OFFICE OF THE CITY TB OFFICER

DOTS
Pura course , Pokko Ilaj

RNTCP- KOLKATA
15/1, Gobinda Khotick Road, Kolkata- 700046
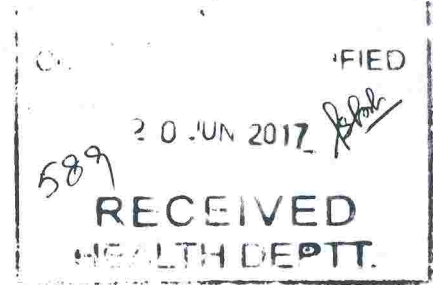Email- dtowbcal@rntcp.org   Contact No: (033) - 2329-5859

Memo No: CTO/Kol /Adm/ 0041 /2017   **Date: 20-06-2017**

To
The Municipal Commissioner,
Through
Jt. Municipal Commissioner
Through
CMHO

As approved by Municipal Commissioner (Memo No-CTO/kol/Adm/036/2017 dated 15.06.2017)
Kolkata District TB control Society will conduct recruitment of One (ST-1) Data Entry Operator(DEO) , Nine Laboratory Technicians (LT) (SC-4, ST-2, OBC-A-2, & OBC-B-1) & One (SC-1) Tuberculosis Health Visitor(TBHV) , against vacancies purely on Contractual basis initially for a period of one year.(Renewable on performance). The details will be available at KMC website (www.kmcgov.in) and Tangra Notice Board, 15/1 Gobinda Khatick Road Kolkata 700046. **The salaries of the recruited staffs will be provided from Kolkata RNTCP fund.**

1. Data Entry Operator 1 post (ST) pay Rs-13560/-month.
    Age: Maximum 62 yrs
2. Laboratory Technicians 9 posts (SC-4, ST-2, OBC-A-2, & OBC-B-1) pay Rs-16860/ month
    Age: Maximum 62 yrs
3. TBHV 1 post (SC) pay Rs-15180+ TA 750/-month
    Age: Maximum 62 yrs

Recruitment will be processed as per CTD guidelines:
1.Advertisement will be given in local dailies (one regional language newspaper) and also through website of KMC and Notice board of CTO office at Tangra, 15/1 Gobindo Khatick Road Kol-46
2.Selection Committee will frame selection Criteria based on essential / preferential qualification and experience etc.
3. Residents of Kolkata Municipal Corporation will be given preference.
4.A panel (1:5) for 1 year will be prepared based on the marks obtained on essential / preferential qualification and experience etc. as per TOR of CTD.
5. The walk-in-interview will be held on 03.07.2017 for LT recruitment and 05.07.2017 for DEO & TBHV recruitment.The Walk-in-interview process will be started from 11.00 AM at CTO Office, Tangra Chest Clinic, 15/1, Gobinda Khatick Road, Kolkata-700 046. Candidates are requested to attend CTO Office on the day of interview at 9.30 AM. for scrutiny of testimonials.
Conductor of the selection process: CTO -Dr. Bijay Kar
A) The interview committee members for the post of Lab technician recruitment on 03/07/2017 :
1. Chief Manager Personnel/ Representative.
2. CMHO/ Representative
3. DTO Dr. Chandra Sekhar Das
4. Experts Dr. Tathagata Adhikary Pathologist MTM Boral Hospitals and Mr. Avijit Kar (STLS)
5. Representative from Swastha Bhawan.

B) The interview committee members for the post of DEO and Tuberculosis Health Visitor recruitment on 05.07.2017 :

1. Chief Manager Personnel/ Representative.
2. CMHO/ Representative
3. DTO Dr Sapan Mukherjee
4. Expert Annidya Chakroborty (DEO)
5. Representative from Swastha Bhawan

For your kind approval please.

Thanking you

Dr. Bijay Kar.   20/6/2017
CTO cum Member Secretary
KDTCS, RNTCP- KOLKATA

Chief Municipal Health Officer
The Kolkata Municipal Corporation

May be approved

20.6.17

Henceforth, the ~~recruit~~ advertisement
and recruitment proven for DEO
and LT will be treated as
Cancelled (as per order
of Municipal Commissioner
— Memo no:
CTO/Kol/Adm/035/2017

25/6/2017

CTO Cum Member Secretary
Kol, Dist. TB Control Society

Municipal Commissioner
The Kolkata Municipal Corporation

| 10 | Data Entry Operator | 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. | 1. At least one year experience in related field | 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 |

| 8 | **RNTCP Lab Technician/ 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
2. 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-Suspect and ensure collection and transportation of sputum specimens for Culture and DST as per guidelines.
6. Organize and supervise the disposal practices of contaminated lab material as detailed in the Laboratory Manual.
7. Assist STLS in implementation of RNTCP Lab Quality Assurance
8. Assist in implementation of new TB Diagnostic Tools in RNTCP
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 job assigned as per program need |

| 9 | Tuberculosis Health Visitor(TBHV) | 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) | 1. Training course for MPW or recognized sanitary inspector's course | 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 Surveilance 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 |