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DEPARTMENT OF HEALTH & FAMILY WELFARE
KARNATAKA STATE AIDS PREVENTION SOCIETY

Sir. C.V. Raman General Hospital, 2nd Floor, 80 feet road, Indiranagar, Bengaluru.

No. KSAPS/CST/01/2015-16

Date: 24-06-2016

WALK-IN INTERVIEW

Applications are invited for following posts on contractual basis for Karnataka State AIDS Prevention Society (KSAPS), Bengaluru.

Date of Walk-in Interview: 14/07/2016

Vacancy at	Sl.No	Name of the Post	No. of Vacancy	Monthly remuneration Per Month (Rs)
Karnataka State AIDS Prevention Society	1	Epidemiologist	01	Rs.76,000
	2	Assistant Director (ICTC)	01	Rs. 25,000
	3	Monitoring & Evaluation Officer	01	Rs. 25,000
	4	Financial Assistant	02	Rs. 17,000
Anti Retroviral Therapy Centers (ART)	5	Senior Medical Officer	20	Rs.45,000
	6	Medical Officer	04	Rs. 36,000
	7	Data Manager	08	Rs. 13,000
	8	Pharmacist	08	Rs. 13,000
DAPCU, DK (Mangaluru)	9	District ICTC Supervisor	01	Rs. 16,200

Requisite Qualification, Experience, Place of Vacancy and other necessary details along with application form can be downloaded from the website www.ksaps.gov.in.

Sd/-
Project Director,
KSAPS, Bangalore.

Karnataka State AIDS Prevention Society

General information

1. Applications are invited for the following contractual posts.
2. Filled in application form along with enclosures (photocopies of age proof, educational qualification and experience) should be submitted at Walk-in-Interview.
3. **Date of Walk-in-Interview: 14/ 07/2016**
4. **Written Test will be Conducted to the no. of candidates appearing are more than 10 (Excluding SMO, MO)**
5. **Place of Walk-in-Interview: Office of the Project Director, Karnataka State AIDS Prevention Sir C.V. Raman General Hospital, 2nd Floor, 80 feet Road, Indiranagar, Bengaluru.**
6. Maximum Age limit: Not more than 62 years as on date of applying.
7. Duration of contract is upto March 2017 and likely to be continued on the basis of performance.
8. The details of place of vacancy is enclosed in **Annexure- I. (Below)**

Sl.No.	Name of the Post & Monthly remuneration	No. of posts	Qualification
1	Epidemiologist (Rs. 76,000/- PM)	01	MBBS, MD (Community Medicine); or DNB (Community Medicine/ Epidemiology); or Masters in Public Health; or Masters in Health Administration; or Masters in Applied Epidemiology; or Diploma in Public Health (Two year course), 3 years of experience in Public Health preferably disease surveillance and epidemiology). Good Knowledge of epidemiological analysis and biostatistics Working knowledge of computers including MS office package, SPSS and other statistical packages Desirable: Past experience of working in HIV/AIDS programme or projects under Government or bilateral/ multi-lateral agencies in India
2	Senior Medical Officer (Rs. 45,000/-PM)	20	a) MD in Medicine or Any Clinical Discipline or b) MBBS with Diploma in any Clinical Discipline having minimum 3 years experience. or c) MBBS with Fellowship in HIV Medicine/Diploma in Public Health having 3 years experience.
3	Medical Officer (Rs. 36,000/-PM)	04	Essentially be an MBBS trained by NACO at one of the NACO designated training centers.
4	Monitoring & Evaluation Officer Rs. 25,000/- PM	01	Essential Masters in Demography/ Statistics/ Population Sciences/ Computer Applications 3 years experience in monitoring, evaluation & data management in public health programmes Good knowledge of computers including MS office package and SPSS Data analysis, modeling and biostatistics Desirable Past experience of working in HIV/AIDS programme or projects under government or bilateral/ multi-lateral agencies in India

5	Assistant Director (ICTC) Rs. 25,000/- PM	01	PG degree in psychology/Social work/Sociology /Clinical Psychology or M. Sc in microbiology /Medical Microbiology with minimum 2 year experience in relevant field after PG Degree Desirable: Experience in Counseling and Human Development or Experience in Laboratory Service.
6	District ICTC Super visor (Rs. 16,200/-PM)	01	Essential Qualification: Post graduate degree/diploma in Psychology/ Social work/Sociology/Anthropology/Human Development. Essential Experience: Minimum 3 years experience (after PG degree/diploma) as Counsellor in ICTC/PPTCT/STI/ART centre under NACP. Other expertise required: 1. Working knowledge of computers 2. Willingness to travel to peripheral levels in a district. 3. Valid driving license.
7	Financial Assistant	02	Graduate preferably finance & account/B.Com 3-5 yrs post qualification experience or experience in state accounts cadre/organized accounts Govt. of India
8	Data Manager (Rs. 13,000/-PM)	08	<ul style="list-style-type: none"> • Should be a graduate (preferably with Commerce background) • Diploma in Computer Applications (from a recognized institute or university) or 'O' Level course from DOEACC.
9	Pharmacist (Rs. 13,000/-PM)	08	<ul style="list-style-type: none"> • Degree in Pharmacy from a recognised Institute. • Diploma holder in pharmacy with 3 years of experience in health care institution. • Candidates with Degree in Pharmacy shall be preferred. • He/she must be registered in the concerned state pharmacy council.

Venue of the Interview:

Office of the Project Director,
C.V. Raman General Hospital, 2nd Floor, 80 feet Road,
Indiranagar, Bengaluru-38

Timings:

Verification of documents: 10:30 am to 11:30 am.

Interview: 12:00 noon onwards

Annexure- I
Details of Vacancy position at ART Centers.

Sl.No.	Name of the Post	No. of Vacancy Position	Place of Work	
1	Senior Medical Officer	20	1	ART Center, Jamakandi, Bagalkot District
			2	ART Center, Doddaballapur, Doddaballapur District
			3	ART Center, Sir C V Raman General Hospital, Indiranagar, Bengaluru
			4	ART Center, Chikkodi, Belgaum District
			5	ART Center, Dharwad, Dharwad District
			6	ART Center, Sirguppa, Bellary District
			7	ART Center, Bijapur, Bijapur District.
			8	ART Center, Indi, Bijapur District.
			9	ART Center, Muddebihal, Bijapur District.
			10	ART Center, Sindagi, Bijapur District.
			11	ART Center, Kollegal, Chamarajnagar District.
			12	ART Center, Kodagu, Kodagu District.
			13	ART Center, Kolar, Kolar District.
			14	ART Center, Koppal, Koppal District.
			15	ART Center, Lingasagur, Raichur District.
			16	ART Center, Ramanagara, Ramanagara District.

			17	ART Center, Kundapur, Udupi District.
			18	ART Center, Udupi, Udupi District.
			19	ART Center, Yadgir, Yadgir District.
			20	ART Center, Channagiri, Davanagere District.
2	Medical Officer	04	1	ART Center, Sira (FI-ART), Tumkur District.
			2	ART Center, Gulbarga, Gulbarga District.
			3	ART Center, Bowring & Lady Curzon Hospital, Bengaluru, Bengaluru.
			4	ART Center, Bijapur, Bijapur District.
3	Data Manager	08	1	ART Center, Doddaballapur, Doddaballapur District
			2	ART Center, Sir C V Raman General Hospital, Indiranagar, Bengaluru.
			3	ART Center, Bowring & Lady Curzon Hospital, Bengaluru, Bengaluru.
			4	
			5	ART Center, Sirguppa, Bellary District
			6	ART Center, VIMS, Bellary, Bellary District
			7	ART Center, Sindagi, Bijapur District.
			8	ART Center, Jewargi, Gulbarga District.
4	Pharmacist	08	1	ART Center, Doddaballapur, Doddaballapur District
			2	ART Center, Kollegal, Chamarajnar District.
			3	ART Center, Chikmagalur, Chikmagalur District.
			4	ART Center, Haveri, Haveri District.
			5	ART Center, Raibagh, Belgaum District.
			6	ART Center, Kundapur, Udupi District.
			7	ART Center, Jewargi, Gulbarga District.
			8	ART Center, Hubali, Dharwad District.

5	Epidemiologist	01	Karnataka State AIDS Prevention Society, Bengaluru.
6	Assistant Director, ICTC	01	Karnataka State AIDS Prevention Society, Bengaluru.
7	Monitoring & Evaluation Officer	01	Karnataka State AIDS Prevention Society, Bengaluru.
8	District ICTC Supervisor	01	District AIDS Programme Control Unit, DK (Mangaluru)
9	Financial Assistant	02	Karnataka State AIDS Prevention Society, Bengaluru.

Karnataka State AIDS Prevention Society

Sl.No.	Name of the Post & Monthly remuneration	No. of posts	Terms of Reference
1	Epidemiologist (Rs. 76,000/- PM)	01	<ol style="list-style-type: none"> 1. Support NACO/ Regional Institutes/ SACS in the planning, implementation and monitoring of HIV Sentinel Surveillance and Integrated Biological & Behavioral Surveillance activities in the State 2. Investigate into unusual findings from HIV Sentinel Surveillance 3. Involvement in all Strategic Information activities undertaken by NACO/ SACS such as District Epidemiological Profiling using Data Triangulation, HIV Estimations, Data Analysis & Research Plan etc. 4. Carry out Epidemiological analysis of HIV Sentinel Surveillance data, Behavioral Surveillance Survey data and data from other studies and preparation of reports on HIV epidemic in the state. 5. Analysis district & sub-district level data and bring out district epidemic profiles for district level planning 6. Support M&E activities at SACS including supervision of Computerized Management Information System (CMIS)/ Strategic Information Management System (SIMS) 7. Carry out data analysis and interpret programme data in the allotted states 8. Contribute to evidence-based development of state and district annual action plans 9. Provide strategic direction to the programme efforts in the state to control HIV/AIDS epidemic 10. Undertake operational research activities of programmatic relevance during the inter-surveillance period 11. Coordinate any HIV/AIDS research activities of SACS/NACO/ Related Institutions 12. Assist in capacity building of SACS and district level teams in data analysis. 13. Provide training related to M&E, Surveillance and Research as resource person 14. Participate in all national & regional level meetings related to SIMU as specified by NACO from time to time 15. Carry out any other work assigned by the reporting officer from time to time
2	Senior Medical Officer (Rs. 45,000/-PM)	20	<ol style="list-style-type: none"> 1. He/she is the functional team leader of the ART centre under the overall guidance of the Nodal officer. The SMO has to supervise the administrative and medical functions of the ART centre on a day- to- day basis and provide leadership to staff to work as a cohesive team and deliver the services effectively 2. He/she should examine the patients, advise required investigations including CD4 count, review the investigations and prescribe the treatment. It includes referrals to other departments for treatment of TB, STI, OIs, etc

		<ol style="list-style-type: none"> 3. Refer difficult/ complicated cases to the Nodal Officer or other specialist for further expert opinion and interventions including admission and inpatient care, if required 4. He/she must also coordinate with LAC, LAC plus and CCCs attached to the ART centre and ensure optimal utilisation of such facilities 5. Monitor the consumption and availability of ARV, OI and other drugs, CD4 kits, other consumables and alert the concerned authorities in case of impending shortage well in advance so as to enable adequate replenishment without disruption of ART care and support to PLHIV 6. He/she must ensure that all records, registers, cards and PLHIV software are updated on a daily basis and reports are sent to the concerned authorities on time. All reports should be checked by the SMO before taking approval from the Nodal Officer for sending them to the concerned authorities 7. He/she must update the prescribed columns in white cards and green books 8. He/she must attend or ensure appropriate representatives are sent for monthly coordination meetings held at the district level, ART centre-CCC coordination meetings. The SMO must attend review meetings by NACO/ SACS and training programs conducted for medical officers 9. He/she has to ensure that the guidelines for running and maintaining the ART centre are abided by 10. He/she must be aware of all communications sent from NACO/SACS to the ART centre and should update the nodal officer about them on a day to day basis 11. He/she has to verify the staff attendance register daily and get it approved by the Nodal Officer at the end of the month before forwarding the attendance to the SACS 12. The SMO must appraise the annual performance of the contractual staff based on the PMDS format which should then be approved by the nodal officer 13. The SMO should also monitor the linkages with the various NGO's and other networks 14. Responsibilities in respect to Link ART centres/ LAC plus <ol style="list-style-type: none"> a. He/she has to mentor and monitor the functioning, recording and reporting of LAC/LAC plus along with the Nodal officer b. He/she has to follow out referral and in- referral of patients and communicate with the LinkART centre c. He/she has to take decision to link out willing patients to the nearest LAC based on eligibility criteria d. He/she has to do the clinical review of patients referred back to the nodal ART centre
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			<p>from LACs.</p> <p>15. Responsibilities in respect to SACEP Referrals</p> <p>a. The SMO has to refer “suspected treatment failure” cases to the SACEP at the COE/ART plus for screening and initiation of alternative first line/second line ART, if required. The nodal officer of the ART centre must countersign all such referrals</p> <p>b. Focal Point for EID for HIV exposed babies found “Reactive” with DBS at ICTC and referred to ART centre</p> <p>c. Any other duty assigned by Nodal Officer/ SACS pertaining to ART services.</p>
3	Medical Officer (Rs. 36,000/-PM)	04	<p>1. He/she has to work under the guidance and supervision of the SMO/Nodal Officer</p> <p>2. He/she should examine the patients, advise required investigations, including CD4 count, review the investigations and prescribe the treatment (this includes ART, referral to other departments such as RNTCP centres for treatment of tuberculosis, treatment of STIs and prophylaxis and/or treatment of opportunistic infections)</p> <p>3. Refer the cases to the Senior Medical Officer, Nodal Officer or any other specialist for further expert opinion and interventions including admission and inpatient care, if required</p> <p>4. He/she must also coordinate with the CCCs and LACs attached to the ART centre. Ensure drug adherence and counsel the patient towards safe sex, condom usage, proper nutrition and positive living</p> <p>5. Monitor the consumption and availability of ARV drugs, OI drugs, CD4 kits, other consumables and appraise the Senior Medical Officer for making necessary arrangements and check the ART Drug store and sign in the register every fortnight</p> <p>6. He/she must update the prescribed columns in White cards and Green books and should assist Senior Medical Officer in supervising the staff at the centre, record keeping and reporting</p> <p>7. He/she must attend the Monthly coordination meetings held at the district level, ART – CCC coordination meetings, review meetings by NACO / SACS and attend training programs conducted for the Medical Officers, whenever deputed</p> <p>8. He/she has to ensure that all the guidelines for running and maintaining the ART centre are abided by</p> <p>9. In case SMO is not there, he/ she is the focal point for EID for HIV exposed babies found “reactive” using DBS at ICTC and referred to the ART centre</p> <p>10. Besides all the above, any other duty assigned by ART Centre In-charge pertaining to</p>

			ART services.
4	Data Manager (Rs. 13,000/-PM)	08	<ol style="list-style-type: none"> 1) He/she has to work under the guidance and supervision of SMO/MO 2) Ensure that all data recording and reporting software's are properly installed, functioning and updated 3) Print and share all circulars/information sent by NACO/SACS to the Nodal Officer/SMO and maintain a file for the important orders/communication 4) Maintain the attendance register for the ART centre staff and get it verified by the SMO/MO every day and by the Nodal Officer at the end of the month 5) Maintain the HR file including the bio-data of the staff, copies of certificates, appointment letters, contractual service agreement, performance appraisal report, training details, remuneration etc 6) Coordinate with the LAC/ LAC plus centres and ensure that all LAC/ LAC plus related tools are complete 7) Prepare and send all the monthly reports prescribed by NACO and SACS after approval of SMO/ Nodal Officer 8) Assist in analysis of data under the supervision of the Nodal Officer of the ART centre 9) Maintain the accounts of the ART centre and the fixed assets register 10) The two data managers at ART plus centre shall also function as the SACEP coordinator on rotational basis 11) Any other duty assigned by ART Centre In-charge.
5	Pharmacist (Rs. 13,000/-PM)	08	<ol style="list-style-type: none"> 1) He/she has to work under the guidance and supervision of SMO/MO 2) Dispense ARV and OI drugs with proper counseling 3) Advise the patients and family about the importance of adherence during each visit 4) Counsel the patient on possible drug toxicities and report the same, if significant 5) Do pill count and report any adverse effects of drugs or any OIs. Also, confirm the next visit date given by the SMO/MO and inform the patient 6) Prepare a "Daily Due" list of patients who are scheduled for their appointment and provide the list of "MIS" patients to the counselor 7) Maintenance of the drug stores 8) Maintain and update drug stock and drug dispensing registers regularly every day. Inform the concerned medical officer in case of any discrepancy. Duly take his signature every fortnightly in the stock register 9) Ensure that the centre has enough stock of ARV drugs for at least 3 months and inform the concerned authority about any near expiry or excess stocks well in time for relocation to other sites and ensure FEFO protocol is followed 10) Physical verification of the drugs under the supervision of the nodal officer and the SMO 11) Facilitate transfer/ availability of ARV drugs at LAC as per the number of patients linked out to the LAC 12) Besides all the above, any other duty assigned by ART Centre In-charge.
6	Monitoring & Evaluation Officer (Rs. 25,000/-PM)	01	<ol style="list-style-type: none"> 1. Overall responsible for all M&E activities including programme reporting and data management through SIMS in the state. 2. Assist DD (M&E/ Surveillance) in preparation of annual action plan for SIMU at SACS

			<p>3. Implement all M&E related activities as per the approved annual action plan for the SACS</p> <p>4. Monitor all the routine programme reporting from various reporting units in the state through SIMS</p> <p>5. Supervise and handhold reporting units in ensuring 100% reporting through SIMS in a timely manner every month</p> <p>6. Identify and address all M&E requirements at the reporting units in the state including training of new staff in reporting formats & SIMS, ensuring access to computer & internet, necessary administrative approvals at facility level for smooth reporting, etc.</p> <p>7. Review, clean and forward the monthly programme data to NACO</p> <p>8. Perform all Admin functions related to management of SIMS in the state including management of RU lists, user IDs for various users, reporting of bugs and issues to NACO, coordinate for their resolution, etc.</p> <p>9. Induction & refresher training for RU staff in SIMS & M&E as per annual action plan 10. Monthly analysis of programme data and publication of monthly/ quarterly/ annual M&E bulletins</p> <p>11. Guide, supervise and handhold the M&E assistants in DAPCUs in the state</p> <p>12. Participate in all national & regional level meetings related to SIMU as specified by NACO from time to time</p> <p>13. Undertake operational research activities of programmatic relevance</p> <p>14. Undertake regular analysis of various data at state level to provide meaningful recommendations to the programme implementation from time to time</p> <p>15. Carry out any other work assigned by the reporting officer from time to time</p>
7	Assistant Director, ICTC (Rs. 25,000/-PM)	01	<p>1. Monitor ICTC/PPTCT /HIV-TB programme in the state and prepare monthly reports.</p> <p>2. Coordinate the establishment of ICTC services upto the level of CHC, 24 Hrs PHCs and Private Sector Health Institutions in collaboration with NRHM.</p> <p>3. Coordinate the training of counsellors and LTs.</p> <p>4. Organize quarterly meeting of counsellors of all ICTCs.</p> <p>5. Establish good 'in systems in the ICTCs.</p> <p>6. Supervise the functioning of District ICTC Supervisors.</p> <p>7. Coordinate the establishment of mobile ICTC to cover tribal and difficult to reach areas.</p>
8	District ICTC Supervisor	01	<p>1. Counseling support and supervision</p> <p>2. Laboratory Supervisions</p>

	(Rs. 16,200/-PM)		<ol style="list-style-type: none"> 3. Supervisions of logistics 4. ICTC Linkages with TB programme, RCH, PPs and Community and Medical services 5. Coordination with other partner organizations 6. Recording and reporting system 7. Monitoring information systems (MIS) data collection 8. Ensuring timely submission of record and reports from the district 9. Supervision of NGOs doing outreach work for HIV-TB/PPTCT 10. Submission of advance tour programme for the month and reports. 11. Maintenance of a log book monthly tour dairy. 12. Maintenance of a monthly tour dairy.
9	Financial Assistant	02	<ol style="list-style-type: none"> 1 Smooth and timely conduct of internal audit and statutory audit 2 Review reports of DACS 3 Budgeting 4 Smooth and timely release of funds to field units 5 Preparation and submissions of reimbursement claims 6 Complying with reporting requirements 7 Receipt and scrutiny of claims received from the DACS 8 Consolidation (through CFMS) for sending it to NACO 9 To carry out other tasks as assigned by controlling officer

Venue of the Interview:

Office of the Project Director,
C.V. Raman General Hospital,
2nd Floor, 80 feet Road,
Indiranagar,
Bengaluru-38

Timings:

Verification of documents: 10:30 am to 11:30 am.

Interview: 12:00 noon onwards