

**జిల్లా క్షయ నివారణ అధికారి వారి కార్యాలయం పశ్చిమగోదావరి జిల్లా, ఏలూరు.**

జిల్లా క్షయ నివారణ అధికారి వారి కార్యాలయం పరిధిలో NHM స్కీమ్ లో  
**Lab Technicians Posts – 5 , Data Entry Operator post – 1 . Accountant post - 1**  
పోస్టులకు అర్హులైన అభ్యర్థులు నుండి దరఖాస్తులు ఆహ్వానించడమైనది వివరములు జిల్లా website  
నందు పొందుపర్చడమైనది. జిల్లా కలెక్టర్ గారి ఆదేశాల మేరకు జిల్లా వైద్య మరియు ఆరోగ్య  
శాఖ ఇన్‌చార్జి అధికారి డా. బి. భాను నాయక్ గారు తెలియజేయడం జరిగింది. వివరాలకు  
[www.westgodavari.ap.gov.in](http://www.westgodavari.ap.gov.in) సందర్శించి వలెను.

జిల్లా క్షయ నివారణ అధికారి  
పశ్చిమగోదావరి జిల్లా, ఏలూరు

జిల్లా వైద్య మరియు ఆరోగ్య శాఖ అధికారి  
పశ్చిమగోదావరి జిల్లా, ఏలూరు

GOVERNEMENT OF ANDHRA PRADESH  
(HEALTH MEDICAL AND FAMILY WELFARE DEPARTMENT)

DISTRICT HEALTH & FAMILY WELFARE SOCIETY (RNTCP)  
OFFICE OF THE DISTRICT TB CONTROL OFFICER, WEST GODAVARI, ELURU

NOTIFICATION

RECRUITMENT OF CERTAIN CONTRACTUAL (RNTCP) POSTS ON CONTRACT  
BASIS FOR A PERIOD OF ONE (1) YEAR

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Applications are invited from the eligible candidates for recruitment of Contractual Posts (RNTCP) on contract basis for a period of one (1) year. Applications shall be submitted to the District TB Control Officer, West Godavari, Eluru either in person (or) by Register post. The last date for receipt of applications is on or before 05.00 P.M. 10.08.2021, the details can be downloaded from [www.westgodavari.ap.gov.in](http://www.westgodavari.ap.gov.in).

Dist.TB Control Officer &  
Convener,  
District Health & Family  
Welfare Society (RNTCP),  
West Godavari, Eluru.

District Medical & Health  
Officer & Vice – Chairman,  
District Health & Family  
Welfare Society (RNTCP),  
West Godavari, Eluru.

RECRUITMENT SCHEDULE:

1	Date of Issuing Notification	02.08.2021
2	Last date for receipt of applications	10.08.2021

COMMITTEE FOR COMPLETE THE RECRUITMENT PROCESS:

1. District T.B Control Officer,
2. District Medical & Health Officer,
3. District Co-Ordinator of Hospital Services
4. Joint Collector ( V,WS&Development)
5. Collector & District Magistrate

**SELECTIONS WILL BE DONE BASE ON THE FOLLOWING CRITERIA:**

- a) The selection shall be made based on only marks in qualifying exam shall be considered to prepare merit list.
- b) Selection list will be prepared from the finalized merit list duly following the rule of reservations and Presidential order.
- c) Calculation of marks should be considered has 90% of eligible qualification and 10% from the date of passing of acquiring qualifications for Para medical categories of posts shall be considered based on the secured marks on academic and technical qualification as per the NTEP Guidelines.
- d) The department /District selection committee decision is final, its right and modify regarding terms/ conditions laid down in the notification for conducting the various stages up to selection.
- e) The Department / District Selection Committee decision is final, its right for cancellation of the recruitment in the various stages up to selection.

**EDUCATION QUALIFICATION**

Sl.No	Category/ Jobtitle	Essential Qualification/ Requirements	Preferential Qualification	Job Specification/ responsibilities
1.	RNTCP LabTechnician/ Sputum Microscopist	1. Intermediate (10+2) and Diploma or certified course in Medical Laboratory Technology or equivalent.	1. One year experience in RNTCP or Sputum smear microscopy  Candidates with Higher qualification (for example Graduates) shall be preferred	1. Follow the standard operating procedures for sputum smear microscopy, including sputum collection, smear-making, staining and reading the smears, etc. 2. Maintain the Laboratory Register and report the results to the Medical Officer managing the patient. 3. 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. 4. Promote AFB microscopy as primary tool for diagnosis of TB. 5. Assist the MO-PHI in identification of MDR-

				<p>Suspect and ensure collection and transportation of sputum specimens for Culture and DST as per guidelines.</p> <ol style="list-style-type: none"> <li>6. Organize and supervise the disposal practices of contaminated lab material as detailed in the Laboratory Manual.</li> <li>7. Assist STLS in implementation of RNTCP Lab Quality Assurance</li> <li>8. Assist in implementation of new TB Diagnostic Tools in RNTCP</li> <li>9. To facilitate change management with respect to use of ICT &amp; Nikshay tools for concerned data entry, validation &amp; its use for public health action</li> </ol> <p>Any other job assigned as per program need</p>
2.	Data Entry Operator/ Nikshay Operator	<ol style="list-style-type: none"> <li>1. 10+2 with Diploma in computer application or equivalent recognized by the Council for Technical education/ DOE ACC</li> <li>2. Typing speed of 40 w.p.m in English and local language.</li> <li>3. Should be well conversant with various computer programming including MS Word, Excel</li> </ol>	<ol style="list-style-type: none"> <li>1. At least one year experience in related field</li> </ol>	<ol style="list-style-type: none"> <li>1. To receive mails to the District TB Office, sort and produce before the District TB Officer atleast on a daily basis</li> <li>2. To e-file the mails and attached documents.</li> <li>3. To send e-mails to the addressees as per the instruction of District TB Officer.</li> <li>4. To maintain and update the contact details of all program stakeholders.</li> <li>5. To facilitate change management with respect to use of ICT &amp; Nikshay tools for concerned data entry, validation &amp; its use for</li> </ol>

		and simple statistical packages.		<p>public health action</p> <ol style="list-style-type: none"> <li>6. To enter the data in the prescribed formats, Nikshay and epicenter as instructed by the District TB Officer.</li> <li>7. To build the capacity of sub-district level staff/officers/agency in ICT applications related to RNTCP and TB surveillance</li> <li>8. Monitor and troubleshoot the usage of RNTCP ICT applications by the sub-district</li> <li>9. To maintain computer, peripherals and connections assigned.</li> <li>10. To install and regularly update antivirus software</li> <li>11. To take periodic back up of data stored in the system.</li> <li>12. Any other job assigned as per programme need</li> </ol>
3.	Accountant.	<ol style="list-style-type: none"> <li>1. Graduate in commerce</li> <li>2. Two years of experience in Maintenance of accounts on double entry system in a recognized Society or Institution</li> <li>3. Experience in working with accounting software for atleast 2 years.</li> </ol>	<ol style="list-style-type: none"> <li>1. Familiarity with Audit in a recognized society or institution.</li> <li>2. MBA/PGD in Financial management</li> </ol>	<ol style="list-style-type: none"> <li>1. To handle all matters relating to accounts, budgeting and finance and management of accounting procedure pertaining to RNTCP in the district.</li> <li>2. Coordinating with the finance personnel at DPMU with a view to ensure submission of consolidated financial reports like FMR, SFP</li> </ol>

				<ol style="list-style-type: none"> <li>3. Accurate and timely submission of monthly/quarterly report on expenditure.</li> <li>4. Preparing annual and quarterly budgets for the district.</li> <li>5. Ensuring that adequate internal controls are in place to support the payments and receipts.</li> <li>6. Ensure audit of accounts of RNTCP by the auditor appointed by the</li> <li>7. State/District Health Society</li> <li>8. To facilitate change management with respect to use of ICT &amp; Nikshay tools for concerned data entry, validation &amp; its use for public health action</li> <li>9. Prepare the plan of expenditure and facilitate its execution</li> <li>10. Arrange accounts for audit and extend required help in the audit of the accounts</li> <li>11. Ensure preparation and timely submission of the SOE, UC, Audit reports.</li> <li>12. Any other job assigned as per program need.</li> </ol>
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**Remuneration Particulars:-**

S.No	Name of the Post	Remuneration Per Month as per GO.Ms No.27
1	Lab Technician	19019/-
2	Data Entry Operator	15000/-
3	Accountant	15000/-

### HOW TO APPLY

- A) Candidates shall download the application from the website and submit their filled in application forms along with the enclosures to the **District T.B Control Officer, O/o District TB Control Office, Room No.77, GGH Campus, NR.Pet, Eluru**, W.G.District, on or before last date of submission.
- B) The following documents are to be submitted in the following order only

1	Filled in application form
2	Attested copy of marks memo of SSC (or) equivalent certificate
3	Attested copy of marks memo of Intermediate.
4	Attested copies of Qualifying Exam Marks Memos and provisional certificates all the years.
5	Attested copies of above required Essential Qualification Marks memos of all years and provisional Certificates Internship Certificates and permanent Registration of APMC if any.
6	Attested copies of study certificates from Class - IV to X where the candidates study for local status.
7	Attested copy of latest permanent caste certificate (with in 1 year) issued by the Mandal Revenue Officer, Concerned in case of SC/ST/BC
8	Age limit 18 to 42 Years as on the date of issue of Notification. 5 Years exemption for SC, ST, BC Categories.
9	If the candidate applied for the PH Quota – should enclosed latest disability certificate issued by the medical board (sadarem)
10	Attested copy of latest physically handicapped certificate (if applicable)/EX - Serviceman.

**APPLICATION FOR THE POST OF .....**

**ON CONTRACT BASIS (RNTCP)**

Application No.

(To be given by O/o District TB Control Officer, West Godavari

Attested Passport  
Size  
photo

1.	Name of the Applicant (in Block Letters)	:	
2.	Father's Name / Husband's Name	:	
3.	Sex :		4. Date of Birth :
5.	Nationality :		6. Social Status : (SC / ST/ BC with group / OC)
7.	Relaxation of Age if Any	:	

8. Details of Education qualifications from 4<sup>th</sup> to 10<sup>th</sup> Class

S.No.	Class	Year of Passing	School & Place	District
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				



10.				
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9. Marks Obtained in Academic / Technical Qualification exam prescribed for the post

Name of the Exam	Max Marks	Marks obtained	Year of Passing	Percentage of Marks

Technical Qualification	:	
RNTCP Experience	:	
Driving License	:	Yes / No
Local Status	:	
Caste	:	
If any Other	:	

10. Address of Communication along with Pin code:

Name	:	
S/o, D/o, C/o	:	
House Number	:	
Street Name	:	
Village / Town	:	
District	:	
Phone / Mobile No	:	
Email ID	:	

**DECLARATION**

I do hereby declare that the above facts are true and correct. I further declare that if the above particulars are found incorrect, I shall be liable for the termination from service with immediate effect without any notice.

**SIGNATURE OF THE CANDIDATE**