

OFFICE OF THE CITY TB OFFICER



RNTCP - KOLKATA

15/1, Gobinda Khotick Road, Kolkata- 700046

Email- dtowbcal@rntcp.org Contact No: (033) - 2329-5859

Memo No: CTO/Kol/Adm/121/2017

Date: 20-11-2017

To
The Mpl. Commissioner
KMC& Chairman
Kolkata District TB Control Society
Through
Jt. MPL Commissioner
Through
CMHO, KMC cum vice chairman
Kolkata District TB Control Society



Sir,

As approved by Municipal Commissioner (Memo No-CTO/kol/Adm/118/2017 dated 10.11.2017) Kolkata District TB control Society will conduct recruitment of Three Laboratory Technician (LT) (UR-1 , ST- 2) , MO RNTCP for CNMCH – UR-1, Senior MO (DRTB center MTM Boral Hosp)-UR-1, against vacancies purely on Contractual basis initially for a period of one year.(Renewable on performance). The details will be available at KMC website (www.kmcgov.in) and Tangra Notice Board, 15/1 Gobinda Khatick Road Kolkata 700046. The salaries of the recruited staffs will be provided from Kolkata RNTCP fund.

1. Laboratory Technicians 3 posts (UR-1 , ST- 2) pay Rs-16860/ month
Age: Maximum 62 yrs.
2. MO RNTCP for CNMCH – UR-1,
Senior MO (DRTB center MTM Boral Hosp)-UR-1
Age & salary as per CTD guideline.

Recruitment will be processed as per following guidelines:

1. Advertisement will be given through in KMC website (www.kmcgov.in) and Tangra Notice Board, 15/1 Gobinda Khatick Road Kolkata 700046.
2. Selection Committee will frame selection Criteria based on essential / preferential qualification and experience etc.
3. Residents of Kolkata Municipal Corporation will be given preference.
4. A panel (1:5) for 1 year will be prepared based on the marks obtained on essential / preferential qualification and experience etc. as per TOR of CTD.
5. The walk-in-interview will be held on 05.12.2017 (Tuesday) for Laboratory Technicians and 06.12.2017 (Wednesday) for MO RNTCP & Senior MO (DRTB centre).

The Walk-in-interview process will be started from 11.00 a.m. at CTO Office, Tangra Chest Clinic, 15/1, Gobinda Khatick Road, Kolkata-700 046. Candidates are requested to attend CTO Office on the day of interview at 10.00 a.m. for scrutiny of testimonials.

Contd'

Conductor of the selection process: CTO -Dr. Bijay Kar

A) The interview committee members for the post of **Laboratory Technicians** recruitment on 05/12/2017:

1. Chief Manager Personnel/ Representative.
2. CMHO/ Representative
3. Experts Dr. Tathagata Adhikary Pathologist MTM Boral Hospitals and Mr. Avijit Kar (STLS)
4. Representative from Swastha Bhawan.

B) The interview committee members for the post of **MO RNTCP & Senior MO (DRTB centre)**. 06/12/2017 :

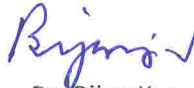
1. Chief Manager Personnel/ Representative.
2. CMHO/ Representative
3. CTO
4. Representative from Swastha Bhawan

For your kind approval please.

Thanking you,

Yours faithfully


Chief Municipal Health Officer
The Kolkata Municipal Corporation

DR. BIJAY KAR, MD (CAL)
CTO, KOLKATA
9331026726
dtowbcal@rntcp.gov.in cum Member Secretary
Kolkata District TB Control Society

20/11/2017

member approved
Ans
21.11.17

Joint Municipal Commissioner (G&D)
The Kolkata Municipal Corporation


Municipal Commissioner
The Kolkata Municipal Corporation

Revised National Tuberculosis Control Program (RNTCP)
Terms of Reference (TOR) for Appointment of Individual Consultants and Contractual Staff

8	RNTCP Lab Technician/ Sputum Microscopist	1. Intermediate (10+2) and Diploma or certified course in Medical Laboratory Technology or equivalent.	1. One year experience in RNTCP or Sputum smear microscopy 2. Candidates with Higher qualification (for example Graduates) shall be preferred	<ol style="list-style-type: none"> 1. Follow the standard operating procedures for sputum smear microscopy, including sputum collection, smear-making, staining and reading the smears, etc. 2. Maintain the Laboratory Register and report the results to the Medical Officer managing the patient. 3. Coordinate with other staff to ensure that patients with productive cough for two weeks or more and symptomatic contacts of TB patients undergo sputum examination and receive sputum containers and necessary instructions. 4. Promote AFB microscopy as primary tool for diagnosis of TB. 5. Assist the MO-PHI in identification of MDR-Suspect and ensure collection and transportation of sputum specimens for Culture and DST as per guidelines. 6. Organize and supervise the disposal practices of contaminated lab material as detailed in the Laboratory Manual. 7. Assist STLS in implementation of RNTCP Lab Quality Assurance 8. Assist in implementation of new TB Diagnostic Tools in RNTCP 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. Any other job assigned as per program need
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**Revised National Tuberculosis Control Program (RNTCP)
Terms of Reference (TOR) for Appointment of Individual Consultants and Contractual Staff**

2	Medical Officer (RNTCP), Medical College	1. MBBS or equivalent degree from institution recognized by Medical council of India; Must have completed compulsory rotatory internship	<ol style="list-style-type: none"> 1. Diploma / MD Public Health/ PSM/Community Medicine/ CHA/Tuberculosis & Chest Diseases 2. One year experience in RNTCP 3. Basic knowledge of computers 	<ol style="list-style-type: none"> 1. To assess the training needs and facilitate sensitization of the medical college faculty members, PGs, interns and paramedical staff. To maintain department-wise details of diagnosis and referral of TB patients to RNTCP single window system and present them in the core committee meetings. 2. To categorize and start patients on treatment from the medical college DOT centre when indicated. 3. Assist the chairman, RNTCP Core Committee in establishing systems for TB Surveillance(MIS & Notification) 4. To coordinate service linkages related to TB-HIV, Paediatric TB & co-morbidities 5. To prepare monthly and quarterly reports on program management and logistics in the medical college. 6. To refer patients for treatment out of the medical college with necessary documents when indicated. 7. To transfer-out patients registered in the parent TU of medical college when indicated. 8. To collect and compile the feedback on the referred and transferred patients and intimate to the concerned department/District. 9. To prepare necessary documents for the core committee meetings, minute the meeting and send to the District TB Officer. 10. To supervise the TBHV and RNTCP Lab Technician of medical college. 11. To coordinate with the DTC for necessary logistic support to the medical college RNTCP unit. 12. To facilitate change management with respect to use of ICT & Nikshay tools for concerned data entry, validation & its use for public health action. 13. Any other job assigned as per program need
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**Revised National Tuberculosis Control Program (RNTCP)
Terms of Reference (TOR) for Appointment of Individual Consultants and Contractual Staff**

3	Senior Medical Officer- DR-TB Centre	1. MBBS or equivalent degree from institution, recognized by Medical council of India, Must have completed compulsory rotatory internship	1. MD Respiratory medicine/Internal Medicine/DTCD/ MD Community Medicine/ Diploma/CHA/ Masters in Public Health 2. Basic knowledge of computers	<ol style="list-style-type: none"> 1. Receive and facilitate admission of DRTB patients referred from districts. 2. Arrange for Pre-Treatment Evaluation of admitted patients. 3. Monitor DR-TB patients' initiation on treatment within 2 weeks of diagnosis and provide feedback on monthly / quarterly basis to the districts in case of delayed initiation of treatment. 4. Organize regular DRTB centre committee meetings and minute the decisions. 5. Verify that the required information along with the pre-treatment evaluation investigations are documented in Clinical Information Booklet or register or indoor case papers; if not, bring it to the attention of DRTB centre committee for necessary action. 6. Inform the concerned districts about the discharge of the patient/s at least 3 days prior to the discharge. At the time of discharge, ensure that the patient carries the discharge summary, required referral for treatment document and documents and drugs for transit 7. See that any modification of regime is properly documented in the treatment card and discharge summary. 8. Supervise the statistical assistant and counselor of the DRTB centre in their job. 9. Co-ordinate interaction between PMDT Coordinators of catchment districts 10. Conduct quarterly review of the District PMDT coordinators and facilitate them in preparing the quarterly reports. 11. Send monthly indent to state drug store for loose second-line drugs. 12. To facilitate change management with respect to use of ICT & Nikshay tools for concerned data entry, validation & its use for public health action 13. Ensure that all relevant electronic copies of PMDT documents are available and updated on regular basis 14. Ensure timely submission of Quarterly Reports from DR-TB Centre 15. Strengthen the system of follow-up cultures in coordination with labs/concerned DTC 16. Any other job assigned as per program need
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