

आवेदन करने वाले अभ्यर्थियों के लिए समान्य दिशा-निर्देश।

1. नियुक्ति की समस्त कार्यवाही (यथा-विज्ञापन प्रकाशन, चयन प्रक्रिया, साक्षात्कार, परिणाम एवं कार्य-भार ग्रहण आदि) मुख्य चिकित्सा अधिकारी, सम्बंधित जनपद द्वारा सम्पादित की जाएगी।
2. आवेदन पत्र रजिस्टर्ड/पंजीकृत डाक के माध्यम से विज्ञापन में दर्ज मुख्य चिकित्सा अधिकारी कार्यालय के पत्र व्यवहार पते पर अंतिम तिथि को सायं 5:00 बजे तक स्वकार किया जाएगा। अन्य किसी माध्यम से अथवा विलम्ब/अपूर्ण प्राप्त होने पर स्वीकार नहीं किया जाएगा। आवेदन पत्र के लिफाफे पर आवेदित पद का नाम लिखा होना आवश्यक है।
3. आवेदन पत्र के प्रारूप में जनपद का नाम भरना आवश्यक है। आवेदन पत्र के साथ संलग्न किए जाने वाले समस्त प्रमाण पत्रों/अभिलेखों की छाया प्रति स्वप्रमाणित होना आवश्यक है।
4. आवेदन पत्र का प्रारूप एवं वॉछित अर्हता सम्बंधी समस्त अभिलेख/दिशा-निर्देश Annexure-2,3,4,6 के रूप में उ0प्र0 राज्य एड्स नियंत्रण सोसाइटी की आधिकारिक Website: www.upsacs.up.gov.in पर अपलोड है। तीनों पदों के लिए एक ही प्रारूप (Anne-6) लागू है।
5. आवेदन पत्र शार्ट-लिस्ट किए जाने के उपरान्त योग्य पाए गए अभ्यर्थियों को ही साक्षात्कार के लिए निर्धारित तिथि/समय को बुलाया जाएगा जिसकी सूचना मुख्य चिकित्सा अधिकारी कार्यालय द्वारा पत्र/ई-मेल/दूरभाष के माध्यम से दी जाएगी।
6. साक्षात्कार के समय आवेदन पत्र के साथ संलग्न किए गए समस्त प्रमाण पत्र मूल प्रति में उपलब्ध होना आवश्यक है। इसके अतिरिक्त कार्यालय उपयोगार्थ समस्त प्रमाण पत्रों की एक-एक स्वप्रमाणित छाया प्रति भी पास में उपलब्ध होना आवश्यक है।
7. शार्ट-लिस्टिंग में वॉछित अर्हता के सापेक्ष अर्ह नहीं पाए गए अभ्यर्थियों को किसी भी प्रकार की सूचना नहीं दी जाएगी।
8. साक्षात्कार के लिए दी गयी समावधि में उपस्थित नहीं होने की दशा में आवेदन निरस्त कर दिया जाएगा।
9. साक्षात्कार के लिए किसी भी प्रकार का भत्ता (यात्रा अथवा दैनिक) देय नहीं होगा।
10. किसी भी स्थिति में चयन प्रक्रिया निरस्त किए जाने का अधिकार मुख्य चिकित्सा अधिकारी के पास सुरक्षित है।

CHAPTER 3

**Terms of Reference
under DISHA Strategy,
TORs of the Individual team members
in DISHA Unit / DISHA
Cluster and Recruitment**

1. Job description of Cluster Programme Manager (CPM):

- The CPM is a key lead position of the District Integrated Strategy for HIV/AIDS (DISHA) at the cluster level. The SACS will appoint the CPM on a contractual basis with the renewal of the position every year based on the performance. This position is equivalent to Deputy Director Position in SACS.
- The CPM will report to the Nodal Officer of DISHA i.e., the APD or In-charge SIMU in case there is no APD position, in SACS for all the Cluster level updates as well as administrative reasons, through the proper channel of DACO.
- The leadership role of DISHA Unit at the district level is DACO and the thus CPM will report to all the DACO in the Cluster for the respective districts for all the updates and coordination.
- Eight days of field visits every month are mandatory for CPM.
- CPM will be responsible for monitoring and providing necessary support to the staff under DISHA Unit /DISHA Cluster.

Eligibility Criteria**Essential:**

- Bachelor's Degree in Medical or Allied Health Sciences/ Master's Degree in Public Health/ Healthcare Management/ Healthcare Administration/ Social Science/ Psychology/ Applied Epidemiology/ Demography / Statistics / Population Sciences or similar fields.

Experience:

- Three years' experience for candidates with Master's Degree in Public Health / Healthcare Management/ Healthcare Administration/ Applied Epidemiology
- Five years' experience in Public Health for Bachelor's Degree in Medical and Allied Sciences/ Masters in Social Science/ Psychology/ Demography / Statistics/ Population Sciences including a minimum two years of experience in HIV/AIDS sector.

Age limitation:

- Maximum 50 years of age. Crucial date for determining the age limit will be the closing date of receipt of the application.

Desirable:

- The suitable candidate should be familiar with the organization and functions of the state and local public health systems/ State AIDS Control Societies.
- Excellent written and verbal communication skills in local languages and English (Speaking, Reading, and Writing).
- Strong analytical, advocacy and negotiation skills
- Willingness to travel extensively.

Other expertise includes:

- o Programme Management Skills

- o Good knowledge of computers
- o Coordination and leading teams

Advocacy and Coordination:

- Coordination with District Administration and other line departments for integration and DAPCC.
- Conducting periodic review meetings in cluster for ensuring that Continuum of Care Services to PLHIVs and HRGs are provided,
- Implementation of HIV/AIDS Act.
- Coordination for LFU tracking.
- Coordination with NHM and implementing partners for EMTCT.
- Ensuring availability of commodities in the facilities under NACP.
- Formation and functionalization of Red Ribbon Clubs and implementation of the Adolescent Education Program.
- Ensuring the availability & Display of IEC material in the facilities.
- Establishment of linkages with Social Protection Schemes in the districts and its monitoring and follow-up.
- Ensuring the engagement of the program with private stakeholders in the district - like Pvt. Practitioner, Industries (ELM).
- Plan for commemorating important events (World AIDS Day, World Population Day, World Blood Donor Day, World Youth Day, National Voluntary Blood Donation Day etc.) to canvas HIV activities in the Cluster Districts with the active engagement of the District leadership and private institutions/ sponsoring agencies.
- Coordination with District Level Networks of PLHIV undertaking various activities under the DLN.

Community System Strengthening:

- Participate in the meetings of the Community Resource Group (CRG).
- Undertake the action points pertaining to DISHA unit / DISHA cluster emanating from the CRG meetings.
- Establishment of the system for grievance redressal.

Capacity Building (CB):

- Training Need Assessment and Planning for undertaking the capacity building activities in the districts.
- Provide necessary support for execution of Periodic CB workshops and act as a resource person in training wherever needed.
- Conduct the sensitization program for different stakeholders like District Legal Service Authorities on various provisions of the HIV & AIDS (P&C) Act, 2017 in the district.

Strategic Information (SI) and Monitoring:

- Undertake prioritized field visits as planned in consultation with respective DACO and prepare quarterly and monthly activity plans.
- Ensure the use of district level data through the active databases of NACP (SIMS /SOCH/ PALS) for analysing and providing the necessary inputs to the DACOs and facilities on a regular basis.
- Formation and regular updation of the district profiles in the form of District Integrated Action Plan.
- Allocation of targets to each facility upon receipt of NACO/SACS approval.
- Ensuring the compliance of data protection and data sharing guidelines across the facilities in the District/s.
- Facilitate the execution of Research and Surveillance activities in the district.

Newer Strategic Interventions:

- Facilitate the implementation of new generation communication strategy in the facilities across the district(s).
- Facilitate the implementation of the virtual approach in the district(s).
- Facilitate the implementation of one-stop centers in the district(s).
- Facilitate the implementation of Sampoorana Suraksha Strategy in the district(s).
- Facilitate the expansion of viral load testing in the district(s).

Other Functions:

- Plan for effective utilization of Mobile ICTCs in the cluster, up-scaling of Facility Integrated-ICTCs.
- Document good practices observed within the cluster districts.
- Make joint field visits with SACS and Technical Support Unit Programme Officer(s).
- Attend DISHA review meetings conducted by SACS with complete programme information.
- In addition, the position may be assigned with additional responsibilities based on the emerging priorities or evolving needs of the programme.
- Based on the requirement of the programme, there can be a relocation within the State.

2. Job Description of Clinical Services Officer (CSO)

- The CSO is an important position of the District Integrated Strategy for HIV/AIDS (DISHA). The position is appointed by SACS on a contract basis with renewal of the position every year based on performance.
- This position is equivalent to the position of Assistant Director in SACS and will report to the CPM or to DPM (in case CPM is not present) in DISHA for all the cluster level updates as well as administrative reasons.
- Ten days of field visits in a month are mandatory from CSO.

Eligibility Criteria:

Qualification:

- Bachelor's Degree in Medical or Allied Sciences/ Master's Degree in Public Health/ Healthcare Management/ Healthcare Administration/ Social Science/ Psychology/ Applied Epidemiology/ Demography / Statistics / Population Sciences.

Experience:

- One year's experience for candidates with a Master's Degree in Public Health / Healthcare Management/ Healthcare Administration/ Applied Epidemiology.
- Three years' experience in Public Health with a Bachelor's Degree in Medical or Allied Sciences/ Masters in Social Science/ Psychology/ Demography/ Statistics / Population Sciences with minimum of one year of experience in the HIV/AIDS sector.

Age limitation:

- Maximum 45 years of age. Crucial date for determining the age limit will be the closing date of receipt of the application.

Desirable:

- The suitable candidate will be familiar with the Organisation and functions of the State and local public health systems/ State AIDS Control Societies.
- Excellent written and verbal communication skills in local languages and English (Speaking, Reading, and Writing).
- Strong analytical, advocacy and negotiation skills
- Willingness to travel extensively Other expertise includes:
 - o Programme management skills
 - o Good knowledge of computers
 - o Capacity building and team management.

The position responsibilities are detailed below:

Advocacy and Coordination:

- Implementation of HIV/AIDS Act
Conducting periodic review meeting in cluster for ensuring Continuum of Care Services to PLHIVs and HRGs are provided.
- Coordination for LFU tracking.
- Coordination with the implementing partners for EMTCT.
- Formation of Red Ribbon Clubs and implementation of the Adolescent Education Program.
- Ensuring the availability and display of IEC material in the facilities.
- Ensuring the engagement of the program with Private Stakeholders in the district - like Pvt. Practitioner, industries (ELM)
- Support CPM/DPM for planning and commemorating important events (World AIDS Day, World Population Day, World Blood Donor Day, World Youth Day, National Voluntary Blood Donation Day etc.) to canvass HIV activities in the Cluster Districts with the active engagement of private institutions/sponsoring agencies.
- Coordination with District Level Networks of PLHIV undertaking various activities under the DLN.

Community System Strengthening:

- Participate in the meetings of Community Resource Group (CRG)
- Assist the CPM/DPM in undertaking the action points pertaining to DISHA unit / DISHA cluster emanating from the CRG meetings.
- Assist CPM in the establishment of the system for Grievance redressal.

Capacity Building:

- Support CPM for training need assessment and planning for undertaking capacity building activities in the districts.
- Provide necessary support for execution of periodic CB workshops and act as a resource person in training wherever needed.
- Conduct the sensitization program for different stakeholders like District Legal Service Authorities on various provisions of the HIV & AIDS (P&C) Act, 2017 in the district.

Strategic Information (SI) and Monitoring:

- Undertake prioritized field visits as planned in consultation with respective DACO and prepare quarterly and monthly activity plan.

Newer Strategic Interventions:

- Facilitate the implementation of new generation communication strategy in the facilities across the district/cluster.
- Facilitate the implementation of the virtual approach in the district/cluster.
- Facilitate the implementation of one-stop centers in the district/cluster.

- Facilitate the implementation of Sampoorana Suraksha strategy in the district/cluster
- Facilitate the expansion of viral load testing in the districts.

Other Functions:

- Plan for effective utilization of Mobile ICTCs in the cluster, up-scaling of Facility Integrated-ICTCs.
- Make joint field visits with SACS and Technical Support Unit Programme Officer(s).
- In addition, the position may be assigned additional responsibilities based on the emerging priorities or evolving needs of the programme.
- Based on the requirement of the programme, there can be a relocation within the State.

3. Job Description of Data Monitoring and Documentation Officer (DMDO)

- The DMDO is one of the key positions of District Integrated Strategy for HIV/AIDS (DISHA). The position is hired by SACS on a contract basis, with the renewal of the position every year based on performance.
- This position is equivalent to the position of Assistant Director Level in SACS and will report to the CPM or to DPM (in case CPM is not present) in DISHA for all the Cluster Level updates as well as administrative reasons.
- Eight days of field visits in a month are mandatory from DMDO.

Qualification:

- Master's degree in Public Health/ Healthcare Management/ Healthcare Administration/ Social Science/ Applied Epidemiology / Demography / Statistics / Bio Statistics/ Population Sciences/ Mathematics/ Economics

Experience:

- One year experience for candidates with Master's Degree in Public Health / Healthcare Management/ Healthcare Administration/ Applied Epidemiology
- Three years' experience in Public Health for Bachelor's Degree in Medical and Allied Sciences/ Masters in Social Science/ Psychology/ Demography/ Statistics / Bio-Statistics/ Population Sciences with a minimum of one year of experience in HIV/AIDS sector.

Age limitation:

- Maximum 45 years of age. Crucial date for determining the age limit will be the closing date of receipt of the application.

Desirable:

- The suitable candidate will be familiar with the organization and functions of the State and local public health systems/ State AIDS Control Societies.
- Excellent written and verbal communication skills in local languages and English (speaking, reading and writing) and the ability to work well in an interdisciplinary team.
- Strong analytical, advocacy and negotiation skills
- Willingness to travel extensively. Other Expertise include:
 - o Programme management skills
 - o Good knowledge of computers.

The position responsibilities are detailed below:

- DMDO will be responsible to monitor the programme activities through different forums to gauge the programme directions, use and encourage the facility staff to make informed decisions for sound implementation, and ensure reporting of quality data and information through periodic field visits before the data is submitted by the facility to SACS/NACO.

Strategic Information (SI) and Monitoring:

- Undertake prioritised field visits as planned in consultation with respective DACO and prepare quarterly and monthly activity plan.
- Ensure correct, complete, consistent, and timely reporting from all reporting units (RUs) per SOCH/SIMS protocol.
- Ensure the use of district level data through the active databases of NACP (SIMS /SOCH/ PALS) for analysing and providing the necessary inputs to the DACO and facilities on a regular basis.
- Ensure submission of the monthly report of the cluster unit to the SACS and cluster headquarters.
- Formation and regular updating of the district profiles in the form of District Integrated action plan.
- Allocation of targets to each facility upon receipt of NACO/SACS approval.
- Ensuring the compliance of data protection and data sharing guidelines across the facilities in the district.
- Execution of research and surveillance activities in the district(s).
- Track and map field visits made to NACP facilities in the district(s) and provide status report on demand.
- Ensure repository of data at single place in the district from all the partners working in the district/s.
- Respond to specific responsibilities as assigned by SACS.
- Periodic grading of all facilities based on programme performance.

Reporting and documentation:

- Ensure 100% participation of all RUs in External Quality Assurance Scheme (EQAS) per the guidelines.
- Document good practices in the Cluster and include them in the DISHA monthly report.
- Prepare monthly District dashboard indicators and maintain the records.
- Take the lead in the preparation of Spatial Map and Epidemiological Profiles and update them once in every six months.

Data Bank Management:

- Be responsible for maintaining HIV data bank of the district for use by the DISHA team.
- Ensure that data pertaining to human resources, health commodities, fixed assets, and clients etc., related to all the HIV facilities is maintained electronically and hard copies are available in the files.
- Maintain facility-wise monthly and other reports, copies of feedback provided to the reporting units and feedback received from SACS/NACO or other visitors.

Newer Strategic Interventions:

- Implementation of I.T. enabled & client-centric Information Management System (SOCH) across all the facilities in the Districts.
- Support CPM in planning and execution of Monthly Review Meeting of all HIV facilities and document the outcomes.

Inventory Management:

- Maintain a complete and updated list of the inventories in DISHA and HIV facilities consisting of equipment supplied by NACO/SACS or procured locally, transferred from other establishments, and donated by various institutions; health supplies received from NACO/SACS and allocated to facilities.
- Maintain stock register for health supplies, stock, and assets; monitor the consumption patterns of HIV testing kits, ARV drugs, RPR kits, STI drugs, condoms, OST and facilitate the supply of sufficient stocks.
- Responsible for managing the District Level cold chain and non-cold chain warehouse in the District/s.
- Ensure that the report on the stock status of the commodities under the facilities in the District is maintained and reported to SACS in a timely manner.
- Ensure the availability of commodities and document good practices observed within the cluster District/s.
- Coordinate with the SACS and the implementation partners for ensuring the smooth mobility of the commodities in the District/s.
- Conduct annual physical verification of assets at facilities, reconcile the data and submit a consolidated report to the DACO.

Maintenance and reporting of Financial Record:

- Perform the role for management of financials in the DISHA Unit / DISHA Cluster.
- Follow up with various HIV facilities of the District/s for timely submission of Statement of accounts/ expenditure and Utilization certificate (UC) along with the original bills/vouchers.

Other Function:

- Make joint field visits with SACS and Technical Support Unit Programme Officer(s).
- Establishment of linkages with Social Protection Schemes in the districts, its monitoring, documentation and follow-up.
- In addition, the position may be assigned additional responsibilities based on the emerging priorities or evolving needs of the programme.
- Based on the requirement of the programme, there can be a relocation within the State.

Office of the Chief Medical Officer

District Integrated Strategy for HIV/AIDS (DISHA) Unit/Cluster

District:
Under UP State AIDS Control Society, Lucknow

APPLICATION FORM

(Application For Appointment On Contract Basis)

Affix Passport
size
photograph

1. Post applied for:.....
2. Applicant's Name:..... Sex (M/F).....
3. Father's Name:..... Mother's Name
4. Date of Birth:..... Age (as on date of advertisement).....
(Attach proof)
5. Postal Address:
.....PIN.....
6. Permanent Address:.....
.....PIN.....
7. Telephone No.: Mobile No:
8. E-mail ID:
9. Educational, Technical/Professional Qualifications (High School and above): (Attach Certificates)

Qualifications	Board/University/Institutions	Passing Year	Percentage of Marks	Subjects

10. Computer Skill:-

- i). Working knowledge of MS Office/E-mail - Yes/No
- ii). Certificate/Diploma/Degree Name..... - Yes/No
- iii). Having knowledge of Hindi/English Typing - Yes/No

11. Experience (From present to previous):-

(Attach proof of previous experience like appointment letter, experience certificate, salary certificates etc.)

Designation	Name of Institute/ Organization	Nature of Work	Working Duration		Name, designation and contract no. of Reporting officer
			From	to	

12. Any other information:.....

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Declaration

I declare that the information given above is true to the best of my knowledge and belief. Any information, if found false, will reject my candidature.

Date:.....

Place:.....

Applicant's Signature

List of Enclosures:

- 1.....
- 2.....
- 3.....
- 4.....
- 5.....
- 6.....
- 7.....