8	Data Entry Operator	<p>1. 10+2 with Diploma in computer application or equivalent recognized by the Council for Technical education/DOEACC</p> <p>2. Typing speed of 40 w.p.m in English and local language.</p> <p>3. Should be well conversant with various computer Programming including MS Word, Excel and simple statistical packages.</p>	At least one year of work experience in related field	<p>1. To receive mails to the State TB Office, sort and produce before the concerned program officer.</p> <p>2. To e-file the mails and attached documents.</p> <p>3. To send e-mails to the addressees as per the instruction of the concerned program officer.</p> <p>4. To maintain and update the contact details of all program stakeholders.</p> <p>5. To track the responses from the stakeholders on the communications sent from State TB Office.</p> <p>6. To enter the data in the prescribed formats as instructed by the respective officer.</p> <p>7. To facilitate change management with respect to use of ICT & Nikshay tools for concerned data entry, validation & its use for public health action</p> <p>8. To facilitate the training of district data entry operators on epicentre, Nikshay, e-mail policies, maintenance of systems and data security.</p> <p>9. To maintain a help desk for the district data entry operators and provide remote desktop assistance when necessary.</p> <p>10. To maintain computer, peripherals and connections assigned.</p> <p>11. To install and update antivirus software as and when required. 9. To take periodic back up of the data stored in the system.</p> <p>12. Any other job assigned as per programme need.</p>
9	Driver	<p>1. High School</p> <p>2. Permanent driving license of light motor vehicle</p>	<p>1. Driving license for heavy vehicle.</p> <p>2. Knowledge of minor/routine repair of vehicles</p>	<p>1. Driving of vehicle.</p> <p>2. Upkeep and cleanliness of vehicles.</p> <p>3. Maintenance of log book.</p> <p>4. Routine repairs including change of wheels.</p>

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10	Microbiologist - EQA	1. M.D. Microbiology or PhD Medical microbiology or MSc. (Medical or Applied microbiology)	One year of relevant work experience	<ol style="list-style-type: none"> 1. To handle day to day correspondence in IRL pertaining to quality assurance of sputum smear microscopy. 2. To train the district program managers, statistical assistants and Senior Tuberculosis Laboratory Supervisors on RNTCP Lab Quality Assurance. 3. To train Laboratory technicians and STLs on sputum smear microscopy. 4. To conduct on site evaluation of districts and report to State TB Officer and National Reference Laboratory. 5. To track quality assurance reports and action taken reports from the districts and provide feedback. 6. To assist State TB Officer in quality assurance and procurement of laboratory consumables at the state/district levels. 7. To engage and monitor the performance of agencies for preventive maintenance of microscopes. 8. To oversee preparation and maintenance of panel slides for EQA. 9. To facilitate lab EQA in CDST(LJ,LC,LPA) of all participating CDST laboratories in the State, in coordination with respective NRLs 10. Monitor performance and quality indicators of all participating CBNAAT labs in the State 11. To oversee data entry of Direct Microscopy/CDST labs into the TB ICT application(NIKSHAY) 12. To assist the State TB Officer and STDC in conducting review of quality of microscopy by analysis of microscopy data, EQA annexure reports and OSE reports. 13. Any other job assigned by STO/Director STDC as per program need.
11	Microbiologist- Culture & DST Lab	M.D. Microbiology or PhD Medical microbiology or MSc. (Medical or Applied microbiology)	One year of relevant work experience	<ol style="list-style-type: none"> 1. To handle day to day correspondence pertaining to Culture and DST lab 2. To maintain SOPs in CDST lab. 3. To do diagnostic DSTs and follow up cultures in CDST lab and send reports to District TB centres and DRTB Centres. 4. To provide on the job training to the laboratory technicians in IRL. 5. To submit quarterly report on laboratory performance to IRL, STO, NRL and CTD. 6. To engage maintenance agencies for CDST lab equipments and monitor their performance. 7. To train the district program managers, STLs and laboratory technicians on sputum sample collection transportation procedures, monitor their performance and suggest corrective action when necessary. 8. To establish sound laboratory management practices in the CDST lab 9. To coordinate with EQA Microbiologist on RNTCP Lab Quality Assurance 10. To facilitate data entry of CDST labs into the TB ICT application(NIKSHAY) in coordination with DR-TB centres 11. To coordinate with partner organizations engaged in infrastructure development or culture /DST capacity development of IRL. 12. To provide technical support to the other culture & DST laboratories(including CBNAAT labs) in the state or of other states when assigned.

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				<p>13. To assist the State TB Officer in reviewing the district performance in DRTB diagnosis.</p> <p>14. Any other job assigned by STO as per program need.</p>
12	Sr. Lab. Tech. for IRL	<p>1. BSc. biotechnology with DMLT or BSc. microbiology with DMLT or BSc. with DMLT or equivalent</p> <p>2. Two year of work experience in related field</p>	MSc. medical microbiology or MSc. microbiology or MSc. biotechnology	<p>1. To assist microbiologists in trainings of microscopy and collection and transportation of samples and culture/DST.</p> <p>2. Manufacture panel testing slides for EQA.</p> <p>3. Assist the microbiologist in On Site Evaluation.</p> <p>4. Perform the laboratory activities including Culture and DST</p> <p>5. Assist Microbiologist in data compilation and analysis.</p> <p>6. To facilitate change management with respect to use of ICT & Nikshay tools for concerned data entry, validation & its use for public health action</p> <p>7. Any other tasks assigned as per program needs.</p>
13	Data Entry Operator for IRL	<p>1. 10+2 with Diploma in computer application or equivalent recognized by the Council for Technical education/DOEA CC</p> <p>2. Typing speed of 40 w.p.m in English and local language.</p> <p>3. Should be well conversant with various computer Programming including MS Word, Excel and simple statistical packages.</p>	At least one year of work experience in related field	<p>1. To perform data entry of CDST labs into the TB ICT application(NIKSHAY) in coordination with DR-TB centres</p> <p>2. To facilitate change management with respect to use of ICT & Nikshay tools for concerned data entry, validation & its use for public health action</p> <p>3. To receive mails to the IRL.</p> <p>4. To e-file the mails and attached documents.</p> <p>5. To enter the patient details and laboratory reports in the specified IRL format and to send e-copies of culture/DST reports to the District TB centres and DRTB Centres.</p> <p>6. To maintain and update the contact details of districts, DRTB centres and laboratories assigned to the IRL.</p> <p>7. To compile the district reports on external quality assurance.</p> <p>8. To maintain computer, peripherals and connections assigned.</p> <p>9. To install and update antivirus software as and when required.</p> <p>10. To take periodic back up of the data stored in the system.</p> <p>11. Any other tasks assigned as per program needs.</p>
14	Pharmacist cum Storekeeper (State Drug Store)	Degree/ Diploma in Pharmacy	1 year experience in managing drug store in a reputed hospital/health center	<p>1. To handle day to day communications pertaining to drug logistics.</p> <p>2. To maintain registers, vouchers, issue receipts, payment receipts, physical verification reports and maintenance records.</p> <p>3. To maintain state level drugs stock as per program guidelines.</p> <p>4. To follow "First Expiry First Out" principle at the state drug store and monitor the same in</p>

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			recognized by Govt	<p>district drug stores.</p> <ol style="list-style-type: none"> 5. To facilitate change management with respect to use of ICT & Nikshay tools for concerned data entry, validation & its use for public health action 6. To assist State TB Officer in imparting drug logistics trainings to district level pharmacists 7. To analyze the quarterly drug and logistics report of districts. 8. To ensure submission of monthly district drug store reports to the State Tuberculosis Office. 9. To visit district/TU drugs stores and report to STO. 10. To prepare monthly patient wise boxes of second line drugs. 11. To monitor recording and maintenance of store temperature where 2nd line drugs are stored and to suggest actions for proper storage of drugs at all levels. 12. To maintain the computer and peripherals in the State Drug Store. 13. Any other job assigned by as per program need.
15	Technical Officer - Procurement & Logistics	<ol style="list-style-type: none"> 1. Post-Graduate with minimum 2 years experience in procurement / logistics / supply chain management in reputed institute / organization OR Post Graduate Diploma in procurement logistics management OR Diploma in Health/Hospital Administration 2. Certificate course in computer operation (minimum two months) 	Experience in RNTCP or health sector products will be preferred MBA(or equivalent) in procurement & supply chain management	<ol style="list-style-type: none"> 1. To maintain and update the data base of manufacturers/suppliers of program logistics. 2. To prepare documents for State level procurement including invitation for competitive bids, quotations, Direct Shopping or Direct Purchase on a case to case basis. 3. To assist State TB Officer in conducting pre and post procurement quality assessment. 4. To prepare report on state level procurement. 5. To track and review the periodic procurement reports from the districts and provide feedbacks. Monitoring and evaluation of district level procurements based on the district annual action plans. 6. To facilitate change management with respect to use of ICT & Nikshay tools for concerned data entry, validation & its use for public health action 7. Monitor the performance of manufacturers/suppliers in preventive maintenance of equipment under warranty and initiate statutory procedures on non-compliance. 8. Monitor the districts for timely engagement/ renewal of contracts of agencies for preventive maintenance of equipment. 9. To ensure timely action by the districts to prevent expiries by monitoring stocks at each stocking point. 10. To train the district program managers and district nodal officers for PSM. 11. To conduct supervisory visits to state/district stores and report to State TB Officer. 12. Any other job assigned by as per program need

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16	Data Analyst	<ol style="list-style-type: none"> Bachelors Degree Certificate course in data management or data analysis OR Two year experience in data management / MIS in a reputed institute / organization 	One year of work experience in health/development sector	<ol style="list-style-type: none"> To generate program performance and review formats by developing suitable indicators and analyzing the data in order to compile relevant singular and composite indicators in support of monitoring and evaluation at state level. To analyze program data for time trends and projections to provide necessary information for planning, budgeting, procurement and supply chain management. To provide necessary support in data analysis for operational research initiative from STF, state TB cell or District TB Centres. To facilitate change management with respect to use of ICT & Nikshay tools for concerned data entry, validation & its use for public health action Undertake initiatives to ensure data quality in the program Participate in State Internal Evaluations and assist the team in Data analysis Assist the STO in providing analytical data during review meetings Any other job assigned by as per program need
17	Data Entry Operator(DEO)-STF Chairman	<ol style="list-style-type: none"> 10+2 with Diploma in computer application or equivalent recognized by the Council for Technical education/ DOEACC Typing speed of 40 w.p.m in English and local language Should be well conversant with various computer Programming including MS Word, Excel and simple statistical packages. 	One year experience of working as DEO with any health program	<ol style="list-style-type: none"> To receive mails to the STF, sort and produce before the STF Chairman on regular basis To e-file the mails and attached documents. To send e-mails to the addressees as per the instruction of the STF Chairman. To maintain and update the contact details of State and District program managers, National, Zonal task forces and OR committees, Directorate of Medical Education, Core Committee Chairmen and deans/principals, RNTCP nodal faculty members and MO Medical College. To facilitate change management with respect to use of ICT & Nikshay tools for concerned data entry, validation & its use for public health action To enter the data in the prescribed formats as instructed by the STF Chairman. To assist the STF Chairman by collecting and compiling monthly and quarterly reports from medical colleges, preparing documents and presentations for reviews and reports to NTF and ZTF. To maintain computer, peripherals and connections assigned. To install and update antivirus software as and when required. To take periodic back up of the data stored in the system. Any other job assigned by as per program need

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18	DR-TB Coordinator	<ol style="list-style-type: none"> 1. MBBS or equivalent degree from institution, recognized by Medical Council of India 2. One year experience of working in RNTCP 	<ol style="list-style-type: none"> 1. Diploma / MD Public Health / Community Health Administration (CHA)/Tuberculosis & Chest diseases 2. Preference to candidates who have experience in PMDT 3. Working knowledge of computers 	<ol style="list-style-type: none"> 1. To handle day to day correspondence in State TB Office pertaining to PMDT. 2. To maintain updated data base of DST laboratories, DRTB centres, DRTB centre committee members, District DRTB Coordinators, sub-district level supervisors, sputum collection centres, sputum transport agencies and supply chain management agencies engaged for second line drugs and to coordinate with them for diagnosis and management of DRTB. 3. To ensure timely submission of periodic reporting from laboratories, DRTB centres and District TB Centres. 4. To facilitate change management with respect to use of ICT & Nikshay tools for concerned data entry, validation & its use for public health action 5. To ensure recording and reporting of PMDT reports in the NIKSHAY software. 6. To ensure quality of reports by validation and verification at source. 7. To conduct supervisory visits to DRTB service sites and report to State TB Officer. 8. To monitor second line drug supply chain and to ensure their availability at DRTB management sites. 9. To facilitate trainings on PMDT and to conduct review meetings with DRTB district coordinators. 10. To organize meetings and workshops related to PMDT. 11. This position will report to STO. 12. Any other job assigned as per the program needs.
19	Store Assistant (State Drug Store)	Intermediate (10+2)	<ol style="list-style-type: none"> 1. Diploma in pharmacy 2. Conversant with various computer programming including MS Word, Excel and simple statistical packages 	<ol style="list-style-type: none"> 1. Assist Pharmacist in Handling of drug stores in the State Drug Stores including Receipts & Issues. 2. Arranging and shifting of Drugs quota as and when required with the help of class IV. 3. Recording & Reporting of drug stocks at the stores 4. Maintaining and verifying the prepared CAT IV & V PWBs. 5. Repacking of 2nd line loose drugs into IP & CP 1 monthly boxes 6. Assist for Data entry in programme based software for drug Logistics 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. Imparting drug logistics trainings to district level Pharmacists 9. Any other job assigned as per programme need
20	ACSM Officer	<ol style="list-style-type: none"> 1. Masters in Social work/ Rural development OR MSW/Post 	3 years experience in working with development sector at State	<ol style="list-style-type: none"> 1. Responsible for planning ACSM activities for the entire state including budgeting and activity calendar in consultation with STO and State NRHM IEC Division 2. Facilitate advocacy events, either directly or through partners/professional agency. 3. To assist STO in hiring of professional agency on short-term basis to develop and disseminate material for print media and mass media, material for patient counselling and

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		<p>Graduate in Social Sciences OR Degree/ PG diploma in Health Education or Mass Communicati</p> <p>2. Working knowledge of computers</p>	<p>level.</p>	<p>sensitisation of health providers.</p> <p>4. To coordinate with RNTCP partners implementing ACSM activities in the State(e.g. Axshya)</p> <p>5. Arrange to develop audio-visual aids for training/sensitisation of health professionals.</p> <p>6. Supervise, monitor & coordinate ACSM activities at district level.</p> <p>7. Participate in Health providers training specially in ACSM and IPC.</p> <p>8. Collate and analyse quarterly IEC report from districts and provide feedback.</p> <p>9. To provide relevant information to the media and public information systems in consultation with STO.</p> <p>10. To coordinate with the mass education media wing of general health system and public information system for intersectoral coordination for TB control.</p> <p>11. To facilitate change management with respect to use of ICT & Nikshay tools for concerned data entry, validation & its use for public health action</p> <p>12. Any other job assigned as per programme need.</p>
21	Treatment Monitor	<p>1. Post Graduate degree in MSW OR MBA</p> <p>2. One year Experience of working in field of Public-Private Partnership / Health projects / programs</p> <p>3. Certificate course in computer operation (minimum two months</p>	<p>1. Preference to those who have worked in RNTCP program</p> <p>2. Certificate / Diploma / Degree/Masters holders in Social Sciences/ Mass Media / Communication/ Rural Development / Advocacy / Partnerships / related field</p>	<p>To assist the State TB officer in :</p> <p>1. Implementation and management support for RNTCP partnership with corporate partners (corporate hospitals and corporate clinics, diagnostic centres, pharmacies and related initiatives) at the State, district and sub-district level.</p> <p>2. Identifying corporate partners and facilitating the process of partnerships including TB Notification.</p> <p>3. Coordinating workshops / meetings for improving involvement of corporate partners in RNTCP.</p> <p>4. Collating the required information from corporate partners to enable quality monitoring and enhancing TB control activities.</p> <p>5. Compiling necessary documents for disbursal of funds to involved corporate partners</p> <p>6. Explore possibilities for developing collaborations and initiatives with funding from corporates / PSUs under CSR</p> <p>7. Facilitating periodic review of partnerships with corporate partners</p> <p>8. Periodically visit districts & corporate health facilities & collaborative sites on a pre-approved travel plan in consultation with the STO</p> <p>9. Participate in State RNTCP internal evaluations as a team member</p> <p>10. Prepare monthly and quarterly reports of RNTCP corporate partnership activities for STO</p> <p>11. Documentation of best practices of corporate partnerships for annual reports.</p> <p>12. To facilitate change management with respect to use of ICT & Nikshay tools for concerned data entry, validation & its use for public health action</p> <p>13. Any other job assigned as per programme need.</p>

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Selection Procedure

Initial appointment to all the posts will be on contractual basis for a maximum period of one year at a time and renewable for one year at a time subject to satisfactory performance. In case staff are deputed to the posts from State government, the maximum budgetary amount as per budgetary norms may be sanctioned, provided:

- Deputed staff meet all eligibility requirements
- Deputed staff work exclusively on TB control activities
- Deputed staff are under administrative control of TB Officer
- State government begins the process of establishing the positions as regular State govt. posts

Criteria for Selection

- The posts should be advertised by the State/District Health society in at least two leading newspapers published in the state. Applications, if need be, should be short-listed on the basis of pre-determined criteria subject to fulfillment of eligibility criteria.
- A Selection committee may be constituted by the Chairman of the Society for short-listing and interview of the candidates. Suitable number (atleast 5:1 ratio) of candidates in the panel may be kept in waiting list which should be valid upto one year from date of joining the first candidate.
- In the offer of appointment it should be specifically mentioned that the appointment will be purely on contractual basis. The list of selected candidates may be forwarded for information to the State TB Officer

Age Limit : Maximum 65 years

Period of Engagement

- One year (may be extended subject to satisfactory performance)

Remuneration

- The budgetary provision for different categories of contractual staff is as under approved financial norms for 2012-17

Common Points: Everyone joining the program must agree to have:

1. A Mobile contact number working for incoming calls at least during duty hours
2. Should reside at the duty headquarter
3. Should be computer literate(except Driver)
4. Should have PAN / Aadhar card number
5. At the time of execution of agreement, consultancy fees will be subjected to TDS at applicable rate
6. Should be able to drive, wherever applicable, the type /make of the two wheeler available provided by the program

All the existing staff to be continued and contract to be renewed based on satisfactory performance irrespective of the change in the eligibility criteria. If existing staff fails to fulfill the eligibility criteria related to computer education, two wheeler driving license /able to drive two wheeler (wherever applicable)and the above mentioned conditions under common points within one year, then the health society must ensure fulfillment of these eligibility criteria.

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CENTRAL LEVEL				
Sl.No	Category / Job title	Essential Qualification / Requirements	Preferential Qualification/Skills	Job Specification / responsibilities
1	Technical Officer (Monitoring and Evaluation)	MBBS or equivalent degree from institution recognized by Medical council of India.; Must have completed compulsory rotatory internship	<ol style="list-style-type: none"> 1. Diploma / MD Public Health / Community Health Administration(CHA)/ Tuberculosis & Chest diseases. 2. Five years of work experience in relevant field 3. Working knowledge of computers 	<ol style="list-style-type: none"> 1. To assist in planning, scheduling and coordinating Central level Internal Evaluations. 2. To follow up timely state level internal evaluations, compile findings of evaluation reports and action taken reports. 3. To handle day to day correspondence at Central TB Division pertaining to national/state/Zonal/district level evaluations and reviews 4. Follow up of Supervision & Monitoring activities at the state/district levels and to follow on compliance of earlier evaluations 5. To follow up data triangulation at the source (TU) and district level. 6. To prepare periodic reports on the Monitoring and Evaluation. 7. To assist in coordination & compilation of feedback for updating Supervision & Monitoring strategy and program evaluation guidelines. 8. To work in collaboration with Technical Officers of other thematic areas of the program on cross cutting issues. 9. To facilitate change management with respect to use of ICT & Nikshay tools for concerned data entry, validation & its use for public health action. 10. To facilitate trainings of state/district program managers on S&M strategy. . 11. To assist in preparing schedules, priority areas, timelines and targets for national reviews. 12. To pursue state and district level program reviews and collect and file the minutes of state/district level reviews. 13. To track the interstate cross border meetings, pursue minutes and actions taken. 14. To pursue CTD's participation in state level program reviews. 15. To organize and schedule partnership project reviews in coordination with the Technical Officer (PPP). 16. To keep track of schedules and prepare minutes of meetings within CTD and ensure compliance to Action Taken Report 17. To provide information to participants of CTD meetings on schedules, revisions, agenda, supportive data and meeting policies and procedures. 18. Any other job assigned as per programme need

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2	Technical Officer – planning and donor coordination	1. Post-graduate degree in management	<ol style="list-style-type: none"> 1. At least five years of experience working with public health programmes 2. Skills in the area of programme planning, budgeting, donor relationships proposal development and project management is an added plus 3. Knowledge of tuberculosis control is advantageous. 	<ol style="list-style-type: none"> 1. Provide technical support to CTD in development and revision of RNTCP project implementation plan 2. Assist CTD in development of proposals for bilateral donor agencies 3. Facilitate CTD interactions with Donors, including Donor reporting, joint Donor missions, Mid-term review, etc. 4. Assist CTD in building the capacity of States in planning and budgeting 5. Assist CTD in reviewing and advising on budgeted annual action plans from States, within the context of overall State NRHM PIPs 6. Assist CTD in coordinating with States for donor related issues, reviews, reporting, etc. 7. To work in collaboration with technical officers of other thematic areas of the program on cross cutting issues. 8. To facilitate change management with respect to use of ICT & Nikshay tools for concerned data entry, validation & its use for public health action 9. Any other job assigned as per programme need.
3	Technical Officer (Public Private Partnerships)	1. Post Graduate in Sociology/Social Work/ Management/Rural Development Management OR Masters Degree in Business Administration(MBA)	<ol style="list-style-type: none"> 1. At least five years of experience in the field of public health, preferably working with public health programmes, public-private partnerships and/or the health system; 2. At least three years of project management experience. 	<ol style="list-style-type: none"> 1. To handle day to day correspondence at Central TB Division pertaining to Public-Private-Partnerships for TB control in India. 2. To assist the CTD in maintaining database of stake holders in PPP (including mapping and regular updating). 3. Coordination with different Core Committees and Technical Working Group for PPM 4. To assist in updating and revising PPP guidelines according to the policy revisions. 5. To facilitate the national/regional trainings on PPP. 6. Implement, review and evaluate RNTCP partnership with medical colleges including facilitation of NTF, ZTF, STF & Core Committees of Medical Colleges involved in RNTCP. 7. Plan, coordinate and facilitate involvement of corporate hospitals and DNB institutions in RNTCP. 8. Coordinate and facilitate involvement of other public health sectors and institutions like CGHS, ESI, Railways etc 9. Coordinate with MCI, NCI, PCI, AYUSH councils for incorporation of RNTCP in curricula. 10. To conduct supervisory visits to states/districts to monitor PPP implementation and report to CTD. 11. To assist in monitoring the enrolment of health facilities, Private Practitioners and NGOs under various PPP schemes, their performance and disbursement of Grand in Aids. 12. To assist in monitoring the recruitment and performance of the

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				<p>Technical Support Groups and Public Private Interface Agencies.</p> <p>13. To assist in monitoring the PPP performance of the States/UTs and districts based on relevant indicators derived from respective quarterly reports and PPP reports and providing feedbacks to states/districts.</p> <p>14. To assist in compiling PPP reports to the Government of India and PPP stakeholders.</p> <p>15. To assist in conducting meetings with partners, documenting the minutes, compiling reports on action taken and providing feedbacks.</p> <p>16. To work in collaboration with technical officers of other thematic areas of the program on cross cutting issues.</p> <p>17. To identify and foster innovative and sustainable financing mechanism for effective programme implementation and assist in stake holder consultation.</p> <p>18. To assist Central TB Division in organizing periodic review meeting of State PPM Coordinators at national level.</p> <p>19. To facilitate change management with respect to use of ICT & Nikshay tools for concerned data entry, validation & its use for public health action</p> <p>20. Any other job assigned as per programme need.</p>
4	Technical Officer (PMDT)	<p>1. MBBS or equivalent degree from institution, recognized by Medical council of India; must have completed one year compulsory rotatory internship</p> <p>2. Working knowledge of computers and ICT applications</p>	Five years of post qualification experience preferably in tuberculosis control.	<p>1. To handle correspondence at central TB division pertaining to PMDT.</p> <p>2. To assist the Central TB Division in assessing the population/geographic need of DRTB centres.</p> <p>3. To assist the CTD to facilitate the state's for universal DST and treatment services..</p> <p>4. To ensure timely submission of periodic PMDT reports by the districts, DRTB centres and states.</p> <p>5. To ensure proper functioning of supply chain management of second line drugs by reviewing the quarterly PMDT reports, district/state quarterly reports on program management and logistics, monthly state drug store reports on second line drugs and initiate actions to fill the gaps.</p> <p>6. To assist in timely revisions/updates of technical and operation guidelines based on evidences and changes in policies.</p> <p>7. To assist in preparing reports on program performance for the government and stake holders based on pre-defined indicators.</p> <p>8. To conduct supervisory visits to states/districts as per program needs.</p> <p>9. To assist and or conduct in organising trainings/ meetings.</p> <p>10. To work in collaboration with technical officers of other thematic</p>

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				<p>areas of the program on cross cutting issues</p> <p>11. To facilitate change management with respect to use of ICT & Nikshay tools for concerned data entry, validation & its use for public health action</p> <p>12. Any other job assigned as per programme need.</p>
5	Technical Officer (TB diagnostics)	1. MSc Medical Microbiology	1. Two years' of lab experience preferably in Tuberculosis.	<p>1. To handle the day to day correspondence at Central TB division pertaining to TB diagnostics.</p> <p>2. To assist in monitoring the state wise scale up of TB diagnostics.</p> <p>3. To ensure timely submission of performance report by TB diagnostics centres.</p> <p>4. To assist in compiling the data from the project sites piloting/evaluating new diagnostic technologies.</p> <p>5. To facilitate the NRLs in planning and conducting supervisory visits to the states and track the reports on actions taken by the States</p> <p>6. To track the submission of quality assurance reports by the states and compiling the same.</p> <p>7. To assist in providing feedback from CTD on the laboratory performance to the states.</p> <p>8. To facilitate laboratory related procurement issues</p> <p>9. To assist in ensuring quality assurance and quality control in the CDST labs, IRL's and NRL's</p> <p>10. To assist in drawing Standard operating procedures for the various levels of laboratories and ensuring further adherence & compliance</p> <p>11. To facilitate QA and QC roles from laboratories in coordination with NRLs</p> <p>12. To facilitate change management with respect to use of ICT & Nikshay tools for concerned data entry, validation & its use for public health action</p> <p>13. Any other job assigned as per programme need.</p>

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6	Technical Officer (TB-comorbidities)	MBBS or equivalent degree from institution, recognized by Medical Council of India; must have completed compulsory rotator internship	Five year experience in working in similar area.	<ol style="list-style-type: none"> 1. To handle day to day correspondence at central TB Division pertaining to TB HIV program collaborative activities and TB associated with comorbidities (Eg. Diabetes, Tobacco, Hypertension, Malnutrition, Occupational Diseases, Chronic Respiratory Diseases) 2. To assist the CTD in maintaining the database of stake holders in TBHIV collaboration and TB associated with comorbidities 3. To facilitate the national/regional trainings on TBHIV collaborative initiatives and TB associated with comorbidities 4. To conduct supervisory visits to states/districts to monitor implementation TB HIV/comorbidities collaboration and report to CTD 5. To assist in monitoring the TB HIV/comorbidities activities performance of the States on relevant indicators derived from periodic reports 6. To assist in compiling TB HIV/comorbidities reports to the Government of India and stakeholders 7. Facilitating organisation and conduct of meetings with various partners/ stake holders, state and national functionaries on TB-HIV/comorbidities issues 8. To work in collaboration with technical officers of other thematic areas of the program on cross cutting issues 9. To facilitate change management with respect to use of ICT & Nikshay tools for concerned data entry, validation & its use for public health action 10. To identify various programme linkages across different national programmes, to develop RNTCP programme on TB co-morbidities. 11. To identify and facilitate operational research in TB-HIV/co-morbidities. 12. To assist CTD in collaborating with other National Programmes/ partners 13. To assist in compiling comorbidity management reports to the Government of India and stakeholders. 14. To assist in conducting meetings with partners, documenting the minutes, compiling reports on action taken and providing feedbacks. 15. To work in collaboration with technical officers of other thematic areas of the program on cross cutting issues. 16. To assist Central TB Division in organizing periodic meetings/workshops/reviews of State program managers at national level 17. Any other job assigned as per programme need.
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7	Technical Officer (Surveillance)	MBBS or equivalent degree from institution, recognized by Medical council of India; must have completed compulsory rotator internship OR Masters degree in Public Health/Health administration/ Epidemiology/Statistics	Five years' experience in public health	<ol style="list-style-type: none"> 1. To maintain an updated database of implementers, managers and stakeholders of RNTCP and collaborating national programs. 2. To assist Central TB Division in maintaining routine TB surveillance channels including Nikshay. 3. To Assist Central DB Division in collaborating with national institutes and agencies conducting special surveys on TB and related diseases. 4. To update information on national, regional demographics, special populations, migration, socioeconomic determinants of TB, cost for care, TB management practices and access to TB care. 5. Validation of routine surveillance data and quality assurance. 6. To assist Central TB Division in providing feedbacks to the surveillance data sources. 7. To collaborate with the state/district nodal officers for TB notification in monitoring notification process. 8. Facilitating organization and conduct of meetings with various partners/ stake holders, state and national functionaries at the CTD secretariat. 9. To compile reports to Government of India and stakeholders of the program on mandatory TB notification. 10. To facilitate change management with respect to use of ICT & Nikshay tools for concerned data entry, validation & its use for public health action 11. . Any other job assigned as per programme need.
8	Technical Officer (HRD)	Post Graduate Degree in Management(Human Resources)	Five year experience in managing Human resources preferably in Public Health	<ol style="list-style-type: none"> 1. To facilitate and track the recruitment processes, training needs and conduct of training at National/state/district levels. 2. To create knowledge skill framework for RNTCP employees and ensure that career progression is commensurate to skills. 3. To assist Central TB Division in collaborating with National Institutes, national training sites and training partners to prepare training schedules and facilitate trainings. 4. To assist Central TB Division in the capacity building of State Training and Demonstration Centres. 5. To Assist Central TB Division in monitoring and quality assurance of trainings imparted at National/state/district levels. 6. To assist central TB Division in tracking payments of compensations and eligible benefits to the contractual HR recruited at state/district levels. 7. To assist central TB Division in developing mechanisms for direct disbursement of compensations and benefits to the program HR. 8. To handle day to day correspondence at Central TB Division

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				<p>pertaining to human resource development at national, state and district levels.</p> <p>9. To assist Central TB Division in operating employee career progress plans and grievance redress mechanisms.</p> <p>10. To facilitate change management with respect to use of ICT & Nikshay tools for concerned data entry, validation & its use for public health action</p> <p>11. . Any other job assigned as per programme need.</p>
9	Technical Officer (Drugs and logistics)	<p>1. Post-Graduate with minimum 2 years experience in procurement / logistics / supply chain management in reputed institute / organization OR Post Graduate Diploma in procurement logistics management OR Diploma in Health/Hospital Administration</p> <p>2. Certificate course in computer operation (minimum two months)</p>	<p>1. Experience in RNTCP or health sector products will be preferred</p> <p>2. MBA(or equivalent) in procurement & supply chain management</p>	<p>1. To maintain and update the data base of manufacturers/suppliers of program drugs and logistics.</p> <p>2. To prepare documents for national/state level procurement including invitation for competitive bids, quotations, Direct Shopping or Direct Purchase on a case to case basis.</p> <p>3. To assist CTD in conducting pre and post procurement quality assessment.</p> <p>4. To prepare report on Central level RNTCP procurement.</p> <p>5. To track and review the periodic procurement reports from the states and provide feedbacks. Monitoring and evaluation of state level procurements based on the state annual action plans.</p> <p>6. To facilitate change management with respect to use of ICT & Nikshay tools for concerned data entry, validation & its use for public health action</p> <p>7. Monitor the performance of manufacturers/suppliers in preventive maintenance of equipment under warranty and initiate statutory procedures on non-compliance.</p> <p>8. Monitor the states for timely engagement/ renewal of contracts of agencies for preventive maintenance of equipment.</p> <p>9. To ensure timely action by the GMSDs/states to prevent expiries by monitoring stocks at each stocking point.</p> <p>10. To train the state program managers/PML nodal officers for PSM.</p> <p>11. To conduct supervisory visits to state/district stores and report to CTD.</p> <p>12. Any other job assigned by as per program need</p>
10	Technical Officer (Quality Assurance)	<p>1. M.D. Microbiology or PhD Medical microbiology or MSc. (Medical or Applied microbiology)</p>	<p>Five year of relevant work experience</p>	<p>1. To handle day to day correspondence in CTD pertaining to quality assurance of sputum smear microscopy.</p> <p>2. To assist CTD in training of the state/district program managers/ IRL microbiologists/CDST lab microbiologists/LTs and Senior Tuberculosis Laboratory Supervisors on RNTCP Lab Quality Assurance.</p> <p>3. To assist CTD/NRLs in conducting on site evaluation of IRLs/CDST labs/districts and report to CTD and National Reference Laboratory.</p>

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				<ol style="list-style-type: none"> 4. To track quality assurance reports and action taken reports from the States and provide feedback. 5. To assist CTD in quality assurance and procurement of laboratory consumables at the National/state/district levels. 6. To engage and monitor the performance of agencies for preventive maintenance of microscopes. 7. To oversee preparation and maintenance of panel slides for EQA. 8. To facilitate lab EQA in CDST(LJ,LC,LPA) of all participating CDST laboratories in the Country, in coordination with respective NRLs/IRL 9. Monitor performance and quality indicators of all participating CBNAAT labs in the country 10. To oversee data entry of Direct Microscopy/CDST labs into the TB ICT application(NIKSHAY) 11. To assist CTD/ State TB Officers and STDC in conducting review of quality of microscopy by analysis of microscopy data, EQA annexure reports and OSE reports. 12. Any other job assigned as per program need.
11	Technical Officer(ACSM)	<ol style="list-style-type: none"> 1. Masters in Social work/ Rural development OR MSW/Post Graduate in Social Sciences OR Degree/ PG diploma in Health Education or Mass Communication 2. Working knowledge of computers 	3 years experience in working with development sector at National level.	<ol style="list-style-type: none"> 1. Responsible for planning, budgeting and coordinating RNTCP ACSM activities for the entire country in consultation with CTD and Gol NRHM IEC Division 2. Plan advocacy and interventions, either directly or through partners/professional agency and in consultation with CTD 3. Assist in supervision, monitoring and implementation of ACSM activities at the national and state levels 4. Assist in the development of ACSM related documents, agenda notes, RFPs, defining scope of works, developing progress reports and other documents, as required 5. Provide support in identifying, compiling and disseminating best practices and innovations for replicating and scaling up of ACSM models 6. Assist CTD in hiring of professional agency as and when required, to develop and disseminate material for print media and mass media, for patient counselling and sensitisation of health providers 7. Participate in programme review meetings, provide feedback to states and suggest improvements from an ACSM perspective 8. Assist in the development of training/sensitisation aids of health professionals 9. Provide relevant information to the media and public information systems in consultation with CTD officials as and when required

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				<p>10. Coordinate with the mass education media wing of general health system and public information system for intersectoral coordination for TB control</p> <p>11. Facilitate change management with respect to use of ICT & Nikshay tools and its use for public health action</p> <p>12. Any other job assigned as per programme requirements</p>
12	Technical Officer(Research)	Masters Degree in Public health/Hospital Administration or PhD in Epidemiology/ Statistics/ Community health/Public Health after graduation	5 years of relevant work experience in the field of research, preferably in the field of health or TB	<p>1. Assist CTD in the process of prioritization and articulation of RNTCP research needs</p> <p>2. Assist CTD in developing normative guidance, commission relevant and priority research, synthesize evidence, review and recommend approval of research proposals</p> <p>3. Work in coordination with stakeholders and individuals for funding of research institutions/individuals</p> <p>4. Monitor research activities and provide feedback to CTD</p> <p>5. Conduct research dissemination and capacity building</p> <p>6. Any other job assigned as per program needs</p>
13	Technical Officer(Finance)	<p>1. Post graduate degree in commerce with not less than 60% marks in aggregate</p> <p>2. 5 years' experience in Finance Management OR MBA with Financial Management and accounts as study subjects and 3 years' experience in Finance Management.</p> <p>3. Working knowledge of Computers</p>	<p>1. years experience in handling accounts either in government or in Private Sector</p> <p>2. Computer literate</p>	<p>1. To collect and analyse data required for financial planning.</p> <p>2. To work in close collaboration with the planning section of Central TB Division to evaluate the state/district annual action plans and budgetary provisions based on the historical data on finance management and justifications.</p> <p>3. Monitoring and evaluation of state/district level finance management and suggesting midterm corrections.</p> <p>4. To assist Central TB Division in updating and revising financial guideline of the program in line with the changes in national finance policies.</p> <p>5. Trend analysis and projection of financial requirements, financial forecast and aligning finance plan with national strategic plan.</p> <p>6. To align the program financial guidelines with the NRHM financial guidelines.</p> <p>7. To support the program procurement and supply chain management with necessary financial guidance.</p> <p>8. To assist Central TB Division in donor management.</p> <p>9. To work in close collaboration with the NRHM finance to achieve the financial objectives of the program.</p> <p>10. Co-ordinating with the finance personnel at SPMU/DPMU with a view to ensure submission of consolidated financial reports like FMR, SFP</p> <p>11. Assist States in audit of accounts of RNTCP by the auditor appointed by the State/District Health Society</p> <p>12. To provide training to the State Program managers on financial</p>

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				<p>planning and management.</p> <p>13. Financial sanctions, release of funds to States/National institutes. Settlement of accounts against advances</p> <p>14. Provide any information related with finance called from Bureau of planning.</p> <p>15. Assistance in preparation of Annual action plan</p> <p>16. Replies of various paras raised by C&AG (Reasons for Savings & Excess- Expenditure out of the allocated budget)</p> <p>17. Estimation of cost of drugs and adjustment in the Govt. Accounts</p> <p>18. Preparation of salary and Issue of Form No. 16A for the CTD contractual employees.</p> <p>19. To facilitate change management with respect to use of ICT & Nikshay tools for concerned data entry, validation & its use for public health action</p> <p>20.. Any other job assigned as per programme need.</p>
14	Data Entry Operator	<ol style="list-style-type: none"> 1. 10+2 with Diploma / Certificate (6 months or more duration's course) in computer application from a reputed institute 2. Typing speed of 40 w.p.m in English and local language. 3. Data entry speed minimum 8000 key depressions per hour 4. Should be well conversant with MS Office. 	<ol style="list-style-type: none"> 1. At least one year experience in related field 2. Preferably trained in SQL, HTML, network security. 	<ol style="list-style-type: none"> 1. To maintain computer, peripherals and internet connections assigned. 2. To install and regularly update antivirus software and run anti-virus on daily basis and when required. 3. To take periodic back up of data stored in the system into separate hard drives and ensure that the same is kept secured under custody concerned officer. 4. To maintain and update the contact details of all program stakeholders 5. To receive mails from the districts, states and other stake holders and e-file mails and attached documents. 6. To produce print outs of mails pertaining to each program section to respective section for further proceedings. 7. To send emails to the addressees as per instructions of concerned sections. 8. To track the responses from the stakeholders on communications sent by Central TB Division. 9. To enter the data in the prescribed formats as instructed by the respective officer. 10. To facilitate change management with respect to use of ICT & Nikshay tools for concerned data entry, validation & its use for public health action 11. Any other job assigned as per programme need.
15	Secretarial Assistant	<ol style="list-style-type: none"> 1. 10+2 2. Knowledge of Short hand and typing with speed of 80 wpm and 	<ol style="list-style-type: none"> 1. Diploma/certificate in Office secretarial practice 2. 2-3 years experience as Office 	<ol style="list-style-type: none"> 1. To maintain the documents under a perfect filing system including e-filing. 2. To keep track of the meeting schedules of CTD and set reminders. 3. To assist the respective program officer to document the minutes of

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		40 wpm, respectively 3. Proficient in MS Office 4. Good interpersonal skills	Assistant in Govt./ Public Sector/ Recognized Society/ Institution.	meetings in the Central TB Division and liaison with other offices 4. To compile information on various program components, state/district level program managers, national institutes and other stakeholders that are required under Right To Information.5.To facilitate change management with respect to use of ICT &Nikshay tools for concerned data entry, validation & its use for public health action 6. Any other job assigned as per programme need.
16	Statistician	1. Post Graduate in Statistics/Mathematics	1.Well conversant with various computer programming including MS Word, Excel and statistical packages (SPSS, STATA others). 2. Work experience in Biostatistics	1. To track the periodic program reports from the districts/states. 2. To compile statistical reports to be generated in the Central TB Division. 3. To provide necessary statistical data analysis on various program components for action. 4. To provide statistical data for publication of national reports, collaborative activities with other government departments and stakeholders. 5. To facilitate change management with respect to use of ICT &Nikshay tools for concerned data entry, validation & its use for public health action 6. Any other job assigned as per programme need.
17	Data Analyst	1. Bachelors Degree 2. Certificate course in data management or data analysis OR Two year experience in data management / MIS in a reputed institute / organization	Two years of work experience as a data analyst at National Level	1. To generate program performance and review formats by analysing the data in order to compile relevant singular and composite indicators in support of monitoring and evaluation. 2. To analyse program data for time trends and projections to provide necessary information for planning, budgeting, procurement and supply chain management. 3. To assist in developing relevant program indicators as per the need of the planning, M&E and PSM sections. 4.To facilitate change management with respect to use of ICT & Nikshay tools for concerned data entry, validation & its use for public health action 5.. Any other job assigned as per programme need.
18	Network administrator	1.B.Sc. in Computer Science or BCA .	.Two years' experience as network administrator in government or pvt. sector	1. Windows and Linux Server Installation, Administration and Support 2. Implementation of server roles such as File Server, Web Server, and Mail Server 3. Troubleshooting Windows Server OS, database issues and DNS 4. Writing scripts to automate tasks and Handling escalated issues 5. Handling network security 6. Development and maintenance of RNTCP website 7. Managing LAN & internet services at CTD

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				<p>8. To facilitate change management with respect to use of ICT & Nikshay tools for concerned data entry, validation & its use for public health action</p> <p>9. Any other job assigned as per programme need.</p>
Administration section:				
19	Administrative Officer	<p>Post Graduate in any discipline / Graduate with 60% marks with minimum of 10 years of experience in administration/establishment</p> <p style="text-align: center;">OR</p> <p>Graduate in any discipline with minimum 60% marks with post graduate Diploma/Degree in Administration or management with minimum 3 years' experience in Administration/ Establishment.</p>	<p>1.Experience in RNTCP is desirable</p> <p>2. Proficient in MS Office</p>	<p>1.To manage all administrative matter related to Revised National Tuberculosis Control programme at the Central TB Division</p> <p>2.To Coordinate with states/UTs for administrative management of the programme</p> <p>3.To coordinate with all stake holders including donor agencies.</p> <p>4.To assist budgeting and financial management related to the project</p> <p>5.To facilitate change management with respect to use of ICT & Nikshay tools for concerned data entry, validation & its use for public health action</p> <p>6.Any other relevant job as and when assigned by the CTD</p>
20	Administrative Assistant	Graduate in any discipline	Diploma in computer application is desirable;	<p>1. Provide administrative assistance to the Administrative Officer in office management.</p> <p>2. Preparing reports as per the administrative and financial guidelines of RNTCP</p> <p>3. Coordinate incoming correspondence, information and data, travel and general logistics arrangements;</p> <p>4. Maintain inventory of unit equipments and assets.</p> <p>5.Develop & maintain database of reporting network</p> <p>6.Assist Administrative officer in preparing documentation for obtaining and fixing up appointments within and outside the ministries.</p> <p>7.Enter various data and information received and prepare desired reports. To facilitate change management with respect to use of ICT & Nikshay tools for concerned data entry, validation & its use for public health action</p> <p>8. Any other relevant job as and when assigned by the CTD</p> <p>8. Any other job assigned as per programme need.</p>

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Finance section				
21	Consultant Finance	Post graduate degree in commerce with not less than 60% marks in aggregate and 5 years' experience in Finance Management or MBA with Financial Management and accounts as study subjects and 3 years' experience in Finance Management.	<p>1. At least 2 years experience in handling accounts either in government or in Private Sector</p> <p>2. Working knowledge of computers</p>	<ol style="list-style-type: none"> 1. To collect and analyse data required for financial planning. 2. To work in close collaboration with the planning section of Central TB Division to evaluate the state/district annual action plans and budgetary provisions based on the historical data on finance management and justifications. 3. Monitoring and evaluation of state/district level finance management and suggesting midterm corrections. 4. To assist Central TB Division in updating and revising financial guideline of the program in line with the changes in national finance policies. 5. Trend analysis and projection of financial requirements, financial forecast and aligning finance plan with national strategic plan. 6. To align the program financial guidelines with the NRHM financial guidelines. 7. To support the program procurement and supply chain management with necessary financial guidance. 8. To assist Central TB Division in donor management. 9. To work in close collaboration with the NRHM finance to achieve the financial objectives of the program. 10. Co-ordinating with the finance personnel at SPMU/DPMU with a view to ensure submission of consolidated financial reports like FMR, SFP 11. Assist States in audit of accounts of RNTCP by the auditor appointed by the State/District Health Society 12. To provide training to the State Program managers on financial planning and management. 13. Financial sanctions, release of funds to States/National institutes. Settlement of accounts against advances 14. Provide any information related with finance called from Bureau of planning. 15. Assistance in preparation of Annual action plan 16. Replies of various paras raised by C&AG (Reasons for Savings & Excess- Expenditure out of the allocated budget) 17. Estimation of cost of drugs and adjustment in the Govt. Accounts 18. Preparation of salary and Issue of Form No. 16A for the CTD contractual employees. 19. To facilitate change management with respect to use of ICT & Nikshay tools for concerned data entry, validation & its use for public health action 20. Any other job assigned as per programme need.
22	Finance Manager	Post graduate degree in Commerce or MBA with finance and accounts	<p>1. At least two years experience in handling accounts either in government or in Private Sector</p> <p>2. Computer literate</p>	<ol style="list-style-type: none"> 1. To work in close collaboration with the NRHM Finance for review of state/district annual action plans, expenditure patterns, compliance with financial policies and guidelines of the program and timely submission of documents on financial management. 2. To assist CTD and NRHM finance in timely release of funds to the states based on the approved budget.

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				<p>3. To provide training to the state/district program managers on finance management.</p> <p>4. To review the finance management by the states/districts based on the singular and composite indicators on finance management.</p> <p>5. Conduct supervisory visits to the states exclusively or as part of central internal evaluations to evaluate finance management.</p> <p>6. To prepare various finance reports to be submitted to the government and NRHM.</p> <p>7. Co-ordinating with the finance personnel at SPMU/DPMU with a view to ensure submission of consolidated financial reports like FMR, SFP</p> <p>8..Assist States in audit of accounts of RNTCP by the auditor appointed by the State/District Health Society</p> <p>9. To facilitate change management with respect to use of ICT & Nikshay tools for concerned data entry, validation & its use for public health action 8.Any other job assigned as per programme need.</p>
23	Accountant	<ol style="list-style-type: none"> 1. Commerce graduate 2. Two years of experience in Maintenance of accounts on double entry system in a recognized Society or Institution 	1. Working knowledge of computers	<ol style="list-style-type: none"> 1. To maintain the national accounts of RNTCP 2. Release of funds to State Health societies. 3. Maintenance of year wise data on release of funds 4. Issue of sanction letters and preparation of bills. 5. Despatch of demand drafts to the States . 6. Assistance in audit 7. Assistance in budget estimation 8. Reconciliation of accounts with PAO 9. Release of funds to various GMSDs. 10. Co-ordinating with the finance personnel at SPMU/DPMU with a view to ensure submission of consolidated financial reports like FMR, SFP 11. Assist States in audit of accounts of RNTCP by the auditor appointed by the State/District Health Society 12. To facilitate change management with respect to use of ICT & Nikshay tools for concerned data entry, validation & its use for public health action 13. Any other job assigned as per programme need
24	Assistant Accountant	<ol style="list-style-type: none"> 1. Commerce graduate 2. Two years of experience in Maintenance of accounts on double entry system in 	Working knowledge of computers	<ol style="list-style-type: none"> 1. To work in conjunction with the accounts team. 2. Monitoring the timely receipt of SOE's from the states and also the UCs 3. Assist in preparing the finance management reports .

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		a recognized Society or Institution		<ol style="list-style-type: none"> 4. Monitor and docket communications related to finance from the states and other partners and ensuring that they are responded by appropriate authorities 5. Co-ordinating with the finance personnel at SPMU/DPMU with a view to ensure submission of consolidated financial reports like FMR, SFP 6. Assist States in 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. Any other relevant job as and when assigned by the CTD
25	Accounts Officer	Post Graduate in Commerce	5 years experience in Finance	<ol style="list-style-type: none"> 1. To handle all accounting and financial matters pertaining to Revised National Tuberculosis Control programme. 2. Release of funds to the Institutes and NGP for study/survey 3. Monitoring and compilation of SOE and UCs in respect of funds released to NGOs and Institutes for Study/survey 4. Release of funds to various GMSDs and monitoring the expenditure incurred by GMSDs for transportation charges. 5. Assistance in annual audit by DGACR 6. Co-ordinating with the finance personnel at SPMU/DPMU with a view to ensure submission of consolidated financial reports like FMR, SFP 7. Assist States in audit of accounts of RNTCP by the auditor appointed by the State/District Health Society 8. Deposit the unspent amount in Govt. treasury in r/of funds released to the institutes. 9. To facilitate change management with respect to use of ICT & Nikshay tools for concerned data entry, validation & its use for public health action 10. Any other relevant job as and when assigned by the CTD
Procurement & Logistics				
26	Consultant PSM	Post Graduate Degree in Commerce and MBA in Procurement/Material and supply chain management	5 years experience in Procurement and Supply chain management in Public/Private sector	<ol style="list-style-type: none"> 1. To collect and analyse program data required for planning procurement. 2. To assist central TB Division in updating revising procurement guidelines based on the changes in national policies on procurement. 3. To assist Central TB Division to align the procurement guidelines of the program with procurement guidelines of NRHM. 4. Trend analysis and projection of procurement requirements,

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				<p>procurement forecast and aligning procurement plan with national strategic plan.</p> <ol style="list-style-type: none"> 5. To develop suitable indicators to assess the performance of the procurement and supply chain management system and efficiency of any recruited nodal agency. 6. To develop inventory tracking system for drugs and logistics. 6. To develop mechanisms for quality assurance of state/district level procurements. 7. To assist CTD to conduct post procurement reviews of the states/districts. 8. To facilitate change management with respect to use of ICT & Nikshay tools for concerned data entry, validation & its use for public health action 9. Any other relevant job as and when assigned by the CTD
27	Logistic Manager	<p>Graduate in commerce OR MBA in Procurement / Supply Chain Management OR PG Diploma in Supply Chain Management</p>	<p>5 years experience in Public/private sector dealing in logistics</p>	<ol style="list-style-type: none"> 1. To maintain and update the international/national/regional data base of manufacturers/suppliers of drugs and other program logistics. 2. To prepare documents for national level procurement including invitation for national/international competitive bids, Direct Shopping or Direct Purchase on a case to case basis. 3. To assist Central TB Division in conducting pre and post procurement quality assessment. 4. To prepare report on national procurement. 5. To track and review the periodic procurement reports from the states/districts and provide feedbacks. 6. Monitoring and evaluation of state/district level procurements based on the state/district annual action plans. 7. Monitor the performance of manufacturers/suppliers in preventive maintenance of equipment under warranty and initiate statutory procedures on non-compliance. 8. Monitor the states for timely engagement/ renewal of contracts of agencies for preventive maintenance of equipment. 9. To ensure timely action by the states/districts to prevent expiries by monitoring stocks at each stocking point in collaboration with the SC manager. 10 To train the state program managers and state nodal officers for PSM in collaboration with the SC manager. 11.To conduct supervisory visits to state/district stores 12.To facilitate change management with respect to use of ICT & Nikshay tools for concerned data entry, validation & its use for

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				public health action 13. Any other relevant job as and when assigned by the CTD
28	Supply Chain Manager	Graduate in any discipline AND PG Diploma in Supply Chain Management	5 years experience in Public/private sector dealing in Supply chain	<ol style="list-style-type: none"> 1. To assist CTD in establishing a national supply chain network by identifying and recruiting suitable agencies experienced in supply chain management. 2. To review the performance and efficiency of the supply chain management system and the nodal agency for SCM. 3. To work in collaboration with the Government Medical Store Depots to ensure timely supply of drugs to the State Drug Stores. 4. To maintain and update the database of GMSDs, State Drug Stores, District drug Stores and other nodes in the supply chain. 5. To track the inventory using appropriate technology. 6. To ensure timely action by the states/districts to prevent expiries by monitoring stocks at each supply node in collaboration with the logistic manager. 7. To train the state program managers and state nodal officers for PSM in collaboration with the logistics manager. 8. To conduct supervisory visits to state/district stores and SCM agencies. 9. To facilitate change management with respect to use of ICT & Nikshay tools for concerned data entry, validation & its use for public health action 10. Any other relevant job as and when assigned by the CTD
29	Logistic & supply chain management Assistants	Graduate in any discipline	5 years experience in Public/ private sector dealing in Logistics and supply chain	<ol style="list-style-type: none"> 1. To handle day to day correspondence in Central TB Division pertaining to PSM. 2. To assist the Logistics Manager and Supply Chain Manager in preparing necessary documents, maintaining data bases, initiating and completing procedures and preparing reports required for PSM. 3. To assist the Logistic Manager and Supply Chain Manager in supervising and monitoring the stores, supply chain processes and agencies. 4. To track the periodic procurement reports, from the states/districts, file them properly, send feedbacks to the concerned on procurement. 5. To track periodic reports from the GMSDs, state/district drug stores, actions on release orders, issue vouchers and transfer advices, additional drug requests, invoices and receipts. 6. To assist Logistics and Supply Chain Managers in analysing the consumption, projecting requirements and planning 7. To facilitate change management with respect to use of ICT & Nikshay tools for concerned data entry, validation & its use for

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				public health action 8. Any other relevant job as and when assigned by the CTD
30	Consultant Microbiologist-NRL	M.D. Microbiology or PhD Medical microbiology or MSc. (Medical or Applied microbiology)	Five year of relevant work experience	<ol style="list-style-type: none"> 1. To handle day to day correspondence in National Reference Laboratory pertaining to Culture and DST. 2. To conduct on-site evaluation of Laboratories under RNTCP and submit periodic reports to CTD 3. To implement SOPs in NRL, revision of SOPs as per program need incorporating newer technology 4. Provide technical support in expansion of the full range of activities under the external quality assessment (EQA) for sputum smear microscopy and mycobacterial culture and drug susceptibility testing 5. Support in planning and scaling up of quality assured mycobacterial culture and drug susceptibility testing (DST) for MDR TB management and drug resistance surveillance. 6. To provide on the job training to the laboratory technicians in NRL. 7. To engage maintenance agencies for NRL equipments and monitor their performance. 8. To assist and monitor implementation of lab QA in States, in coordination with respective microbiologists (IRL & EQA) for all technologies (LJ, LC, LPA, CBNAAT) 9. To coordinate with partner organizations engaged in infrastructure development or culture /DST capacity development of NRL. 10. To oversee data entry of Direct Microscopy/CDST labs into the TB ICT application (NIKSHAY) 11. To provide timely feedback to CTD on performance of laboratories under RNTCP 12. To facilitate change management with respect to use of ICT & Nikshay tools for concerned data entry, validation & its use for public health action 13. Any other tasks assigned as per program needs
31	Sr. Lab. Tech. for NRL	<ol style="list-style-type: none"> 1. BSc. biotechnology with DMLT or BSc. microbiology with DMLT or BSc. with DMLT or equivalent 2. Five year of work experience in related field 	MSc. medical microbiology or MSc. microbiology or MSc. biotechnology	<ol style="list-style-type: none"> 1. To assist microbiologists in trainings of microscopy and collection and transportation of samples and culture/DST. 2. Manufacture panel testing slides for EQA. 3. Assist the microbiologist in On Site Evaluation. 4. Perform the laboratory activities including Culture and DST 5. Assist Microbiologist in data compilation and analysis. To facilitate change management with respect to use of ICT & Nikshay tools for concerned data entry, validation & its use

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				for public health action 6. Any other tasks assigned as per program needs
National Tuberculosis Institute, Bangalore				
1	TB Specialist	MBBS with post graduate degree or diploma in T.B./Tuberculosis and Chest diseases	Field experience in the field of TB control.	As Facilitator during training programmes conducted at NTI. To support in organization of training activities To co-ordination with CTD, State TB Cells, STDCs partners of RNTCP for HRD related issues. To participate in updating of training materials, and guidelines. To support training activities conducted by STDCs. As member of Internal Evaluation team. Participate in training evaluation Perform any other duty assigned by Director
2	HR Consultant	MBBS from a recognized university	Field experience in matters of Human resource development	<ol style="list-style-type: none"> 1. Co-ordination of HRD activities between NTI and CTD, State TB Cells, STDCs other partners like WHO, The Union, SAARC, FIND, PATH etc, for planning and management of various training programmes. 2. Assist in training need assessment in RNTCP in consultation with CTD, STC, STDC and other partners based on supervision, Internal evaluation and Quarterly performance reports. This information has to be collected and collated. 3. Role as facilitator for various training programmes 4. Assist in the preparation of Annual Training Calendar. 5. Assist in organizing training programmes, workshops and meetings. 6. Assist in updating modules, guidelines and documents and SOPs. He has to organize consensus workshops involving

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				<p>National and International experts.</p> <ol style="list-style-type: none"> 7. Assist in the preparation and maintenance of HRD data base of various functionaries of RNTCP by collecting and coating information from State TB Cells. 8. Maintains inventory of trainers available to support states for organizing training programmes. 9. Assist in evaluating training activities 10. To facilitate change management with respect to use of ICT & Nikshay tools for concerned data entry, validation & its use for public health action 11. Any other tasks assigned as per program needs
3	Research Officer – IT	<p>MCA / M.Sc(CS) / BE(CS) / Btech(CS) from recognized University (CS-Computer Science).</p> <p>Extensive knowledge in Web development technology HTML5, CSS3, PHP, AJAX ,Javascript (Jquery, JQueryUI&JQtouch lib) and XML. Extensive knowledge to DB handling with an experience of 3-5 years. Expertise on Drupal CMS and Adobe Dreamweaver required. Exposure to integrating BI tools such as BIRT, COGNOS desirable.</p>		<ol style="list-style-type: none"> 1. Developing project proposals, plans, goals, and budgets; identifying resources needed 2. IT related support to Model DOTs area. 3. Preparation of training material and to impart end-user training for all ICT related activities under TB programme including Nikshay. 4. Technical support to STDCs and states. 5. Developing new software applications in partnership with analysts and technical architects 6. Testing software to ensure the code is correct, 'debugging' errors where they occur, and rerunning and rechecking the programme until it produces the correct results 7. Working with trainers and technical writers to develop user support materials. 8. To facilitate change management with respect to use of ICT & Nikshay tools for concerned data entry, validation & its use for public health action 9. Any other tasks assigned as per program needs
4	Documentation Assistant	B.Sc with computer skills	Experience in maintaining a library including electronic library	<ol style="list-style-type: none"> 1. To support library services at NTI. 2. Digitalization support to library. 3. Upload contents onto the web based ePrints software. Monitor and maintain the ePrints software. 4. To support the Liaison with other libraries / Researchers for service delivery and information retrieval. 5. Undertake activities as moderator of the research protocol submission portal. 6. Respond to daily on-site requests for information 7. To facilitate change management with respect to use of ICT & Nikshay tools for concerned data entry, validation &

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				its use for public health action 8. Any other tasks assigned as per program needs
5	Junior Epidemiologist	Degree/ Diploma in Preventive and Social Medicine / Public Health /Epidemiology (such as MD, MPH,DPH,MAE, PGD EPietc) 2. Any Medical Graduate with two years of experience in Epidemiology / Public Health		<ol style="list-style-type: none"> 1. To Assist Divisional Head in all activities of ERD . 2. Assist Divisional Head in writing Generic Protocols, SOPs . 3. Routine field supervision of ongoing field work 4. Co-ordination / Correspondence between NTI and the Health authorities concerned at the site of field research. 5. Interpretation of data, mathematical modeling and report writing. 6. Training in epidemiology and research methods 7. To assist CTD in establishing TB surveillance through Nikshay 8. To facilitate change management with respect to use of ICT &Nikshay tools for concerned data entry, validation & its use for public health action 9. Any other tasks assigned as per program needs
6	Senior Microbiologist	MBBS with MD degree in Microbiology or MSc in Microbiology with PhD At least three years of experience in a laboratory performing Mycobacterial culture and DST	Additional experience in managing public health laboratories or interfacing with TB control programme will be an advantage	<ol style="list-style-type: none"> 1. To handle day to day correspondence in National Reference Laboratory pertaining to Culture and DST. 2. To conduct on-site evaluation of Laboratories under RNTCP and submit periodic reports to CTD 3. To implement SOPs in NRL, revision of SOPs as per program need incorporating newer technology 4. Provide technical support in expansion of the full range of activities under the external quality assessment (EQA) for sputum smear microscopy and mycobacterial culture and drug susceptibility testing 5. Support in planning and scaling up of quality assured mycobacterial culture and drug susceptibility testing(DST) for MDR TB management and drug resistance surveillance. 6. To provide on the job training to the laboratory technicians in NRL. 7. To engage maintenance agencies for NRL equipments and monitor their performance. 8. To assist and monitor implementation of lab QA in States, in coordination with respective microbiologists(IRL & EQA) for all technologies(LJ, LC, LPA, CBNAAT) 9. To coordinate with partner organizations engaged in infrastructure development or culture /DST capacity development of NRL. 10. To oversee data entry of Direct Microscopy/CDST labs into the TB ICT application(NIKSHAY)

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				<p>11.To provide timely feedback to CTD on performance of laboratories under RNTCP</p> <p>12. To facilitate change management with respect to use of ICT & Nikshay tools for concerned data entry, validation & its use for public health action</p> <p>13.Any other tasks assigned as per program needs</p>
7	Sociologist	PhD in Sociology / MSW. Or MA in Sociology / MSW	<p>Minimum of 3 years experience in sociological research for candidates with Phd in Sociology & Phd in MSW.</p> <p>Minimum of 5 years experience in sociological research for candidates with MA Sociology and MSW</p>	<ol style="list-style-type: none"> 1. To design research projects related to sociological impact caused by TB. 2. To find out the current knowledge , attitude and practices of the society towards TB using scientifically based social approach (research) 3. To develop tools for qualitative research and to conduct research. 4. To find out and develop suitable methodology to disseminate the concepts, research findings and RNTCP related activities to different strata of the society 5. To test tools / methods for communication and to create awareness in the society regarding TB control services. 6. To facilitate change management with respect to use of ICT & Nikshay tools for concerned data entry, validation & its use for public health action 7. Any other tasks assigned as per program needs