



# KOLKATA DISTRICT TB CONTROL SOCIETY

Kolkata Municipal Corporation  
5 S N Banerjee Road Kolkata -700013

Email: dtowbcal@rntcp.org



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Memo no- KDTCS/ Office/89/21

Date – 15<sup>th</sup> July 2021

Applications are hereby sought from the eligible candidates for the selection of the following posts of National Tuberculosis Elimination Program (NTEP) under Kolkata District TB Control Society (Kolkata Municipal Corporation) on purely contractual basis, as per norms of State NUHM Society of West Bengal.

Sl No	Name of the Programme	Name of the Post	Vacancies	Category	Monthly Consolidated Remuneration
1.	NTEP	Medical Officer (MO NTEP)	3	UR 2 SC 1	Rs 60000
2.	NTEP	Senior Treatment Supervisor (STS)	2	SC 2	Rs 25000
3	NTEP	Senior Tuberculosis Laboratory Supervisor (STLS)	4	SC 2 ST 1 OBCA 1	Rs 25000
4	NTEP	Laboratory Technician (LT)	6	UR 3 SC 3	Rs 22000
5	NTEP	Tuberculosis Health Visitor (TBHV)	4	SC 3 ST 1	Rs 18000
6	NTEP	District PPM Coordinator	1	UR	Rs 26000

## 1. MO NTEP – Age limit – 65 years (UR 2, SC 1)

Category	Essential Qualification	Preferential Qualification	Job Responsibilities
	MBBS or equivalent degree from institution recognized by Medical council of India; Must have completed compulsory rotatory internship	1. Diploma/ MDPublic Health/PSM/Community Medicine/ CHA/ Tuberculosis & Chest Diseases 2. One year experience in RNTCP 3. Basic knowledge of computers	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.

			<p>9. To prepare necessary documents for the core committee meetings, minute the meeting and send to the District TB Officer.</p> <p>10. To supervise the TBHV and RNTCP Lab Technician of medical college.</p> <p>11. To coordinate with the DTC for necessary logistic support to the medical college RNTCP unit</p> <p>12. 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</p> <p>13. Any other job assigned as per program need</p>
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## 2. STS (Senior Treatment Supervisor) – Age limit – 22 to 40yr (SC 2)

Category	Essential Qualification	Preferential Qualification	Job Responsibilities
Senior Treatment Supervisor	<p>1. Bachelors Degree OR <b>Recognized</b> Sanitary Inspector course</p> <p>2. Certificate Course in computers (Minimum 2 months)</p> <p>3. Permanent Two wheeler driving License and should be able to drive Two wheelers</p>	<p>1. Tuberculosis health visitor's recognized course Govt. recognized degree / diploma in Social work or Medical Social work</p> <p>Successful completion of basic training course (Govt. recognized) for Multi-purpose health workers</p>	<p>1. Assist DTO and MOTC to carry out all TB control activities under RNTCP including PMDT, TB/HIV coordination and PPM.</p> <p>2. Coordinate with all concerned to ensure that all contacts of sputum positive patients are screened for TB</p> <p>3. Assist the MO-PHI in organizing DOT services for TB patients in his/her assigned TU</p> <p>4. Ensure retrieval of defaulters as per schedule.</p> <p>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</p> <p>6. Supervise referral and feedback/transfer-in &amp; out activities for TB patients in assigned TB Unit</p> <p>7. Supervise each PHI in the area at least once every month, on a systematic schedule.</p> <p>8. Assist DTO and MOTC in ensuring regular supply of drugs and other logistics to all PHIs in the Block/TB Unit.</p> <p>9. 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.</p> <p>10. Retrieve unconsumed medicine boxes of patients who have defaulted/died/transfer out etc. and assist in reconstitution of medicine boxes at the district level</p> <p>11. Visit all patients at home before registration and provide health education and counseling to the patients and family.</p> <p>12. Facilitate organizing patient provider interaction meetings and community meetings.</p> <p>13. 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</p> <p>14. 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</p> <p>15. Identify and facilitate the training of recognized DOT Providers</p> <p>Any other job assigned as per program need</p>

### 3. Senior Tuberculosis Laboratory Supervisor (STLS) – Age limit 22 -40yr (SC 2 ST 1 OBC A1)

Category	Essential Qualification	Preferential Qualification	Job Responsibilities
Senior Tuberculosis Laboratory Supervisors	<ol style="list-style-type: none"> <li>1. Graduate</li> <li>2. Diploma in Medical Laboratory Technology or Equivalent from a Government recognized institute</li> <li>3. Certificate Course in computers (Minimum 2 months)</li> <li>3. Permanent Two wheeler driving License and should be able to drive Two wheelers</li> </ol>	<ol style="list-style-type: none"> <li>1. One year experience in NTEP</li> </ol>	<ol style="list-style-type: none"> <li>1. Will be responsible for maintaining the quality of sputum microscopy and smooth functioning of laboratory services. Organize smear examination at the designated microscopy centres of the sub-district.</li> <li>2. Organize regular training and continuing education of the laboratory technicians. Supervise all designated microscopy centres at least once a month.</li> <li>3. Promote AFB microscopy as primary tool for diagnosis of TB. Check the record-keeping pertaining to sputum microscopy services</li> <li>4. Ensure Proper disposal of contaminated lab material in designated microscopy centres.</li> <li>5. Implementation of all components of RNTCP lab Quality Assurance.</li> <li>6. Coordinate with STS to ensure that all TB patient diagnosed are initiated on treatment.</li> <li>7. Co-ordinate with STS and PMDT Coordinator in updation of relevant RNTCP records, line-list of DR-TB Suspects and preparation of Quarterly Reports</li> <li>8. 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.</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> <li>10. Any other job assigned as per program need</li> </ol>

### 4. Laboratory Technician – Age limit -22-40yr (UR 3 SC 3)

Category	Essential Qualification	Preferential Qualification	Job Responsibilities
Senior Tuberculosis Laboratory Supervisors	<ol style="list-style-type: none"> <li>1. Intermediate (10+2)</li> <li>2. Diploma in Medical Laboratory Technology or Equivalent from a Government recognized institute</li> </ol>	<ol style="list-style-type: none"> <li>1. One year experience in NTEP OR Sputum smear microscopy</li> <li>2. Candidate with higher qualification to be given preference like Graduates or Post graduates.</li> </ol>	<ol style="list-style-type: none"> <li>1. Follow the standard operating procedures for sputum smear microscopy, including sputum collection, smear-making, staining and reading the smears, etc.</li> <li>2. Maintain the Laboratory Register and report the results to the Medical Officer managing the patient.</li> <li>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.</li> <li>4. 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.</li> <li>5. Organize and supervise the disposal practices of contaminated lab material as detailed in the Laboratory Manual.</li> <li>6. Assist STLS in implementation of RNTCP Lab Quality Assurance</li> <li>7. Assist in implementation of new TB Diagnostic Tools in RNTCP</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. Any other job assigned as per program need</li> </ol>

5. Tuberculosis Health Visitor (TBHV) – Age limit 22-40yr (SC 1 ST1)

Category	Essential Qualification	Preferential Qualification	Job Responsibilities
Tuberculosis Health Visitor (TBHV)	<p>1. Graduate OR</p> <p>2. Intermediate (10+2) and experience of working as MPW/LHV/ANM/ Health worker / Certificate or higher course in Health Education /Counselling</p> <p>3. Tuberculosis health visitor's recognized course</p> <p>4. Certificate Course in computer operations (minimum two months)</p>	<p>1. Training course for MPW or recognized sanitary inspector's course</p>	<p>1. Ensure regularity of DOT for all types of TB patients, as per NTEP guidelines</p> <p>2. Responsible for decentralization of DOT services and supervision of DOT Centres in the assigned geographic area</p> <p>3. Verify address of all diagnosed TB patients and educate patients and their families on the plan of treatment. Arrange time and place for DOT, according to the patient's convenience.</p> <p>4. Ensure that follow-up smear/culture/DST examinations of sputum are carried out as per the stipulated schedule.</p> <p>5. Maintain the Treatment Card and record information &amp; transfer this information to the original Treatment Card at the CHC/PHC/DMC/treatment centre during periodic meetings.</p> <p>6. Assist the DTO in establishing TB Surveillance systems (TB Case Notification activities, ICT)</p> <p>7. 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.</p> <p>8. Assist STS in PMDT, TB/HIV collaborative activities and PPM activities</p> <p>9. Maintain relevant records.</p> <p>10. Line-listing of PP/NGO, one-to-one interactions/sensitization for involvement</p> <p>11. 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</p> <p>Any other job assigned as per programme need</p>

7. District PPM Coordinator – (UR1)

Category	Essential Qualification	Preferential Qualification	Job Responsibilities
District PPM (public private mix) Coordinator	<p>1. Post Graduate</p> <p>2. One year Experience of working in field of Communication /ACSM / Public-Private Partnership / Health projects / programs</p> <p>3. Permanent two wheeler driving license &amp; should be able to drive two wheeler</p>	<p>1. Preference to those who have worked in NTEP</p> <p>2. Certificate / Diploma / Degree/ Masters holders in Social Sciences/ Mass Media / Communication / Rural Development Advocacy / Partnerships / related field</p> <p>3. Basic knowledge of computers</p>	<p>1. To assist the District TB officer (in co-ordination with State PPM coordinator) in Implementation of PPM and ACSM activities at the district and sub-district level.</p> <p>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.</p> <p>3. Coordinating workshops / meetings for improving involvement of PPs &amp; 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. Facilitate ACSM activities in coordination with the IEC officer and PPM partners.</p> <p>8. Coordinating with the medical college / hospitals / teaching institutes / schools for improved involvement in the program.</p> <p>9. Coordinating with corporate / private hospitals for their involvement in the program.</p> <p>10. Monitoring PPM activities of partners at field level on behalf of DTO</p> <p>11. Prepare monthly and quarterly report of ACSM/PPM activities for DTO</p> <p>12. Documentation of best practices of PPM partners for annual reports.</p> <p>13. 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</p> <p>Any other job assigned as per program need</p>

**Rules and Regulation for the Candidates**

1. Candidate has to mail scan copies their application form with all relevant self attested documents by registered post or by hand to the address, Office of the CTO, Tangra Chest Clinic, 15 Gobindo Khatiek Road Kolkata 46 within **31<sup>st</sup> July 2021 - 3 PM.**

May e mail the scanned documents [recruitment.kdtcs@gmail.com](mailto:recruitment.kdtcs@gmail.com) (due to covid and lockdown situation) also within **31<sup>st</sup> July 21 - 3 PM.**

2. Scoring system for eligibility for the interview will be as per State Health Samity Govt of West Bengal Norms, Essential Qualification and Academics 30, Experience 10 and preferential Qualification 10.

To remember

- a) Candidates must reside in and around Kolkata, or has to arrange accommodation within the geographical boundary of Kolkata district, All candidate who live in Kolkata and within the close range of vacancies will be given preference.
- b) Candidate who has working experience in NTEP will be given preference if both has equal score

3. After initial scoring 10 Medical officers, 10 candidates for STS, 15 Candidates for STLS, 25 Candidates for LTs, 15 Candidate for TBHVs and 10 Candidates for DPPM will be called for interview on a specific date (1<sup>st</sup> week of August 21).

After interview, short listed STLS and LTs will also have PRACTICAL EXAMS before final selection.

4. Candidates will be informed by phone and email, KDTCS won't take any responsibility in case of failure of any mode communication. As list will be displayed in the Notice wall of Office of City TB officer.

5. The essential qualifications and experience mentioned are the minimum and mere possession of the same does not entitles the candidate to claim selection. All the essential and preferential qualification and experience must be completed within the first date of publication of advertisement.

6. Experience will be calculated after obtaining the required qualification for the above mentioned position, till the date of candidates application.

7. Caste certificate issued before the advertisement date by competent authorities of West Bengal only will be accepted. In case of OBC candidate, Category 'A' or 'B' must be mentioned specifically in the caste certificate, otherwise the Caste certificate will not be accepted.

8. All Candidates who are working in government projects or jobs must submit NOC from authority.


9. Any candidate found ineligible during any process of recruitment will be disqualified without prior notice.

10. Employer is not liable to produce scores or result to any candidate.

11. The decision of competent authority of Kolkata District TB Control Society will be final regarding recruitment process.

12. The authority hold the right to cancel the recruitment at any stage of the selection process.


Date – 15<sup>th</sup> July 2021

  
15/07/2021  
Dr Subrata Roychowdhury  
CMHO  
Kolkata Municipal Corporation  
Cum  
Vice Chairman  
Kolkata District TB Control Society

*Chief Municipal Health Officer  
The Kolkata Municipal Corporation*

Copy to

1. PO NHM1 Swasthya Bhawan Govt of West Bengal
2. State Programme Officer NTEP, Swasthya Bhawan Govt of West Bengal
3. All DTOs of Kolkata
4. Guard file

  
15/07/2021  
Dr Subrata Roychowdhury  
CMHO  
Kolkata Municipal Corporation  
Cum  
Vice Chairman  
Kolkata District TB Control Society

*Chief Municipal Health Officer  
The Kolkata Municipal Corporation*

  
A  
15/7

Application for All Posts

To

The Chief Municipal Health Officer  
Kolkata Municipal Corporation  
Kolkata

Self attested Photograph

Passport size

Picture to be clearly visible, any hindrance in visibility or obscure photographs, Application will be rejected

Subject – Application for the post .....

Name .....

Age ..... Date of Birth (DD/MM/YYYY) .....

Father's/ Husband/ Guardian's Name .....

Sex M / F / Others Caste (tick mark) – General / SC / ST / OBC A / OBC B

Nationality .....

Permanent

Address .....

.....

PS..... Vill.....

Pin Code .....

Temporary

Address .....

.....

PS..... Vill.....

Pin Code .....

Mobile 1. .... 2. ....

Email 1.....

2. ....

1. Essential Qualification

Qualification	Board/ University	Year of passing	Total Marks	Marks Obtained	Percentage
Secondary .....					
Higher Secondary .....					
Graduation .....					
Post Graduation .....					
Diploma/ Technical Qualification .....					
Computer .....					

2. Experience

Organization	Govt / Pvt / NGO	From (Date)	To (Date)	Duration

License No (Where Applicable) .....

**Declaration**

I solemnly affirm that **a)** All information given in application form are true, complete and correct to the best of my knowledge **b)** Original documents will be produced on demand **c) I read the rules and regulation** of the advertisement memo no KDTCS/ Office/89/21 dated 13/07/21 and understand those and abide by all clauses mentioned and will not object in future **d) I understand authority can reject my application and candidature at any stage of selection upon short listing as per desired qualification and experience.**

Date.....

Place ..... (Candidate 's signature in full)