

WALK-IN-INTERVIEW

Central TB Division, Directorate General of Health Services, Ministry of Health & Family Welfare, Government of India, Nirman Bhawan, New Delhi intends to engage Thirteen Consultants (Technical) on contract basis initially for a period of One Year (extendable) for the Revised National TB Control Programme (RNTCP) in the Central TB Division, Nirman Bhawan, New Delhi through Walk-In-Interview to be held on 17th May, 2017.

Terms of Reference (TORs) and other job details areas below:

Age Limit : Maximum 65 years

Remuneration : Rs. 65,000/- per month consolidated

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
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

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	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	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

				<p>strategy. .</p> <p>11. To assist in preparing schedules, priority areas, timelines and targets for national reviews.</p> <p>12. To pursue state and district level program reviews and collect and file the minutes of state/district level reviews.</p> <p>13. To track the interstate cross border meetings, pursue minutes and actions taken.</p> <p>14. To pursue CTD's participation in state level program reviews.</p> <p>15. To organize and schedule partnership project reviews in coordination with the Technical Officer (PPP).</p> <p>16. To keep track of schedules and prepare minutes of meetings within CTD and ensure compliance to Action Taken Report</p> <p>17. To provide information to participants of CTD meetings on schedules, revisions, agenda, supportive data and meeting policies and procedures.</p> <p>18. Any other job assigned as per programme need</p>
2	Technical Officer – planning and donor coordination	1.Post-graduate degree in management	<p>1. At least five years of experience working with public health programmes</p> <p>2. Skills in the area of programme planning, budgeting, donor relationships proposal development and project management is an added plus</p> <p>3. Knowledge of tuberculosis control is advantageous</p>	<p>1. Provide technical support to CTD in development and revision of RNTCP project implementation plan</p> <p>2. Assist CTD in development of proposals for bilateral donor agencies</p> <p>3. Facilitate CTD interactions with Donors, including Donor reporting, joint Donor missions, Mid-term review, etc.</p> <p>4. Assist CTD in building the capacity of States in planning and budgeting</p> <p>5. Assist CTD in reviewing and advising on budgeted annual action plans from States, within the context of overall State NRHM PIPs</p> <p>6. Assist CTD in coordinating with States for donor related issues, reviews, reporting, etc.</p> <p>7. To work in collaboration with technical officers of other thematic areas of the program on cross cutting issues.</p> <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>
3	Technical Officer (Public Private Partnerships)	1.Post Graduate in Sociology/Social Work/ Management/Rural Development Management OR Masters Degree in Business Administration(MBA)	<p>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;</p> <p>2. At least three years of project management</p>	<p>1. To handle day to day correspondence at Central TB Division pertaining to Public-Private-Partnerships for TB control in India.</p> <p>2. To assist the CTD in maintaining database of stake holders in PPP (including mapping and regular updating).</p> <p>3. Coordination with different Core Committies and Technical Working Group for PPM</p> <p>4. To assist in updating and revising PPP guidelines according to the policy revisions.</p> <p>5. To facilitate the national/regional trainings on PPP.</p> <p>6. Implement ,review and evaluate RNTCP partnership with medical</p>

			experience.	<p>colleges including facilitation of NTF,ZTF,STF & Core Committees of Medical Colleges involved in RNTCP.</p> <p>7. Plan, coordinate and facilitate involvement of corporate hospitals and DNB institutions in RNTCP.</p> <p>8. Coordinate and facilitate involvement of other public health sectors and institutions like CGHS,ESI,Railways etc</p> <p>9. Coordinate with MCI,NCI,PCI,AYUSH councils for incorporation of RNTCP in curricula.</p> <p>10. To conduct supervisory visits to states/districts to monitor PPP implementation and report to CTD.</p> <p>11. To assist in monitoring the enrolment of health facilities, Private Practitioners and NGOs under various PPP schemes, their performance and disbursal of Grand in Aids.</p> <p>12. To assist in monitoring the recruitment and performance of the 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,</p>

				<p>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. 10. To work in collaboration with technical officers of other thematic 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>
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.	<p>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)</p> <p>2. To assist the CTD in maintaining the database of stake holders in</p>

				<p>TBHIV collaboration and TB associated with comorbidities</p> <p>3. To facilitate the national/regional trainings on TBHIV collaborative initiatives and TB associated with comorbidities</p> <p>4. To conduct supervisory visits to states/districts to monitor implementation TB HIV/comorbidities collaboration and report to CTD</p> <p>5. To assist in monitoring the TB HIV/comorbidities activities performance of the States on relevant indicators derived from periodic reports</p> <p>6. To assist in compiling TB HIV/comorbidities reports to the Government of India and stakeholders</p> <p>7. Facilitating organisation and conduct of meetings with various partners/ stake holders, state and national functionaries on TBHIV/comorbidities issues</p> <p>8. To work in collaboration with technical officers of other thematic areas of the program on cross cutting issues</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</p> <p>10. To identify various programme linkages across different national programmes, to develop RNTCP programme on TB co-morbidities.</p> <p>11. To identify and facilitate operational research in TB-HIV/comorbidities.</p> <p>12. To assist CTD in collaborating with other National Programmes/ partners</p> <p>13. To assist in compiling comorbidity management reports to the Government of India and stakeholders.</p> <p>14. To assist in conducting meetings with partners, documenting the minutes, compiling reports on action taken and providing feedbacks.</p> <p>15. To work in collaboration with technical officers of other thematic areas of the program on cross cutting issues.</p> <p>16. To assist Central TB Division in organizing periodic meetings/workshops/reviews of State program managers at national level</p> <p>17. Any other job assigned as per programme need.</p>
7	Technical Officer (Surveillance)	<p>MBBS or equivalent degree from institution, recognized by Medical council of India; must have completed compulsory rotator internship</p> <p>OR</p> <p>Masters degree in Public Health/Health administration/ Epidemiology/Statistics</p>	Five years' experience in public health	<p>1. To maintain an updated database of implementers, managers and stakeholders of RNTCP and collaborating national programs.</p> <p>2. To assist Central TB Division in maintaining routine TB surveillance channels including Nikshay.</p> <p>3. To Assist Central DB Division in collaborating with national institutes and agencies conducting special surveys on TB and related diseases.</p> <p>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.</p>

				<p>5. Validation of routine surveillance data and quality assurance.</p> <p>6. To assist Central TB Division in providing feedbacks to the surveillance data sources.</p> <p>7. To collaborate with the state/district nodal officers for TB notification in monitoring notification process.</p> <p>8. Facilitating organization and conduct of meetings with various partners/ stake holders, state and national functionaries at the CTD secretariat.</p> <p>9. To compile reports to Government of India and stakeholders of the program on mandatory TB notification.</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>
8	Technical Officer (HRD)	Post Graduate Degree in Management (Human Resources)	Five year experience in managing Human resources preferably in Public Health	<p>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.</p> <p>4. To assist Central TB Division in the capacity building of State Training and Demonstration Centres.</p> <p>5. To Assist Central TB Division in monitoring and quality assurance of trainings imparted at National/state/district levels.</p> <p>6. To assist central TB Division in tracking payments of compensations and eligible benefits to the contractual HR recruited at state/district levels.</p> <p>7. To assist central TB Division in developing mechanisms for direct disbursement of compensations and benefits to the program HR.</p> <p>8. To handle day to day correspondence at Central TB Division 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)	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	1. Experience in RNTCP or health sector products will be preferred 2. MBA(or equivalent) in procurement & supply chain management	<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</p>

		<p>management OR Diploma in Health/Hospital Administration</p> <p>2. Certificate course in computer operation (minimum two months)</p>		<p>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)	1. M.D. Microbiology or PhD Medical microbiology or MSc. (Medical or Applied microbiology)	Five year of relevant work experience	<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> <p>4. To track quality assurance reports and action taken reports from the States and provide feedback.</p> <p>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.</p> <p>7. To oversee preparation and maintenance of panel slides for EQA.</p> <p>8. To facilitate lab EQA in CDST(LJ,LC,LPA) of all participating CDST laboratories in the Country, in coordination with respective NRLs/IRL</p> <p>9. Monitor performance and quality indicators of all participating CBNAAT labs in the country</p> <p>10. To oversee data entry of Direct Microscopy/CDST labs into the TB ICT application(NIKSHAY)</p> <p>11. To assist CTD/ State TB Officers and STDC in conducting review of quality of microscopy by analysis of microscopy data,</p>

				EQA annexure reports and OSE reports. 12. Any other job assigned as per program need.
11	Technical Officer(ACSM)	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	1. Responsible for planning, budgeting and coordinating RNTCP ACSM activities for the entire country in consultation with CTD and GoI 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 10. Coordinate with the mass education media wing of general health system and public information system for intersectoral coordination for TB control 11. Facilitate change management with respect to use of ICT & Nikshay tools and its use for public health action 12. Any other job assigned as per programme requirements
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	1. Assist CTD in the process of prioritization and articulation of RNTCP research needs 2. Assist CTD in developing normative guidance, commission relevant and priority research, synthesize evidence, review and recommend approval of research proposals 3. Work in coordination with stakeholders and individuals for funding of research institutions/individuals 4. Monitor research activities and provide feedback to CTD 5. Conduct research dissemination and capacity building 6. Any other job assigned as per program needs
13	Technical Officer(Finance)	1. Post graduate degree in commerce with not less than 60% marks in aggregate	1. At least Two years experience in handling accounts either in	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

		<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>government or in Private Sector</p> <p>2. Computer literate</p>	<p>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 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>
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Interested candidates may walk-in for interview on the date indicated above, sharp at 10.30 A.M. in room No.522, C-Wing Nirman Bhawan, New Delhi along with CV/bio-data, photo copies of the testimonials, original Documents/Certificates/Degree for verification and NOC from the employer, if employed. No TA/DA will be paid for the interview. It is reiterated that these are contractual positions only and no other benefits except monthly consolidated remuneration is admissible. The Govt. shall not be liable for any regularization of the contractual services.

Additional Deputy Director General (TB)
Central TB Division