

Govt. of Jharkhand

Jharkhand State AIDS Control Society

Dept. of Health & Family Welfare

4th Floor Directorate Building, GVI Campus, Namkum, Ranchi-834010Website - www.jsacs.org.in

Affix recent passport
size colour
photograph with
signature covering the
application and photo

Post Applied for :

1. Full Name (In Block Letters) :
2. Father's Name:
3. Date of Birth:
4. Correspondence Address (With PIN code):
5. Permanent Address (With PIN code):
6. Mobile No:
7. Email ID:
8. Category (ST/SC/BCI/BCII/GEN/EWS/Others):
9. Gender (Male/Female):
10. Are you Physically Handicapped :
11. Marital Status (Married/Unmarried):
12. Nationality:
13. Language Known:
14. Aadhar No:
15. Educational Qualification:

Examination Passed	Name of the School /Institute	State	Board/University	Subject Studied	Month & Year of Passing	Total Marks	Obtained Marks	% of aggregate mark
10 th								
+2								
Graduation								
Post Graduation								
Others								

16. Professional Qualification:

Examination Passed	Name of the Institute/University	Subject Studied	Month & Year of Passing	% of aggregate mark

17. Particulars of Experience:

Name of the Department /Organization served	Designation	Period of Service		Experience		Exact Job Responsibilities
		From	To	Years	Months	
Total Experience						

NOTE - Enclose Self Attested Copies of

- a) Proof of Age (Matriculation Certificate)
- b) Educational & Professional Qualifications Certificates
- c) Experience Certificates
- d) Category Certificate (If claiming)
- e) Other Certificates

DECLARATION

I hereby declare that all statements made in this application are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect at any stage or not satisfying the eligibility criteria according to the requisite, my application may be summarily rejected. I am physically sound to discharge the duty to be assigned & undertake to abide by all the terms & conditions of the recruitment as decided by the competent authority.

Place: _____
Date: _____

Signature of the Candidate

THE DETAILS OF DESIRED QUALIFICATION EXPERIENCE & TERMS OF REFERENCE

I. Doctor

Qualification & Experience	Terms of Reference
<p>The doctor should have a minimum qualification of MBBS with valid registration from the medical council. Those with MD Psychiatry/Diploma in Psychiatry Medicine (DPM) will be preferred.</p> <p>Good working knowledge of computer, MS office.</p>	<p>Roles and responsibilities:</p> <p>The doctor plays a lead role in the medical aspects of OST programme. The doctor is expected to provide the best possible medical care for OST as per the standard clinical practice guidelines developed by NACO.</p> <ul style="list-style-type: none"> • Assess patients for suitability of initiation into substitution therapy • Prescribe suitable doses of OST medicine to appropriate patients and conduct regular follow ups • Provide routine health check and basic health-care including appropriate clinical management/referrals for wound/abscess, overdoses and STIs, as per the facilities available at the clinic • Documentation as per the NACO guidelines/ protocols • Provide basic information to the clients and family members about the treatment process • Referrals to ICTC for HIV diagnosis and other institutions for advanced care treatment • Follow the NACO technical guidelines/protocols in all clinical practice • Continuing professional development and sharing information between other care providers • Help the centre in carrying out advocacy activities • Conduct regular follow ups as per protocol/clinical practice guidelines • Ensure that dispensation is being conducted as per protocol/clinical practice guidelines • Ensure documentation is being done as per the clinical practice guideline and standard operating protocols • Be willing to go to Satellite OST centres once a week for monitoring and follow up of OST clients • Be willing to provide teleconsultation to satellite OST centres and clients on take home if required • Be willing to do task sharing (enter assessment details, follow up details on SOCH) • Provide basic information to the clients and family members about the treatment process • Help the centre in carrying out advocacy activities with higher authorities and stakeholders • Lead the staffs in conducting regular program performance review of OST centre and satellite OST centres • As and when required, the OST MO will also be responsible for sharing task with MO of other NACP facilities • The staff will be required to do task sharing with their counterparts in other facilities • Any other activity assigned under the Programme • Any other work assigned by Project Director, JSACS

2. Data Manager

Qualification & Experience	Terms of Reference
<p>The data Manager should be a graduate and should have received a formal training in computer applications.</p> <p>Working experience in data management and working knowledge of health related softwares.</p> <p>Work Experience in HIV/AIDS Programmes in field setting.</p>	<p>Roles and responsibilities:</p> <p>The data entry operator shall be responsible for maintaining the data in OST centre.</p> <ul style="list-style-type: none"> • Register patients in the OST centre on all working days • Take out the client related files during every visit by the client for follow-up • Ensure that the records are maintained by every staff • Prepare and send monthly reports • Analyse the reports and provide feedback on dropouts to the staff especially Outreach Worker (ORW) for follow up • Feed the data in the MIS as and when the centre is linked with the MIS

3. Counselor

Qualification & Experience	Terms of Reference
<p>The counsellor should have a Bachelor's degree in psychology / social science / humanities. Those who have received training in counselling drug users and prior experience of working with drug users are preferred with 3 years of experience in counseling/educating under National Health programme</p> <p>OR,</p> <p>Post-graduate in Psychology/Social Work/Sociology/Anthropology/Human development/Nursing.</p> <p>If candidate is a person living with HIV/AIDS (PLHIV), Graduate degree holder in Psychology/Social Work/Sociology/Anthropology/Human Development/Nursing with 1 years of experience in counseling/educating under National Health Programmes</p>	<p>Roles and responsibilities:</p> <p>The counsellor is primarily and directly responsible for individual clients' treatment and progress in the therapy.</p> <ul style="list-style-type: none"> • Counsel IDU clients primarily at the OST centre, and, if required, in the community or at home as well • Provide different forms of counselling including motivational counselling, family counselling, group counselling • Provide counselling to PLHIV • Referrals for STIs, ICTC and other relevant services • Maintain documentation as outlined in the practice guidelines for OST.

4. Nurse

Qualification & Experience	Terms of Reference
<p>The staff nurse should be a B.Sc. Nursing or GNM with working knowledge and skills with computers, Microsoft Office software and internet. He/she must be registered in the state nursing council. The candidate should be computer literate with working knowledge of MS office, usage of internet and electronic mail. In case a Bsc. Nursing/GNM is not available, an ANM may be recruited but will only be entitled to a lower remuneration.</p> <p>The candidate should be computer literate with working knowledge of MS office, usage of Internet and electronic mail.</p> <p>Engagement with key populations and affected communities at field level</p>	<p>Roles and responsibilities:</p> <ul style="list-style-type: none"> • Maintain minimum standard guidelines as prescribed by NACO for the clinic • Dispense medications as per NACO's treatment guidelines/protocols • Assist doctor in treating abscess, providing medication etc • Maintain registers (daily stock and dispensing registers) as prescribed in NACO's practice guidelines for OST • Regular communication with treating doctor • Provide emergency first-aid services in the absence of doctors • In addition, the following responsibilities shall be handled by nurse regarding the stocks of OST medicines • Receive the medicine stocks from the supplier • Count the medicines and confirm that the stocks supplied are in accordance with the consignment records sent by the supplier • Ensure that consignment note and form 6 are maintained properly as required by the NDPS act • Ensure that OST medicines are properly stored in the storage room at the hospital • Ensure that records of OST medicines are properly maintained as required by NACO/SACS • Alert the nodal officer/doctor-in-charge of the OST centre, if there is an impending stock-outs • Furnish stock position regularly as required by NACO/SACS