



Government of West Bengal
Department of Health & Family Welfare
Office of the Chief Medical Officer of Health, Kalimpong
Phone:
Email:cmohkalimpong1@gmail.com

Memo No.: DH&FWS/KPG/21-22/ 534

Date: 23 / 02 / 2022

NOTIFICATION

Sub – Selection of the contractual staff under NTEP, Kalimpong

Department of Health & Family Welfare, Kalimpong invites application from the eligible candidates as per criteria mentioned with attached notification against the vacant posts.

Application must be sent in scanned and PDF version in prescribed proforma attached herewith to the e-mail ID recruitmentkalimpong@gmail.com on or before 14 .03.2022 (speed post/ registered post/ courier service not allowed along with self-attested testimonials in support of age, caste, qualification, experiences, residential ID proof, etc., in scanned PDF version. The candidate should mention the name of the post applied for at the space mentioned as subject. The cut-off date for calculation of age will be 01.01.2022.

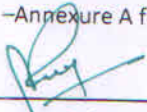
The shortlisted candidate will be invited for INTERVIEW/COMPUTER TEST AND OTHER TESTS AS PER TOR


Notification Number.	Name of The Post	Name of the Programme	No. Of Indicative Vacancy	Reservation Status	
				UR	SC
DH&FWS/KPG/NTEP/2022/01	District PMDT TB-HIV Coordinator	NTEP	1	1	
DH&FWS/KPG/NTEP/2022/02	District PPM coordinator	NTEP	1	1	
DH&FWS/KPG/NTEP/2022/03	Accountant –II DPMU	NTEP	1	1	
DH&FWS/KPG/NTEP/2022/04	TB-HV	NTEP	2	1	1

General information for the Applicants/Candidates:

1. Only online Applications will be accepted. No need to send Hard copy/print copy of the online form by post. Application forms not properly filled in or incomplete Application forms are liable to be cancelled. If the online application details submitted by the applicant differ with the original testimonials, that application shall be liable to be cancelled.
2. If proper signature and photograph are not uploaded at the time of online application that application shall also be liable to be cancelled.
3. The essential qualifications mentioned are the minimum and mere possession of the same does not entitle the candidate to claim selection. All the essential qualifications must be completed within the first date of online application.
4. Hard copy/print copy of the online submitted form (printed with the last date of online application) should be retained by all applicants for document verification purpose if selected after primary screening.
5. No rounding off of marks will be granted. Proportionate marking up to 2 decimal points will be considered.
6. Caste certificate issued within the first date of online application, by the competent authorities of West Bengal, only will be accepted.
7. In case of PWD candidates, Disability certificate issued within the first date of online application, by the competent authorities of West Bengal only, will be accepted.

8. Experience will be calculated after obtaining the required essential qualification for the above mentioned position, till the first date of online application.
9. The decision of the competent authorities regarding the recruitment is final.
10. For any queries and assistance related to the posts or regarding form fill up please contact -----
11. Last date of submission of online form along with documents is –Midnight of 02.03.2022.
12. Application form –Annexure A for NTEP posts.


The Member Secretary, Selection Committee
& Chief Medical Officer of Health, Kalimpong



The Executive Director, Dept of H& FW.G.T.A
& Secretary, DH&FWS Kalimpong ,G.T.A


Memo No.: DH&FWS/KPG/21-22/S34/1(13)

Date: 23 / 02 / 2022

Copy forwarded for information and taking necessary action to:

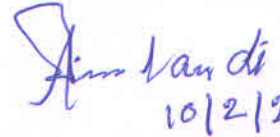
1. The Hon'ble MP, Rajya Sabha & Chairperson, Recruitment Committee, District Health & Family Welfare Samity, GTA
2. The Principal Secretary, G.T.A
3. The District Magistrate, Kalimpong
4. The Secretary, G.T.A
5. The Director of Health Services Swasthya Bhawan, Kolkata, West Bengal
6. The Mission Director, NHM, Deptt. of Health & Family Welfare, West Bengal
7. The Executive Director, WB SH & FW Samity, Swasthya Bhawan, Kolkata
8. The Addl. Secretary to the Deptt., Govt. of West Bengal & Project Director, WBSAP&CS
9. The Secretary, IT Cell, Swasthya Bhawan with a request to upload the same in the departmental website i.e, www.wbhealth.gov.in
10. The Additional District Magistrate, Kalimpong
11. The DIO-NIC, Kalimpong with a request to upload the same in the website www.kalimpong.gov.in
12. The DICO, Kalimpong with a request to advertise the same (in minimum size and concise format) in three leading newspapers (preferably i. Himalaya Darpan, ii) the Statesman, iii) Uttar Banga Sambad) by 24 .02.2022. Bills in this respect to draw in the name of the undersigned.
13. Office Copy


The Member Secretary, Selection Committee
& Chief Medical Officer of Health, Kalimpong


The Executive Director, Dept of H& FW.G.T.A
& Secretary, DH&FWS Kalimpong ,G.T.A

GOVERNMENT OF WEST BENGAL
Department of Health & Family Welfare
DH&FWS, Kalimpong, GTA

checked & verified


10/2/22

District Tuberculosis Officer NTEP
Kalimpong District

1. Notification Number : **DH&FWS/KPG/NTEP/2022/01**
2. Name of the Post : District PMDT TB-HIV Coordinator under NTEP
3. Number of Post : 1 (One)
4. Place of Engagement : Kalimpong
5. Essential Qualification : i) Graduate
ii) Certificate course in computer operation (minimum 2 months)
iii) Permanent two wheeler driving license & should be able to drive two wheeler
6. Preferential Qualification : i) At least 2 years of work experience under NTEP or 5 years' experience in any public health programme in a supervisory capacity
ii) Good Communication skills in local language & willing to travel in the area of work.
7. Job Specifications : 1. Assist DTO in organizing PMDT Services in the District and serve as a support to District DR-TB Centre for data management in Nikshay and their coordination with ART centre in the districts.
2. Assist DTO in organizing TB-HIV coordination activities in the district.
3. Coordinate with all health staff and facilitate to subject all TB patients to universally DST at the linked decentralized NAAT sites and NTEP certified laboratory in public and private sector.
4. Ensure that initial home visits are conducted by health workers to all newly diagnosed DR-TB patients of the district.
5. Ensure that staff organize treatment support, all all public health action, follow up reminder and transportation support for DR-TB patients.
6. Monitor time to treatment of DR-TB patients and provide feedback on periodic basis.
7. Help staff in proactive reach out to patients for follow up of cultures/ investigations as per schedule for every patient.
8. Coordinate with and support TB Units, HWC staff and private doctors to regularly update the directory of treatment supporters for DR-TB patients at the district level and facilitate their trainings.
9. Facilitate the DR-TB treatment initiation at DDR-TBC




The Member Secretary, Selection Committee
Chief Medical Officer of Health, Kalimpong


The Executive Director, Dept. of H&FW, GTA &
Secretary, DH&FWS, Kalimpong, GTA

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District Tuberculosis Officer NTEP
Kalimpong District

10. To ensure PMDT treatment books are updated for all patients at DDR-TBC, TB Unit and HWCs
11. To ensure and monitor the PMDT data completion in Nikshay and give periodic TU/PHI feedback to the DTO about the same.
12. Supervise tall DR 18 patients and treatment support centres along with concerned TB Units, HWCs staff and private providers.
13. Liaise with respective NDR TB centre(s) for updating formation on Nikshay and patient care
14. Assist the DTD in mapping prioritizing and engaging health facilities and laboratories in the private sector, NGOs and other sector to improve access and quality of OR-TB care for all as per guidelines.
15. Assist the DTO for providing training to the staff of health facilities (public and private) under his/her jurisdiction to carry out PMDT and TB-comorbidity related activities.
16. Assist the Programme officers/staff in activities related to drug and logistics supply chain management of drugs for PMDT, CPT and IPT and modified TB regimen for PLHA with TB on second line ART.
17. Prepare and maintain a directory of ICTCs, ART Centres/LACs Community Care Centres, NCD Clinics, private health facilities and NGOs working for HIV, Non the district and the collaborating NTEP centres.
18. Assist the nodal officer in coordinating regular sharing of the information related to TB HIV coordination.
19. Ensure complete, correct and timely compilation and transmission of PMDT/ TB-HIV information.
20. Establish linkages with DTC, DAPCU, collaborating NGOs and hospitals of the district.
21. To facilitate change management with respect to of ICT tools, Nikshay, NikshayAushadhifor concerned data entry validation & its use for public health action.


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& Chief Medical Officer of Health, Kalimpong


The Executive Director, Dept. of H&FW, GTA
Secretary, DH& FWS, Kalimpong, GTA

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10/2/22

District Tuberculosis Officer
Kalimpong District

22. Support DTO/DNO to conduct monthly review with TB Unit NACP, HWC staff using dashboards and analysis of data from Nikshay periodically to address implementation and management gaps.
23. To train and supervise the pharmacists/responsible staff of district/TB Unit/HWC drugstores in maintaining adequate stock of second line drugs, preparation of monthly patient wise boxes by regimen and weight band as well as initialization of MERM devices, as available for every patient initiated on DR TB treatment at the NDR-TBC as per guidelines
24. Support DDR TBC in updating the template with information to be shared with Difficult to treat TB Clinic for selected patients as per directions from DDR-TBC committee and management of the patient based on recommended actions from the clinic.
25. To provide a monthly activity report to DDR-TBC Committee and DTO.
26. Evaluate referral systems between ICTCs ART Centers, NCD and NTEP and promote providing feedback to the referring center.
27. Field visit in the districts for at least 15 days a month including joint TB Comorbid visits, on a tour programme approved by DTO.
28. Any other job assigned by the reporting officer.

8. Age (as on 01.01.2022) : 22 years to 40 years
Reservation : UR-1
9. Remuneration : Rs 26,000/- consolidated per month

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GOVERNMENT OF WEST BENGAL
Department of Health & Family Welfare
DH&FWS, Kalimpong, GTA

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Jin Landa
10/2/22

District Tuberculosis Officer NTEP
Kalimpong District

1. Notification Number : DH&FWS/KPG/NTEP/2022/02
2. Name of the Post : District PPM Coordinator under NTEP
3. Number of Post : 1 (One)
4. Place of Engagement : Kalimpong
5. Essential Qualification : i) Post Graduate
ii) One year experience of working in field of Communication/ ACSM/ Public-private Partnership/ Health projects/programs.
6. Preferential Qualification : i) Preference to those who have worked in RNTCP
ii) Certificate/ Diploma/ Degree/ Masters Holder in Social science/ Mass Media/ Communication/ Rural Development Advocacy/ Partnerships/ related field
iii) Basic Knowledge of Computers
7. Job Specifications : 1. Implementation of PPM and ACSM activities at district and sub district level.
2. Assisting the DTO in mapping and line listing of all stakeholders, identifying NGOs, private providers for partnerships and facilitating the process of participation.
3. Coordinating workshops/meetings for improving involvement of PP& NGO's.
4. Collating required information from NGOs/ PPs/partners to enable quality monitoring and enhancing TB control activities.
5. Compiling necessary documents for disbursement of Grant in Aid to NGO's and PPs.
6. Facilitating periodic review of partnerships with a different stakeholders.
7. Facilitate ACSM activities in coordination with the State IEC officer and PPM partners.
8. Coordinating with all medical colleges /hospitals/ teaching institutes/ schools for improved involvement in the program.
9. Coordinating with corporate/ private hospitals for their involvement in the program.
10. Monitoring PPM activities of partners at field level on behalf of DTO.
11. Prepare monthly and quarterly report of ACSM/PPM activities for DTO.


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Secretary, DH& FWS, Kalimpong, GTA

GOVERNMENT OF WEST BENGAL
Department of Health & Family Welfare
DH&FWS, Kalimpong, GTA

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District Tuberculosis Officer
Kalimpong District
18/12/22


12. Documentation of best practices of PPM partners for annual reports
13. To facilitate change management with respect to use of ICT & Nikshay tools for concerned data entry validation and its use for public health action.
14. Visit to Private health providers.
15. Conduct PPM/ ACSM review of STS, TB-HV, STLS
16. To ensure all TB patients notified from private sector have been reported with treatment outcome.
17. All TB patients notified from private sector to be visited.
8. Age (as on 01.01.2022) : 22 years to 62 years
Reservation : UR-1
9. Remuneration : Rs 26,000/- consolidated per month
10. Educational Qualification: 40 marks

Examination Passed	Maximum Marks	Remarks
Madhyamik	10	Marks will be awarded in proportion to the marks actually obtained in each examination, rounded to decimals. If a candidate has secured 60% marks in Madhyamik, he will get 6 out of 10 and so on. Additional subjects where the marks in excess of pass marks are added to aggregate will not be considered.
Higher Secondary	10	
Graduation	15	
Post Graduation	05	
Total	40	

11. Experience in related field: 10 marks

Length of Experience	Marks to be awarded for experience in	
	Government	Private (registered org/firm)*
5 years or more	10	5
4 years	08	4
3 years	06	3
2 years	04	2
1 year	02	1

*Means the org/firm should be registered under Registration Act & work done in the area are to be certified by the concerned Govt. Deptt



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Secretary, DH&FWS, Kalimpong, GTA

GOVERNMENT OF WEST BENGAL
Department of Health & Family Welfare
DH&FWS, Kalimpong, GTA

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District Tuberculosis Officer NTEP
Kalimpong District
10/12/22

1. Notification Number : DH&FWS/KPG/NTEP/2022/03
2. Name of the Post : Accountant-II DPMU (NTEP)
3. Number of Post : 1 (One)
4. Place of Engagement : Kalimpong
5. Essential Qualification : i) Graduate in Commerce
ii) Two years of experience in Maintenance of accounts double entry system in a recognised society or institution.
iii) Experience in working with Accounting software for at least 2 years.
6. Preferential Qualification : 1. Familiarity with audit in a recognised society or institution.
2. MBA/PGD in Financial Management
7. Job Specifications : i) To handle all matters relating to accounts, budgeting and finance and management of accounting procedure pertaining to NTEP in the District.
ii) Coordinating with the finance personnel at DPMU with a view to ensure submission of consolidated financial reports like FMR, SPF
iii) Accurate and timely submission of monthly/quarterly report on expenditure.
iv) Preparing annual and quarterly budgets for the district.
v) Ensuring that adequate internal controls are in place to support the payments and receipt.
vi) Ensure audit of accounts of NTEP by the auditor appointed by the State/District Health Society.
vii) Manage NIKSHAY and PFMS to ensure registration of beneficiaries, and payment of DBT.
viii) Coordinate with District Finance/ Administrative Manager for PFMS and DBT matters
ix) Ensure all expenditures are booked through PFMS
x) Prepare the plan of expenditure and facilitate its execution.
xi) Arrange accounts for audit and extend required help in the audit of the accounts.
xii) Ensure preparation and timely submission of the SOE, UC, Audit Reports.
xiii) Any other job assigned by the reporting officer
8. Age (as on 01.01.2022) : 22 years to 62 years
9. Reservation : UR-1
10. Remuneration : Rs 26,000/- consolidated per month


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Secretary, DH& FWS, Kalimpong, GTA

GOVERNMENT OF WEST BENGAL
Department of Health & Family Welfare
DH&FWS, Kalimpong, GTA

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10/2/22

District Tuberculosis Officer NTEP
Kalimpong District

11) Educational Qualification : 40 Marks

Examination Passed	Maximum Marks	Remarks
Madhyamik	10	Marks will be awarded in proportion to the marks actually obtained in each examination, rounded to decimals. If a candidate has secured 60% marks in Madhyamik, he will get 6 out of 10 and so on. Additional subjects where the marks in excess of pass marks are added to aggregate will not be considered.
Higher Secondary	10	
Graduation	15	
Post Graduation	05	
Total	40	

12) Experience in related field: 10 marks

Length of Experience	Marks to be awarded for experience in	
	Government	Private (registered org/firm)*
5 years or more	10	5
4 years	08	4
3 years	06	3
2 years	04	2
1 year	02	1

*Means the org/firm should be registered under Registration Act & work done in the area are to be certified by the concerned Govt. Deptt


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Secretary, DH& FWS, Kalimpong, GTA

GOVERNMENT OF WEST BENGAL
Department of Health & Family Welfare
DH&FWS, Kalimpong, GTA

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District Tuberculosis Officer NTEP
Kalimpong District 20/2/22

- 1 Notification Number : DH&FWS/KPG/NTEP/2022/04
- 2 Name of the Post : Tuberculosis Health Visitor(TBHV)
- 3 Number of Post : 2 (Two)
- 4 Place of Engagement : Kalimpong
- 5 Essential Qualification : i) Graduate in science OR
ii) Intermediate (10+2) in science and experience of working as MPW/LHV/ANM/Health Worker/ Certificate or higher course in Health Education or Counselling. OR
iii) Tuberculosis health visitor's recognised course
iv) Certificate course in computer operations minimum 2 months
- 6 Preferential Qualification : i) Training course for MPW or recognised sanitary inspector's course.
- 7 Job Specifications : 1. Coordinate with staff of health facility to enable regularity of health treatment. Support for all types of TB patients as per NTEP guidelines.
2. Coordinate for decentralization of treatment support services and supervision of treatment support centres in the assigned geographic area.
3. Verify addresses of all diagnosed TB and DR-TB patients including those in private sector, person eligible for TB Preventive Treatment (TPT) counsel patients and family members and take necessary public health action.
4. Coordinate with all concerned to enumerate the target population for TPT assessing the eligibility counselling of TPT, Initiating TPT, monitors and support following up of TPT along with recording and reporting outcomes.
5. Arrange time and place for treatment support centre, according to the patient's convenience.
6. Support STS in collecting and updating bank accounts and other required documents of all beneficiaries in NIKSHAY to enable DBT.
7. Ensure the follow up smear/culture/DST examination are carried out as per the stipulated schedule.
8. Ensure completeness of entries for all the patients and TPT beneficiaries in Prevent TB app and in NIKSHAY.
9. Assist the DTO in establishing TB surveillance systems (TB case Notification activities, ICT)
10. Take steps for immediate retrieval of lost to follow up.
11. Assist STS in TPT, PMDT, TB/HIV collaborative activities and PPM activities.


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GOVERNMENT OF WEST BENGAL
Department of Health & Family Welfare
DH&FWS, Kalimpong, GTA

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10/2/22

District Tuberculosis Officer NTEP
Kalimpong District

12. Assist STS in ACSM activities and community engagement under NTEP.
13. Line listing of PP/NGO one to one interaction/sensitization for active involvement.
14. Any other job assigned by the reporting officer.

- 8 Age (as on 01.01.2022) : 22 years to 62 years
9 Reservation : UR-1 & SC-1
10 Remuneration : Rs 18,000/- consolidated per month


11. Educational Qualification: 40 Marks

Examination Passed	Maximum Marks	Remarks
Madhyamik	10	Marks will be awarded in proportion to the marks actually obtained in each examination, rounded to decimals. If a candidate has secured 60% marks in Madhyamik, he will get 6 out of 10 and so on. Additional subjects where the marks in excess of pass marks are added to aggregate will not be considered.
Higher Secondary	10	
Graduation	15	
Post Graduation	05	
Total	40	

12. Experience in related field: 10 marks

Length of Experience	Marks to be awarded for experience in	
	Government	Private (registered org/firm)*
5 years or more	10	5
4 years	08	4
3 years	06	3
2 years	04	2
1 year	02	1

*Means the org/firm should be registered under Registration Act & work done in the area are to be certified by the concerned Govt. Deptt


The Member Secretary, Selection Committee
& Chief Medical Officer of Health, Kalimpong


The Executive Director, Dept. of H&FW, GTA
Secretary, DH& FWS, Kalimpong, GTA

APPLICATION FORMAT-A

Application Number

Space use for office use only

To
The CMOH, Kalimpong &
Member Secretary, Selection Committee
Kalimpong

Sub – Application for the post of _____
Against the Notification Number _____

1. Name in Full (in BLOCK Letter) - _____

2. Sex (Put a tick) -

Male

Female

3. Father's/ Mothers' Name - _____

4. Date of Birth – Date _____ / Month _____ / Year _____

5. Age (as on 15/02/2020) _____

6. Reservation Status (Put a tick) -

UR

UR (E.C)

SC

SC (E.C)

ST

OBC(A)

OBC(B)

OBC - A(EC)

OBC - B(EC)

7. Nationality - _____

8. Address for Communication with proper Postal Pin Code –

9. Permanent Address with Proper Postal Pin code –

10. Contact Number - Landline (with STD Code) _____ / Mobile _____

11. Essential Qualification

Qualification	Year of passing	Subject(s)	University/ Board/ Institute	Total marks	Marks Obtained	Percentage of Marks Obtained

12. Preferential Qualification

Qualification	Year of passing	Subject(s)	University/ Board/ Institute	Total marks	Marks Obtained	Percentage of Marks Obtained

13. Experience –

Organisation	Post	Govt./ Private/ NGO	Duration of Work		
			From Date	To Date	Total Duration

14. List of Self attested Photocopies – Documents enclosed (NO other document except mentioned below is required (Put Tick marks in the box) –

Sl	Document	Yes	No	Sl	Document	Yes	No
1	One colour passport size photograph			2	Voter ID Card/ Aadhar card for verification of Identity		
3	Ration card/ electricity Bill for verification of residential proof			4	Mark sheets & certificates of educational qualification as per eligibility criteria		
5	Mark sheets & certificates of computer knowledge			6	Driving License (Where Applicable)		
7	Certificate of experiences duly issued by the appropriate authority			8	Caste certificate, where applicable		

Declaration:

I solemnly declare that all statements made in this application are true, complete and correct. Original documents will be produced on demand. I understand that the concerned authority reserve the right to reject my candidature upon short listing of the candidates based on qualifications and experiences.

Place _____

Date _____

Signature of the Candidate in Full