



Sr. No	Designation	Qualification	Job responsibilities/ Key Deliverables
1	Accountant cum Cashier -SIHFW	<ul style="list-style-type: none"> • Essential • B. Com with Diploma in Computer with Accounting package (Tally) from institute recognized by Goa Government. • 2 years' experience in the field of accountancy with the chartered accountant or 2 years' experience in maintenance of accounts in any reputed organization 	<ul style="list-style-type: none"> • Maintenance of accounts of SIHFW, Goa as per GOI guideline. • Timely preparation and submission of monthly quarterly and yearly reports of expenditure to the concerned authorities. • Arrange accounts for Audit and extend required help in the Audit of Accounts of SIHFW- Goa. • Arrange the records of the accounts in a systematic way to facilitate easy retrieval • Any other work relating to the accounts of RCH/NRHM programme.
2	ACSM/IEC Officer	<ul style="list-style-type: none"> • Masters in Social work/ Rural development • OR • MSW/PostGraduate in Social Sciences OR • Degree/ PG diploma in Health Education or Mass Communication • Working knowledge of computers 	<ul style="list-style-type: none"> • Responsible for planning ACSM activities for the entire state including budgeting and communication plan with annual activity calendar in consultation with STO and State NRHM IEC Division 2. Facilitate events for engaging political, public and key government officials to advocate "End TB" in the state. • Prepare communication material (Posters, AV Material, Spots etc) and plan dissemination through mass media/social media to address the set goals of NTEP and regularly monitor its progress. • To coordinate with NTEP partners in implementing ACSM activities as directed from the national programme and customize as per the local needs and requirements in the respective state. • Supervise, monitor & coordinate all the ACSM activities at district & Health and Wellness Center level. • Collate and analyse quarterly IEC report from districts and provide regular reports. • To provide relevant information to the media and public information systems in consultation with STO. • To coordinate with the state general health system for intersectoral coordination for TB control. • Any other job assigned by the reporting officer.
3	Administrative Assistant	<ul style="list-style-type: none"> • Essential: • Graduate in Commerce from a recognized University. • Diploma in Computer application with Tally from recognized institute. • At least 2 years' experience in the administration as well as in Accounts. • Knowledge of Konkani • Desirable: • Knowledge of Marathi 	<ul style="list-style-type: none"> • Periodic release of funds to District and Block level. • Monitor expenditure incurred by District and block level under NHM. • Budgeting by components and District • Obtain and review of audited accounts, SOEs 7 Utilization Certificates. • Submitting documents to the centers for facilitating disbursement from bank. • Calculating salary or contractual staff • Preparing notes for approval and doing payment through square Up. • Any other job assigned by head of the office.
4	Administrative Assistant (NLEP)	<ul style="list-style-type: none"> • Essential: • Graduate in Commerce from a recognized University. • Diploma in Computer application with Tally from recognized institute. • At least 2 years' experience in the administration as well as in Accounts. • Knowledge of Konkani • Desirable: • Knowledge of Marathi 	<ul style="list-style-type: none"> • Periodic release of funds to District and Block level. • Monitor expenditure incurred by District and block level under NHM. • Budgeting by components and District • Obtain and review of audited accounts, SOEs 7 Utilization Certificates. • Submitting documents to the centers for facilitating disbursement from bank. • Calculating salary or contractual staff • Preparing notes for approval and doing payment through square Up. • Any other job assigned by head of the office.



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5	Administrative Assistant (NPCBVI)	<ul style="list-style-type: none"> • Graduate in any stream from a recognized University. • Diploma in Computer application from a recognized institute. • At least 01 year experience in the administration • Knowledge of Konkani and Marathi Graduate in any stream from a recognized University. 	<ul style="list-style-type: none"> • Control over general correspondence, entry and dispatch etc of NHM • Purchase of medicines/consumables/equipments/machinery through quotations/e-tenders and keeping records • Placing orders for the supply of Spectacles • Maintenance of AMC of equipments • Maintenance of personal files of contractual staff and renewal of contracts of the staff • Any other work assigned by the supervisor
6	Anaesthetist:	<ul style="list-style-type: none"> • Essential • MD in Anesthesiology OR MBBS with Diploma/DNB in Anesthesiology • Knowledge of Konkani • Desirable: • Knowledge of Marathi 	<ul style="list-style-type: none"> • Giving Anaesthesia for procedures like Caesarian Sections in District Hospitals and CHC's. • In case of MTP / Laparoscopic camps – to give anaesthesia. • Resuscitation in case of emergencies – both maternal and child



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7	ANM	<ul style="list-style-type: none"> • SSCE with one and half year training course in Multipurpose Health Worker/ Completion of two years Auxiliary Nurse Midwife Training 	<ul style="list-style-type: none"> • Register hundred percent pregnant women in first trimester and provide care to all pregnant women throughout the period of pregnancy. • Refer antenatal patients with obstetric medical complication to higher centre and also help in arranging transport for referral • Promote institutional deliveries. • Supervised deliveries conducted by Dais and assist them if needed • Make at least 4 post natal visits (1st, 2nd, 7th, 40th day) for each delivery conducted in her area and give advice regarding care of mother, breast feeding and care of child. • Assist M.O and health asst. female in conducting antenatal and post natal checkups at sub centre during RCH clinics • Maintain Eligible couple register, counsel and motivate them for family planning. • Distribute iron and folic acid tablets to pregnant women, nursing mothers and young children; Administer vit A to children from 9months to 3yrs. • Identity cases of malnutrition among children and give treatment, advice referral for serous cases and educate mother regarding nutritious diet. • Immunize pregnant women, all infants and children as per schedule and maintain records. • She will be over all in charge of the sub centre in respect of • All the man power posted at the sub centre level including the community health guides working within the geographical area of the sub centre. • She will be responsible for all the general administrative duties at the sub centre level • She will be responsible for submission of all the reports and returns to the higher level. She will directly report to the Health Supervisor posted at the Gram Panchayat level under whose jurisdiction the sub centre falls. • She will be responsible for financial management at the sub centre. • She will be responsible for maintenance of Stock ledger of different family welfare materials and other articles. • She will assist in all the family welfare clinics organized in the hospital and organize such clinical services (FW & MCH) as are required. Her services are not to be utilized in general outdoor. • She will assist the Gynaecologist and in conducting the various Family Welfare clinics and organize such clinical services (FP & MCH) as are required. • She will select a population of 5000 near to the hospital for her field work in connection with the delivery of family welfare services by home visits. She will carry out the target couple survey and maintain the relevant register giving the classified information about the couple surveyed. • During the home visits she will carry out: <ul style="list-style-type: none"> • Education (group and inter-personal) and motivation for Family Welfare Services • Education and delivery of MCH Services (Antenatal, Post-natal Immunization etc.). • Education regarding nutrition. • Follow up of cases of sterilization, IUD distribution of Nirodh & Oral Pills, a follow up of ante-natal, post-natal, infant cases registered by her in the clinic • She will also assist in the training programme conducted at the sub-district hospital. • She will maintain the necessary register and assist in preparing the monthly report of FP and MCH of the hospital. • She will not be allotted any word duties unless there is an emergency. • She will maintain close liaison with the Indigenous Dais in her area and improve their practices • She will be responsible to the Lady Health Visitor. • She will look after the responsibilities of Health Assistant (Male) in case no Health Assistant (Male) is posted and / or when health Assistant (Male) though posted is not physically available on any particular day • Will perform any other duties as and when asked for by the higher authority.



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8	Assistant Nutrition Officer:	<ul style="list-style-type: none"> • Essential • B.Sc. in Home Science 	<ul style="list-style-type: none"> • Educate expectant mothers regarding diet during and after pregnancy. • Ensure prophylaxis against anemia in adolescents and expectant mothers. • Ensure that Iron, Folic Acid and Vitamin A are distributed to the beneficiaries as prescribed. • Advise parents for deworming of children, especially these who are malnourished and anemic. • Assessment of calories / nutrients in mid day meal, provided at Anganwadis. • IEC activities related to Nutrition. • Establish linkage with ICDS Programme. • Breast Cancer Detection (Research Study) • Field investigations / survey.
9	Assistant Programme Officer:	<ul style="list-style-type: none"> • MBBS • Orequivalent degree from institution recognized by Medical council of India;must have completed compulsory rotatory internship • OR • Masters Degree in Public health/Hospital Administration or PhD in Epidemiology/ Statistics/ Community health/Public Health after graduation • Twoyearsexperienc e in any public • II health programme 	<ul style="list-style-type: none"> • To assist the State TB officer in Programme management activities like planning, budgeting, implementing, monitoring, supervising evaluating and reporting. • To gather information on state/district demographics, special populations, migration, socioeconomic determinants of TB, cost for care, TB management practices and access to TB care for improved planning • To link state TB cell with stake holders of the Programme within and outside the state. • To assist State TB Officer in advocacy with Department of PRI/Urban Affairs and other departments for greater visibility and understanding of the NTEP • To coordinate with State NHM Office and other State level institutions in matters of programme planning, budgeting and finances, monitoring and supervision, training,etc. • To assist State TB Officer in establishing intersectoral and interdepartmental coordination for TB control and prevention. • Validation of routine surveillance data and quality assurance • To assist the State TB Officer in establishing systems for TB Surveillance (through NIKSHAY and other MIS) • To provide feedback to the surveillance data sources. • To conduct supervisory visits to the districts (including State Internal Evaluations) and report to State TB Officer. • To collaborate with the district nodal officers for TB notification and monitor the process of notification. • To compile reports to Central and state governments and stakeholders of the Programme On mandatory TB notification and manage other TB related information. • Any other job assigned by reporting officer.



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10	Attendant- hospital	<ul style="list-style-type: none"> • Essential • Middle pass or VIII class pass or equivalent with knowledge of local languages 	<ul style="list-style-type: none"> • To attend class IV work in the mobile / mammography vans. • Cleaning of lab equipment and other equipment. • To assist in starting the generator of the vans. • Disposal of Bio-medical waste. • Assist the driver in vehicle maintenance. • Maintain cleanliness in the vans. • Any other job assigned by supervisors and head of the office.
11	Attendant- SIHFW	<ul style="list-style-type: none"> • Essential • Middle pass or VIII class pass or equivalent with knowledge of local languages 	<ul style="list-style-type: none"> • Setting up training rooms and arranging training materials such as projectors, computers, handouts, etc. Training room setup and preparation: Ensuring that training rooms are set up and ready for use at least 30 minutes prior to the start of each session. • Assisting the training coordinator in organizing training sessions and other related activities. • Ensuring that all training rooms and equipment are kept clean and well-maintained. • Greeting and directing participants to their designated training rooms and assisting them with any questions or concerns they may have. • Providing logistical support during training sessions such as distributing handouts, setting up audio-visual equipment, etc. • Recording attendance and other training-related data as required. • Assisting with the preparation and distribution of training evaluation forms. • Performing other administrative tasks as assigned by the training coordinator or institute management. Time management: Meeting or exceeding established benchmarks for completing administrative tasks and supporting training activities within a certain timeframe, such as 90% of tasks completed within 24 hours. • Customer satisfaction rate: Achieving a customer satisfaction rate of 90% or higher based on feedback surveys or other metrics. Adherence to institute policies and procedures: Maintaining a 100% adherence rate to established institute policies and procedures. • Equipment maintenance and repair: Achieving a 100% equipment maintenance and repair rate to ensure that all audio-visual and other training equipment is functional and available for use.



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12	AYUSH Doctor	<ul style="list-style-type: none"> • Essential (BAMS) • Graduate Degree in Ayurveda/Homeopathic recognized under the provision of the Indian medical central council Act. • Registration Certificate of Goa Board of Indian council of Indian medicine/Central council of Ayurvedic New Delhi. • Desirable: • 1) Good experience of working in recognized/Registered/Ayurvedic/ Hospital/Clinic • OR • Essential (BHMS) • Graduate Degree in Homoeopathy recognized under the provision of the Homoeopathy Central Council Act. • Registration Certificate of Goa Board of Indian council of Indian medicine/Central council of Homeopathy New Delhi. • Desirable: • Good experience of working in recognized/ Registered/ Homoeopathy Hospital/Clinic. 	<ul style="list-style-type: none"> • Ayurvedic Medical Officer/Homeopathic Medical Officer acting as the 3rd Medical Officer at the PHC • To hold and to render utmost assistance and co-operation to the BMOH in the matter of implementation of the F.W. programmes and other health programmes having both curative and promotive aspects and to comply with various instructions that may be issued to him by the BMOH • for the purpose from time to time. • To assist the Health Officer in the matter of supervision of diet, maintenance of stores including medicines and other essential vaccines. • To assist the Health Officer in the matter of implementation of various health programme, in general and • W. programme in particular, in a pragmatic manner so that targets assigned under each such programme, especially those relating to F.W. programme are reached. • To visit peripheral Health Units under the command of the PHC as may be directed by the Health Officer • from time to time and to attend the staff meetings of various field level functionaries in order to held • sorting out any problems that may be faced by them while executing such programmes in a manner • consisting with the instructions of the Health Officer. • To held maintain effective co-ordination between the Health Guides, Trained Dais • with a view to promptly solving any problem in the matter of execution of any held programme in the block area. • To assist the Health Officer in the matter of control of epidemic with the utmost effect • To attend and conduct the OPD of the particular discipline under the overall guidance of the Health Officer • To attend any emergency duty in the PHC as per routine chalked out by the Health Officer and • To assist the Health Officer in the matter of monitoring such activities as they concerned various health • programmes with the utmost care and attention in order that the periodical reports and returns reach • the authorities concerned in time.



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13	Biomedical Engineer	<ul style="list-style-type: none"> • Bachelors in Biomedical Engineering or Mechanical (B.E/B.Tech). • Experience in Biomedical Engineering or working in health care facility. • Willingness to offer commitment towards the establishment and functioning of the Biomedical Department round the clock. • The candidate must also be willing to undergo further training and advancement of their knowledge in Biomedical Engineering, • advancing medical technology and work towards establishment of academics, if permitted and supported by the State Government. 	<ul style="list-style-type: none"> • Operation and Maintenance of Biomedical Equipments. • Operation and Maintenance of Pressure Swing Adsorption (PSA) plant and Liquid Medical Oxygen (LMO) tank supply. • Inventory Management of Biomedical department. • Inspection, calibration and onsite service of biomedical equipment like oxygen concentrators, ventilators, Oxygen Cylinder and Regulator • Providing On-site support and training to other staffs on the usage and handling of all hi-tech Biomedical Equipments. • Supervision of all maintenance and project works carried out in the hospital premises • Procurement & Installation of new equipments. • Certifying all project works, maintenance works and repairs carried out in the hospital • Conducting audit for various aspects of disaster managementAll staff are aware about the Toll-free number and dashboard utilization at facility level (incl. Different program officer • Field verification (technical activities performed by service provider) at all facilities including at least 1 DH, 2 CHC and 4 PHC every month • Review of Program with Service Provider at least every fortnight • Conduct performance review of Service Provider at least once every six months • Submit data on program to MoHFW/ NHSRC in every quarter • Breakdown Maintenance • Preventive Maintenance (PM) • AMC and CMC Management-The specialized and lifesaving critical equipment will require AMC – Annual Maintenance Contract • without spares and CMC – Comprehensive Maintenance Contract with all the spares included. The AMC and CMC will be monitored centrally. Warranty Management



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14	Block Accountant	<ul style="list-style-type: none"> • Essential • B. Com with Diploma in Computer with Accounting package (Tally) from institute recognized by Goa Government. • Two years' experience in the field of accountancy with the chartered accountant or 2 years' experience in maintenance of accounts in any reputed organization 	<ul style="list-style-type: none"> • Accounting and financial management of the Block Health & Family Welfare Samiti. • To assist HO/MO/ ANMs/ Block Health and Family Welfare staff in maintaining Cash Books, Ledgers, other registers etc. • To facilitate disbursement of funds to the Health centres and Sub-Centres/ other organizations. • To follow up with Health centres in maintaining Cash Book, Accounts and Ledgers relating to the funds related to Health Department/ other health units for onward submission to the District Health and Family Welfare by the Block Health and Family Welfare • To arrange statutory audit of the accounts of the Block Health and Family Welfare • Internal Audit of other health units. • To assist Secretary, Block Health and Family Welfare in meeting audit queries. • To assist Block Medical Officer of Health in meeting audit queries of AG/ Internal auditor. • To assist Secretary, Block Health and Family Welfare in holding meeting of the Executive Committee and Governing Body regularly. • To assist Block Health and Family Welfare Samiti in budgeting and planning for programme implementation. • To maintain records including receipt and expenditure of Block Health and Family Welfare • To monitor and supervise accounts work in all units through regular field visits. • Any other job that will be assigned by the State/ district/ Block Health and Family Welfare Bureau from time to time. • Facilitate disbursement of funds to implementing agencies. • Prepare SoEs and make audit arrangements as per RFP guidelines • Maintain the records of Block accounts. • Ensuring timely issue and submission of Utilization Certificate to District for the utilized funds. • Ensure timely submission of FMR's, SFP's and Quarterly/Monthly MIS to the District Health Society. • Provide training to the finance staff at the sub district level. • To monitor the expenditure reported by the implementing units. • Compliance of TDS provisions, wherever, applicable.
15	Clinical Psychologist (DEIC)	<ul style="list-style-type: none"> • Essential: • MPhil Clinical Psychology/Masters in Clinical Psychology/ Masters in Child Psychology/Rehabilitation Psychology. • Minimum 1 year work experience with Children with Special needs. • Desirable: • Preferably Rehabilitation Council of India recognised (Candidate should possess Central Rehabilitation Registration no.) 	<ul style="list-style-type: none"> • Perform the developmental assessment. • Administer the scales/tools to diagnose the developmental disabilities. • Guide and counsel the family. • Work on behavior modification for the child and the family. • Maintain records of each child in terms of what psychological tests are used, what programme suggested and the progress of the child. • Maintain records of the follow-up of the child, note progress and doing reassessments wherever deemed necessary and at periodic intervals.



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16	Cold Chain Technician (Imm.)	<ul style="list-style-type: none"> • Essential • Matriculation form any recognized board/institute • MRAC trade (Refrigerator) in ITI from any Govt. or Govt. recognized private training institution. 	<ul style="list-style-type: none"> • Cold Chain Technicians are placed at the disposal of DIO of their concerned districts. • As per the Govt, of India Guideline the Sickness rate of the equipment should be less than 2% at any point of time. • CCT should monitor the Breakdown Time & Response Time of the Cold Chain equipment at district level. • The Response Time should be 48 hours in plain and 72 hours hilly terrain. • The Breakdown Time for major repair should be less than 15 days in plain and 21 days in hilly terrain. • Plan for Preventive maintenance to be prepared in advance & submitted to the authority, where as he/she has to cover at least 15 cold chain points in a month apart from attending the emergency and major break down cases. • The Generators at SVS/RVS level should be in working order with Auto Start Functioning- • All IL Rs & DF are to be connected with separate Voltage Stabilizers and place on wooden/ plastic stands. • The condemned equipment should be disposed off/auctioned immediately at district level/ PHC level. • The funds for Cold Chain maintenance should be utilized and utilization certificate with statement of expenditure must be submitted in time. • The status of Cold chain equipment should be reviewed at district level in monthly meeting and follow up action to be taken. • The Status of Cold Chain should be updated in NCCMIS (National Cold chain Management Information System) regularly. • The system of proper record keeping of Cold Chain equipment to be computerized at district level with the help of Immunization Computer Assistant/Data entry operator. • Preventative maintenance plan to be adopted under which advance tour programme, supportive supervision, planning, monitoring, replacement of CFC equipment to Non-CFC, WIC or WIF Check list, ILR/OF Check list, Defrosting and maintenance of Cold Chain points every month, temperature recording. Maintenance of Cold Box, Vaccine Carrier is included • Planning of emergency need to be prepared under which break down of equipment, contingency plan, alternate storage arrangement, managing logistics are included. • Annual inventory of Cold Chain equipment to be done at district level. • Monitoring Sickness Rate of WIC, WIF, ILR and DF. • Record & report should include the Service report, work register, delivery challan and spare parts details etc. • Perfect electric connection at all Cold Chain point. • Major repair like compressor replacement, gas filing can be done at district HQ & minor repair like replacement of minor spare parts, electrical faults should be rectified at the spot. • Monthly report should be send to the concerned person in time regularly for better cold chain management. Monthly indenting of spare parts with code number & specification of ILR, DF needs to be submitted as per actual requirement in advance to the state.



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17	Community Health Officer (CHO)-BSc Nursing	<ul style="list-style-type: none"> • Essential Qualification: • B.Sc.(Nursing) with Mid-Level Health Provider(MLHP) course integrated • Passed B.Sc. from batch 2019-20 onward only. • Having Degree certificate and enrolled with Goa Nursing Council at the time of interview • Competency in MS Office and Internet. • Desirable Qualification: • Konkani and Marathi fluency (speaking and writing) 	<ul style="list-style-type: none"> • Community Health Officer (CHO) The CHO would broadly be expected to carry out public health functions, ambulatory care, management and provide leadership at the HWC-SHC. They would be responsible for the following: • Ensure that all households in the service area are listed, empaneled and a database is maintained- in digital format/ paper format as required by the state. • Provide clinical care as specified in the care pathways and standard treatment guidelines for the range of services expected of the SHC. • Clinical care provision would include coordinating for care/ case management for chronic illnesses based on the diagnosis and treatment plan made by the Medical Officer/specialists who will initiate treatment for chronic diseases, dispense drugs as per standing orders by the medical officer. • Such coordination could be facilitated through processes such as telehealth. However, CHOs can also provide medicines as per the provisions of Schedule K, Item 23. • Focus attention in screening for chronic conditions on screening, enabling suspected cases confirmed and initiating treatment based on appropriate STGs or on basis of plans made by medical officer/ specialists. As a team, ensure adherence, along with counselling and support as needed for primary and secondary prevention efforts. Such chronic conditions would include both non-communicable diseases and the chronic communicable diseases of tuberculosis, leprosy and HIV. • Coordinate and lead local response to diseases outbreaks, emergencies and disaster situations and support the medical team or joint investigation teams for disease outbreaks. • Support the team of MPWs and ASHAs in their tasks, including on the job mentoring, support and supervision and undertaking the monitoring, management, reporting and administrative functions of the HWC such as inventory management, upkeep and maintenance, and management of untied funds. • Support and supervise the collection of population-based data by frontline workers, collate and analyse data for planning and reporting of data to the next level in an accurate and timely fashion. Use HWC and population data to understand key causes of mortality, morbidity in the community and work with the team to develop a local action plan with measurable targets, including a particular focus on vulnerable communities. • Coordinate with community platforms such as the VHSNC/MAS/SHGs and work closely with PRI/ ULB, to address social determinants of health and promote behaviour change for improved health outcomes. • Address issues of social and environmental determinants of health with extension workers of other departments related to gender-based violence, education, safe potable water, sanitation, safe collection of refuse, proper disposal of wastewater, indoor air pollution, and specific environmental hazards such as fluorosis, silicosis, arsenic contamination, etc.



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18	Computer Assistant	<ul style="list-style-type: none"> • Essential • Graduate in any stream from Institute recognized by Goa Government. • Six months course in Computer • Knowledge of Konkani • Desirable • Knowledge of Marathi 	<ul style="list-style-type: none"> • He/She shall compile the information on a monthly basis and forward the data to the concerned Authorities. • He/She shall be responsible for operation and up keep of routine work • HE/She shall under take Data Entry of all the reports related to the RCH/NRHM programme. • He/She shall under take any other work assigned as per programme needs. • Any other job assigned by supervisors and head of the office.
19	Computer Assistant-SIHFV	<ul style="list-style-type: none"> • Essential • Graduate in any stream from Institute recognized by Goa Government. • Six months course in Computer • Knowledge of Konkani • Desirable • Knowledge of Marathi 	<ul style="list-style-type: none"> • Collecting, entering, and managing data related to health and family welfare programs in the state. • Ensuring accuracy and completeness of data by reviewing and verifying data inputs for errors or inconsistencies. • Timeliness of data entry • Generating reports from data collected and providing analysis to support decision-making. Conducting data quality assessments to ensure that data is reliable and accurate. • Collaborating with program staff and stakeholders to identify and address data-related issues and gaps. • Maintaining proper records and documentation for audits and reviews. • Other job assignments: All other job assignments are completed accurately and within the designated timeframe • Compliance with guidelines: Ensure compliance with all program guidelines related to data entry, management, and reporting. • Process improvement: Identify and implement at least one process improvement initiative per quarter that results in measurable time or cost savings. • Administrative tasks such as maintaining records, preparing reports, and communicating with other staff members and stakeholders involved in the program. • He/She shall compile the information on a monthly basis and forward the data to the concerned Authorities. • He/She shall be responsible for operation and up keep of routine work • He/She shall under take any other work assigned as per programme needs. • Any other job assigned by supervisors and head of the office.



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20	Consultant (PM)	<ul style="list-style-type: none"> • Essential: • BAMS/BHMS • Master in Hospital Management (2 years' full time programme) • OR • Master in Health Management (2 years' full time programme) • OR • Master in Public Health Management (2 years' full time programme) • Desirable • Experience in managing State Public Health Programmes and Trainings in Public Health. • Excellent Communication and Presentation Skill. • Ability to plan, implement and evaluate training programmes. • The person will have to travel extensively to different parts of the state 	<ul style="list-style-type: none"> • To assists the Chief Medical Officer (F/W) in all aspect of programme management under the National Health Programme • Supervision of all National Health Programme at the periphery • Co-ordinate with the Health Officers. Medical Officer • Compilation of data and reporting • Planning of training • Micro – management of implementation of training • Monitoring Evaluation, reporting of training activity. • Participation in training Programme • Any other work assigned by Chief Medical Officer/Programme Officer.
21	Consultant Climate Change		<ul style="list-style-type: none"> • Technical assistance to State Nodal Officer-Climate change for undertaking health rated • activates in the State. • Technical assistance to State Nodal Officer-Climate Change for organizing meetings of Task Force • Support SNO-CC for Situational Analysis and Health Vulnerability Assessment. • Support SNO-CC and coordinate with Task Force for Risk Mapping of Climate sensitive illnesses to list 'Hot Spots' to review vulnerable population, resources and challenges • Support SNO-CC to review existing programmes of health and non-health sectors in view of impact of variation in climate • Support SNO-CC for preparation of state Action Plan for Climate Change and Human Health • Support SNO-CC Submission of budget under PIP of NHM for activities proposed under the Climate Change and Human Health at state. • Timely collection. Compilation and analysis of data of climate sensitive illnesses for State • Submission of timely report of cases and deaths due to air pollution and heat related illnesses. • Carryout regular visits with SNO-CC for supervising, monitoring and training of health care personnel in districts • Page 9 of 9 • Undertake other assignments, which may be assigned form time to time by the Reporting Authority



STATE HEALTH SOCIETY
DIRECTORATE OF HEALTH SERVICES
CAMPAL PANAJI GOA
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22	Consultant Finance	<ul style="list-style-type: none"> • Commerce Graduate with minimum 2 yrs. experience in financial management • Or • Com/MBA (Finance) 	<ul style="list-style-type: none"> • Monitor expenditure incurred by districts under IDSP. • Preparation and compilation of District & State level PIP. • Obtain & review of audited accounts, SOEs& Utilization Certificates through NHM. • Coordinate with NHM Finance for booking and audit of state and district level expenditure. • Organizing training for district account manager & data manager.
23	CONSULTANT FINANCE (IDSP)	<ul style="list-style-type: none"> • Commerce Graduate with minimum 2 yrs. experience in financial management • Or • Com/MBA (Finance) • Age:- 45 years or below (in exceptional cases age up to 60 years may be considered) 	<ul style="list-style-type: none"> • Monitor expenditure incurred by districts under IDSP. • Preparation and compilation of District & State level PIP. • Obtain & review of audited accounts, SOEs& Utilization Certificates through NHM. • Coordinate with NHM Finance for booking and audit of state and district level expenditure. • Organizing training for district account manager & data manager.



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24	Consultant Maternal Health		<ul style="list-style-type: none"> • Implementation and roll-out of LaQshya • Ensure quality Ante Natal Care at community level (VHND) • Prevention and management of anemia in pregnancy • Facilitation and implementation of Janani Shishu Suraksha Karyakram (JSSK) • Establishment and facilitation of obstetric ICU/HDU and MCH wing • Supportive supervision of facility level obstetric and gynecological services • Development and implementation of Maternal Health PIP • Technical support related to all maternal health activities • All other tasks as given by Nodal Officer, Maternal Health • Maternal Health • Ensure that all pregnant women delivering in Government Health institutions • receives JSSK benefits of Drugs, Diagnostics, diet, pick-up and drop back (as per DBT portal) • All district Hospitals are certified for LaQahya State level certification 70% • Conduct all the trainings approved in the ROP 80% • Ensure reporting of all estimated maternal deaths 70% • Ensure review of Maternal Near Miss at DH and Medical College level 80% • Ensure that all reported deaths are reviewed, and action plans are developed 100% • Ensure recruitment and training of State Midwifery Educators 100% • Ensure registration of births and deaths in Civil Registration System (wherever it is with Health Department) • Ensure that all doctors trained in EmOC are posted at FRUs 100% • Ensure that all doctors trained in LSAS posted at FRUs 100% • Conduct biannual review of all MH programmes 100% • Complete all construction work for Obs HDU /ICU within 2 years of approval in ROP • Complete all construction work for MCH wing within 3 years of approval in ROP 100% • JSY & DBT • Ensure that all beneficiaries are reported on RCH portal and payments are done only after that through PFMS. • Ensure e-payments to all JSY beneficiaries 100% • Ensure up-dation of the monthly DBT progress reports latest by 7th day of the next month for all the MoHFW schemes on the DBT health portal (dbt.mohfw.gov.in). • Make minimum 2 field visits in a month to Districts/facilities 100% • Conduct at least one review meeting with Districts in every quarter to bring out continuous improvement in service delivery/quality. • Submit filled Quarterly reports (by e-mail as well as physical copy) to the Ministry latest by 7th day of the next month.



STATE HEALTH SOCIETY
DIRECTORATE OF HEALTH SERVICES
CAMPAL PANAJI GOA
Contact: No 0832-2225976 Email: fw-dhs.goa@nic.in



Sr. No	Designation	• Qualification	• Job responsibilities/ Key Deliverables
25	Consultant Newborn & Child Health (RCH/FW)	<ul style="list-style-type: none"> • MPH (with Medical qualification)/Health Management (With medical qualification) /MHA (With medical Qualifications) 	<ul style="list-style-type: none"> • Provide expert technical inputs in child health and Nutrition program • Coordinate and liaise with other consultant of the RCH program at Central/State/District level, various department of the state government, Ministry of Health & Family welfare, Government of India, State Institute of Health and Family Welfare and other Nodal/Collaborating agencies set up in • the field of training etc. • Plan and monitor Immunization, IMNCI and childhood malnutrition intervention programs • Plan and monitor MAMTA Abhiyan activities • Plan, and monitor Neonatal care service from outreach to tertiary care network • Undertake visits to district for providing technical support and suggest measures for improvement. • Carry out need assessment for training, and plan training activities in collaboration with training institutes. • Provide technical support for preparation of IEC material and review implementation of IEC. • Analyze financial and physical progress report and suggest corrective measures for improving output. • Plan and organize operational research and survey activities. • Monitor Programme and suggest measures for improvement of programme outputs. • Identify the cause of any unreasonable delay in the achievement of milestones, or in the release of funds on the achievement of milestones; and propose corrective action. • Provide regular report/feed back on Programme to the RCH Director/ Commissioner. • Undertake any other duties assigned from time to time. • Ensure complete online reporting of functional SNCUs (as per guideline). • Ensure that all approved NBSUs are functional as per guideline • Ensure that all approved NRCs are functional as per guideline • Ensure full coverage under IDCF against the target • Ensure full coverage under NDD against the target • Conduct all the FBNC & Nutrition trainings approved in the ROP • Ensure availability of trained personnel in the SNCU, MNCU, RBSK and NRCs as per programme guideline • Ensure reporting of all estimated Child Death and Still Birth deaths • Ensure that all reported deaths are reviewed, and action plans are developed • Conduct at least one biannual review meetings of Child Health Program at State level and sharing gaps and action points with MoHFW. • Ensure that all new-borns were visited by ASHAs under HBNC Program • Ensure implementation of HBYC Program (Training, monitoring, IEC) in Aspirational Districts • Ensure full coverage of IFA supplementation among pregnant women, children 6-59 months, children 5-10 years and adolescents 10-19 years



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26	Consultant Training	<ul style="list-style-type: none"> • Post Graduate in Medical field preferably in Public Health/epidemiology with minimum 5 years • of experience. 	<ul style="list-style-type: none"> • To Maintain the Records of Human Resources posted at SSU and DSU Unit. • Identifying institutes for training of various categories of personnel based on selection criteria. • Collate and review training plans for all districts in the state. • Organize, coordinate & monitor training of state/district/sub-district staff under IDSP. • Identify emerging training needs at the state/district and below and revise training calendars accordingly. • Organize dissemination of training manuals and materials for training courses. • Monitor training activities at the state level and districts. • Monitor expenditure incurred on training and related activities. • Assist in organizing independent evaluation of training and its outcome. • Maintain a compendium of participants trained in various training programmers. • Carry out IHIP-IDSP related activities in the State. • Any other work assigned by SSO.
27	Consultant, National Programme for Climate Change & Human Health (NPCCHH)	<ul style="list-style-type: none"> • Medical Graduate with Post Graduate Degree/Diploma in Preventive and Social Medicine/Public Health or Epidemiology (Such as MD, MPH, DPH, MAE etc. 	<ul style="list-style-type: none"> • Monitoring of various Components of National Programme on Climate Change and Human Health. • Reporting and Monitoring of surveillance of Air Pollution from Sentinel Sites. • Reporting and Monitoring of surveillance on Heat Stroke and Heat Related Illness. • Preparation of State Action Plan on Climate Change & Human Health. • Co-ordination and arranging for various Committee Meetings under NPCCHH. • Trainings on various Objectives & Components under NPCCHH. • Co-ordination with National and Regional Level Teams. • Monitoring of IEC activities under programme. • Monitoring of various green initiatives under programme. • Any other Job as required under programme or as assigned by State Programme Manager.



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28	Consultant: Family Planning		<ul style="list-style-type: none"> • Roll out of Injectable MPA (Antara Program) • Rollout of Injectable MPA in all District Hospitals, Sub District Hospitals and CHCs • Rollout of Injectable MPA in Primary Health Centers 60% • Operationalization of warehouses /facilities for FP LMIS • Ensure that all District warehouses have started indenting & reporting issue against indent through FPLMIS • Ensure that Block warehouses have started indenting & reporting issue against indent through FPLMIS • Ensure that all District Hospitals, Sub District Hospitals and CHCs are indenting & reporting issue against indent through FPLMIS • PHC are indenting & reporting issue against indent through FPLMIS • SC are indenting & reporting issue against indent through FPLMIS • ASHA s indenting for FP commodities • Operationalization of Delivery points for PPIUCD services • Delivery points' up to PHC level have been operationalized for PPIUCD services • Operationalization of Static Facilities for Sterilization • All DH, SDH operationalized as static facilities for Male and Female Sterilizations • Compliance to Hon'ble SC mandates and uploading the same on state webpage • All the SQAC, SISC, DQAC, DISC members and empanelled providers are updated and uploaded in every quarter • Upload the Annual FPIS Status and Death Audit Reports (as per Annex 14 in "Standards & Quality Assurance in sterilization services") of all the submitted death claims • Installation of condom boxes • All the facilities have adequate numbers of condom box
29	Consultant: RBSK		<ul style="list-style-type: none"> • Ensure that all new-borns as per HMIS were screened at the time of Birth • Ensure that all 0-3 years children as per HMIS were screened twice a year • Ensure that all approved DEICs are functional as per guideline • Ensure that at least 10% of the children were identified with 4-Ds • Ensure that all the children who were identified with 4Ds have availed services at Secondary / Tertiary care facilities



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30	Counselor	<ul style="list-style-type: none"> • Bachelors (or equivalent) Degree in • Social Work/ Sociology/ Psychology 	<ul style="list-style-type: none"> • To work under the supervision of Senior Medical Officer - Nodal DR-TB Centre and overall guidance of Nodal officer of NDR-TBC. • Ensure that DR-TB patients and family members receive continuous counseling and guidance right from their first visit at the DR-TB Centre to their treatment completion using the DR-TB Counseling Tool. • Support Senior MO - NDR-TBC in the out-patient management or admission process including subsequent documentation at the DR-TB Centre, completing all pre and post treatment investigations and specialist consultations as per current guidelines, • Assist Sr. MO-DR-TB Centre to ensure timely communication to the concerned district for discharged patients with complete documents and required quantity of medicines. • In coordination with the DR-TB Centre statistical assistant, ensure that the information in Nikshay and original PMDT treatment book are updated as per current guidelines. • Facilitate linkages for social, nutritional, NPY, vocational, rehabilitative and palliative care support to DR-TB tients. • To maintain a detailed directory with important contact details of other N/DDR-TB Centers, District TB centers and NTEP key staff. • Maintain the documentation regarding the counseling and services provided and reporting of the same in the prescribed formats in DR-TB Counseling register. • To facilitate change management with respect to use of ICT tools, Nikshay & Nikshay Aushadhi for concerned data entry, validation & its use for public health action. • To provide a monthly activity report to NDR-TBC Committee and STO. • Any other job assigned by the reporting officer.
31	Data Assistant	<ul style="list-style-type: none"> • Essential: • Graduate in any stream with Diploma in Computer with Accounting package (Tally) from Institute recognized by Goa Government. 	<ul style="list-style-type: none"> • Assist in preparation of monthly progress reports on the implementation of programme activities in the Centre. • Assist in routine monitoring of programme activities through compilation and analysis of various reporting/monitoring formats. • Assist in developing rationalized and computerized reporting formats and providing implementation support for operational sing these formats. • The Data Assistants would work closely with the Statistical Assistant and be responsible for programme related MIS in the Centre. • Any other job assigned by supervisors and head of the office.



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32	Data Entry Operator (NLEP)	<ul style="list-style-type: none"> • Graduate in any stream from a recognized University • Diploma in Computer Application from a Recognized institute • Knowledge of Kokani and Marathi • Desirable • Minimum 1 year relevant working experience preferably in health sector 	<ul style="list-style-type: none"> • Coordinating with the supervisors about the supervisory schedule of finalising Spa Inspection. • Drafting and typing of Spa Inspection note for approval for fixing the date for spa inspection and booking the vehicle for the same. • Checking the Spa Inspection files as per the checklist and intimating the spa owners about the required documents. • Maintaining Spa inspection register and keeping the files ready on the day prior to inspection. • Checking the Spa Inspection files as per the checklist. Making a note of the pending documents to be submitted by the spa owners. • Coordinating with the owners about the required documents. • Intimating the Spa Owners about the date fixed for inspection. • Forwarding the GTDC bills, Refreshment bills of spa inspection to be booked by the respective programme offices under DHS. • To prepare Spa Inspection Report after the inspection and taking approval of the inspectors and then submitting the same to the Special Cell, DHS • Handling Inward/Outward Register as an when required.
33	Data Entry Operator (NPCBVI)	<ul style="list-style-type: none"> • Graduate in any stream from a recognized University • Diploma in Computer Application from a Recognized institute • Knowledge of Kokani and Marathi • Desirable • Minimum 1 year relevant working experience preferably in health sector 	<ul style="list-style-type: none"> • Ensure regular entry of all relevant data in the computer pertaining to various aspects of NHM programme in systematic manner to facilitate its analysis • Analyze data nad and compile report fir NHM Programme • Maintenance and upkeep of computer and its accessories including virus defence • Control over general correspondence, entry and dispatch etc of NHM • purchase of medicines/consumables/equipments/machinery through quotations/ e tenders and keeping records • Recruitment of staff and related matters • Maintenance of personal files and contractual staff • Maintenance of leave account • Typing work and any other job assigned as per programme need



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34	Data Entry Operator North D	<ul style="list-style-type: none"> • 10+2 with Diploma in computer application or equivalent recognized by the Council for Technical education/ DOEACC • Typing speed of • 40 w.p.min English and local language. • Should be well • conversant with various computer Programming including MS Word, Excel and simple statistical packages. 	<ul style="list-style-type: none"> • To receive mails to the State TB Office, sort and classify and deliver to the concerned programme officer • To track the responses from the stakeholders on the communications sent from State TB Office. • To e-file mails. Segregate and store soft copies of attached documents of mails according to the topics and retrieve them whenever needed. • To send e-mails to the addressees as per instruction of the concerned Programme officer • To enter data in the prescribed formats as instructed by the respective officers in STC. • To compile/ collate any data that comes from districts regularly or when asked for. • To maintain and update correct contact details {Address, phone numbers and emails) of all Programme stakeholders. Track mails that has remained undelivered or bounced back and make sure communications reach the destinations • To check and validate from time-to-time entries in Nikshay regarding Directories (PHI, TU, District and State), staff details, and infrastructure details (User management pages). • To facilitate training of district data entry operators on Nikshay entry, • e-mail policies/ etiquettes, maintenance of systems and data security. • To maintain a help desk for the district data entry operators and provide remote desktop assistance when necessary. • To maintain computers, peripherals and connections assigned. Maintain inventory of computer accessories in the office. To take periodic backup of the data stored in the system. • To install and update antivirus software as and when required. • Any other job assigned by the reporting officer
35	Data Entry Operator(IRL)	<ul style="list-style-type: none"> • 10+2 with Diploma • in computer application or equivalent recognized • by the Council for Technical education/DOEA • cc • Typing speed of 40 w.p.m in English and local language. • Should be well conversant with various computer Programming including • MS Word, Excel and simple statistical packages. 	<ul style="list-style-type: none"> • To perform data entry of CDST labs into the TB ICT application (NIKSHAY/ LIMS) in coordination with DR-TB centres • To facilitate change management with respect to use of ICT& Nikshay tools for concerned data entry, validation & its use for public health action • To receive mails to the IRL. • To e-file the mails and attached documents. • To enter the patient details and laboratory reports in the specified IRL format and to send e-copies of culture/DST reports to the District TB centres and DRTB Centres. • To maintain and update the contact details of districts, DRTB centres and laboratories assigned to the IRL. • To compile the district reports on external quality assurance. • To maintain computer, peripherals and connections assigned. • To install and update antivirus software as and when required. • To take periodic back up of the data stored in the system. • Any other tasks assigned as per program needs.



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36	Data Entry Operator(NUHM)	<ul style="list-style-type: none"> • Graduate in any stream • 6 months course in Compute 	<ul style="list-style-type: none"> • Ensure regular entry of all relevant data in the computer pertaining to various aspects of NRHM/NUHM Programme in systematic manner to facilitate its analysis. • Analyze data and compile report for NUHM Programme. • Maintenance and upkeep of computer and its accessories including virus defense. • Typing work and any other job assigned as per programme need. • Any other job assigned by supervisors and head of the office.
37	DEMOGRAPHER (PC-PNDT)	<ul style="list-style-type: none"> • Essential: <ul style="list-style-type: none"> • Graduate or Post Graduate in Statistics or allied Sciences • Experience in data compilation and analysis is preferable. 	<ul style="list-style-type: none"> • Monitoring the reporting under PC-PNDT.ACT. from registered clinics. • Compilation of & scrutinizing of all the Monthly, Quarterly and Annual Performance Report on Family Welfare. • Prepare the monthly/quarterly and annual reports. • To.co-relate the data with the ground level situation. • Any other work assigned by CMO
38	Dental Assistant- Part time	<ul style="list-style-type: none"> • Essential: <ul style="list-style-type: none"> • Should have passed Xth Std. exam. • Should be able to read & write English. • Computer literate. • Desirable: <ul style="list-style-type: none"> • Experience of working in a dental clinic/Hospital/Lab. 	<ul style="list-style-type: none"> • Assist the dentist in all day to day activities. • Chair side assistance/mixing of cements, etc. • Cleanliness of premises/instruments, etc. • Sterilization of instruments • Any other work as assigned by the superiors.
39	Dental Technician:(DEIC)	<ul style="list-style-type: none"> • XII Passed with • Desirable • 1 or 2 years course on Dental technician from a recognized institution. 	<ul style="list-style-type: none"> • Work with dentists to create tooth restorations and orthodontic devices for pediatric patients. • Fill prescriptions for pediatric patients; make custom bridges, crowns, dentures and orthodontic appliances based on tooth molds and impressions. • Correct dental irregularities by manufacturing fixed or removable appliances. • Dental technician's specialization includes bridges and crowns, partial or complete dentures, ceramics, implants and orthodontic appliances, such as braces. • 46 • Roles & Responsibilities of DEIC • Staff • Replace missing facial and body tissues due to developmental abnormality by fabricating maxillo-facial prostheses. • Construct prostheses by following the dentist's prescription; making models of the mouth and teeth from impressions of the patient's mouth taken by the dentist; • building-up wax replicas of part or all of the mouth and/or teeth on the model; • encasing the wax in a mould material and melting away the wax; replacing the wax with plastic, metal, or ceramic materials to make the replacement appliance; • polishing and finishing the appliance prior to its being placed in the patient's mouth • by the dentist. • Document actions by completing forms, reports, logs, and records



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40	Dentist: (DEIC)	<ul style="list-style-type: none"> • BDS from any university recognized by Dental Council of India. 	<ul style="list-style-type: none"> • Diagnose oral diseases for the children referred to the DEICs. • Provide advice regarding oral health for the children with Neuromotor impairment who especially have chewing difficulties and unable cleanse teeth and oral cavity due to motor problem. • Promote oral health and disease prevention. • Interpret x-rays and diagnostic tests. • Ensure the safe administration of anesthetics. • Monitor growth and development of the teeth and jaws especially for the children who are on anti-epileptic drugs. • Perform surgical procedures on the teeth
41	DEO (Data Entry Operator)	<ul style="list-style-type: none"> • Graduate in any stream • 6 months course in Compute 	<ul style="list-style-type: none"> • Ensure regular entry of all relevant data in the computer pertaining to various aspects of NRHM/NUHM Programme in systematic manner to facilitate its analysis. • Analyze data and compile report for NRHM Programme. • Maintenance and upkeep of computer and its accessories including virus defense. • Typing work and any other job assigned as per programme need. • Any other job assigned by supervisors and head of the office.
42	Director Finance	<ul style="list-style-type: none"> • On Deputation from Directorate of Accounts 	<ul style="list-style-type: none"> • Responsible for management of State Health Society funds. • Improve utilization of funds by prompt sourcing and distribution. • Conduct of Financial management and accounting Audit on time. • Timely disbursement of funds to the units and collection of SoEs and consolidation of financial data each district wise and for the state as a whole. • Budget analysis of the state, districts and facility level societies. • Timely conduction of management/accounting audits. • Number of suggestions for improves utilization of funds implemented and quantum of financial impact.



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43	District Accountant	<ul style="list-style-type: none"> • Graduate in commerce • Two years of experience in Maintenance of accounts double entry system in a recognized Society or Institution • Experience in • working with Accounting software for at least 2 years 	<ul style="list-style-type: none"> • To handle all matters relating to accounts, budgeting and finance and management of accounting procedure pertaining to NTEP in the district. • Coordinating with the finance personnel at DPMU with a view to ensure submission of consolidated financial reports like FMR, SFP • Accurate and timely submission of monthly/quarterly report on expenditure. • Preparing annual and quarterly budgets for the district. • Ensuring that adequate internal controls are in place to support the payments and receipts. • Ensure audit of accounts of NTEP by the auditor appointed by the State/District Health Society • Manage NIKSHAY and PFMS to ensure registration of beneficiaries, and payment of DBT 8. Coordinate with District Finance/Administrative Manager for PFMS and DBT matters • Ensure all expenditures are booked through PFMS 10. Prepare the plan of expenditure and facilitate its execution • Arrange accounts for audit and extend required help in the audit of the accounts • Ensure preparation and timely submission of the SOE, UC, Audit reports. • Any other job assigned by the reporting officer.



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44	District Accounts Manager	<ul style="list-style-type: none"> • Essential: • Graduate in Commerce ii)6 months Computer Course with Tally • Desirable: • 2 years working experience accountancy after graduation 	<ul style="list-style-type: none"> • Maintenance of accounts of NHM/NUHM programme as per guidance on the subject. • Timely preparation and submission of monthly quarterly and yearly reports of expenditure to the concerned authorities. • Arrange accounts for Audit and extend required help in the Audit of Accounts of NUHM programme. • Arrange the records of the accounts in a systematic way to facilitate easy retrieval • Maintenance of records of receipt and points in systematic manner. • Preparing and filing monthly PF Challan. • Settlement of bills including certification, taking signature on vouchers, filing vouchers as per Cash and Bank Book. Payments are done through PFMS Portal. • Maintenance of accounts of programme , as per guideline on TALLY. • Doing Bank Reconciliation on TALLY. • Disbursing funds to peripheral as and when required. • Timely preparation of monthly and consolidated statement of Advances & booking expenditure received from peripheral. • Timely preparation and submission of monthly, quarterly and yearly reports of expenditure to the concerned authorities. • Maintenance of accounts for all types of Audit and extend required help in the Audit of Accounts of the Programme • Maintenance of records of the accounts in a systematic way to facilitate easy retrieval of data. • Maintenance of records of receipt of grants received from Government and utilization of the same. • Reply to LAQ, RTI and other queries received from higher authorities. • Preparation of PIP. • Keeping a track of expenditure done at peripheral and state is as per the amount approved in ROP. • Any other work relating to the accounts of Programme. • Coordinate with District Programme Manager for planning and budgeting for program implementation • Disbursement of funds to the implementing agencies • Preparation and timely submission of monthly/quarterly/annual statement of expenditure (SoEs) • Managing accounts of the DHS • Ensuring adherence to laid down accounting standards and policies • Adherence to system for periodic internal and external audits and established accounting systems • Assist the blocks by visiting them and providing support when needed • Monitor Timely submission of SoEs from the Blocks • Assist the District Health Society in the implementation and operation of e-banking initiative • Upload the finance data monthly on the HMIS portal



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45	District Accounts Manager(NUHM)	<ul style="list-style-type: none"> • Essential: • Graduate in Commerce ii)6 months Computer Course with Tally • Desirable: • 2 years working experience accountancy after graduation 	<ul style="list-style-type: none"> • Maintenance of accounts of NHM/NUHM programme as per guidance on the subject. • Timely preparation and submission of monthly quarterly and yearly reports of expenditure to the concerned authorities. • Arrange accounts for Audit and extend required help in the Audit of Accounts of NUHM programme. • Arrange the records of the accounts in a systematic way to facilitate easy retrieval • Maintenance of records of receipt and points in systematic manner. • Preparing and filing monthly PF Challan. • Settlement of bills including certification, taking signature on vouchers, filing vouchers as per Cash and Bank Book. Payments are done through PFMS Portal. • Maintenance of accounts of programme , as per guideline on TALLY. • Doing Bank Reconciliation on TALLY. • Disbursing funds to peripheral as and when required. • Timely preparation of monthly and consolidated statement of Advances & booking expenditure received from peripheral. • Timely preparation and submission of monthly, quarterly and yearly reports of expenditure to the concerned authorities. • Maintenance of accounts for all types of Audit and extend required help in the Audit of Accounts of the Programme • Maintenance of records of the accounts in a systematic way to facilitate easy retrieval of data. • Maintenance of records of receipt of grants received from Government and utilization of the same. • Reply to LAQ, RTI and other queries received from higher authorities. • Preparation of PIP. • Keeping a track of expenditure done at peripheral and state is as per the amount approved in ROP. • Any other work relating to the accounts of Programme. • Coordinate with District Programme Manager for planning and budgeting for program implementation • Disbursement of funds to the implementing agencies • Preparation and timely submission of monthly/quarterly/annual statement of expenditure (SoEs) • Managing accounts of the DHS • Ensuring adherence to laid down accounting standards and policies • Adherence to system for periodic internal and external audits and established accounting systems • Assist the blocks by visiting them and providing support when needed • Monitor Timely submission of SoEs from the Blocks • Assist the District Health Society in the implementation and operation of e-banking initiative • Upload the finance data monthly on the HMIS portal



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46	District Administrative cum Programme Assistant (QA)	<ul style="list-style-type: none"> • Recognised Graduate Degree with fluency in MS Office package with one year experience of managing • office and providing support to Health Programme / NRHM. Knowledge of Accountancy would be an • added advantage. Candidates having drafting skills would be preferred. 	<ul style="list-style-type: none"> • To provide support to DQAC in its administration. • To coordinate all activities of DQAU. • Preparation of agenda notes of DQAC meetings, and ensuring its circulation to DQAC members. • Annexures • 74 Operational Guidelines for Quality Assurance in Public Health Facilities 2013 • Preparation of the minutes of meetings and initiating correspondence for follow-up action. • Liaison with SQAC and SQAU. • Submission of reports to SQAU. • Facilitatory support for the field visits including logistics arrangement. • Submission of Utilisation certificates in respect of funds received. • Upkeep of files, registers and books of accounts.
47	District Consultant (QA)	<ul style="list-style-type: none"> • Essential: • Dental/AYUSH graduate. • Masters in Hospital Administration/ Health Management/ Public Health. • 2 years' experience in Public Health/Hospital administration • Training and experience of implementing a recognized quality system like NABH/ISO 9001:2008/Six Sigma/Lean/Kaizen/NQAS would be preferred. • Previous work experience in the field of Health Quality. • The person will have to travel extensively to different parts of the state. 	<ul style="list-style-type: none"> • Coordinating and promoting quality related activities and advocacy across the district. • To assist the District Quality Assurance Officer in discharging his duties. • To assist, support and conduct Assessment and scoring of Public Health facilities in the district. • Grading of healthcare facilities on the basis of score in the district. • Ensuring that DQAC meets regularly and follow-up actions have been taken. • Selecting facilities that may go for Certification and supporting them in the process. • Estimating district's requirements (in terms of Structure, Process and outputs) for improving quality of healthcare services. • Review the status of QA activities at different facilities in the district. • To provide support to facilities in the district in taking appropriate and time-bound actions on closure of the gaps, identified during assessments. • Conducting workshops and training at district and facility level on QA and Certification of Healthcare facilities. • All CHCs are assessed twice in a year by the consultant and assessment report is presented in the DQAC meetings and discussed • National/ State QA certification 10% of SDHs, CHCs, PHCs, UPHCs, and HWCs in the district during the current Financial year. • At least 60% to 90% of facilities have done Peer Assessment under Kayakalp of the district Health facilities (DHs, CHCs, SDHs, PHCs, UPHCs, HWCs and SCs) • EQUAS (external Quality Assurance) implemented at DH laboratory and at least at 10% % of other health facilities in the district • Consultant takes at least one session per training conducted in district • (NQAS/Kayakalp/SSS) • At least 2 meetings of District Quality Assurance committee (DQAC) are conducted in a year • All trainings approved in the ROP are completed.



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48	District Data Entry Operator	<ul style="list-style-type: none"> Graduate with at least 1 year Diploma in Computer Applications 	<ul style="list-style-type: none"> To assist District Surveillance Officer, District Epidemiologist, District Data Manager and other officials in carrying out the IDSP related activities. Data Entry of S, P and L forms received from Reporting Units regularly in IDSP portal. Weekly compilation and entry of EWSs and Outbreak reported by Reporting Units. Assist District Data Manager in compiling Periodic and Annual Report Assist District Data Manager in conducting Video Conferencing & Data Transference To carry out IHIP-IDSP related activities in the District Any other Administrative office work as and when assigned by DSO.
49	District Data Entry Operator(NUHM)	<ul style="list-style-type: none"> Graduate in any stream 6 months course in Compute 	<ul style="list-style-type: none"> Ensure regular entry of all relevant data in the computer pertaining to various aspects of NRHM/NUHM Programme in systematic manner to facilitate its analysis. Analyze data and compile report for NUHM Programme. Maintenance and upkeep of computer and its accessories including virus defense. Typing work and any other job assigned as per programme need. Any other job assigned by supervisors and head of the office.
50	District Data Manager	<ul style="list-style-type: none"> Post Graduate Qualification in Computer Science with minimum 1 years' experience. or BE in IT/ Electronics Preference will be given to those who have worked in health or social sector 	<ul style="list-style-type: none"> Ensure timely collection and compilation of data from all Reporting Units including Medical Colleges and Blocks. Analyse S, P, L data for time/ place in spread sheet for identifying rising trend of disease/early warning signals. Preparation of weekly IDSP alert and forecast thereof Supervise functioning of IDSP portal. To ensure and coordinate block level data entry under IDSP through BPMU. To assist District Surveillance Officer, District Epidemiologist and other officials in carrying out the IDSP activities Supervise functioning of District Data Entry operators Preparation of periodic and annual reports required under the supervision of District Surveillance Officer and District Epidemiologist Familiarise and operate VC equipment, organise and participate in weekly VC with CSU and SSU, undertake preventive maintenance and troubleshooting for small problems and coordinate with service providers for major breakdowns. Supervise and maintain network connection for video conferencing and data transference. Conduct field visits to monitor and assess data quality. Monitor expenditure incurred by the district under IDSP Preparation of District level PIP. Coordinate with NHM Finance for booking and audit of district level expenditure under IDSP. Obtain audited accounts, SOEs& Utilization Certificates through NHM and share with SSU. To carry out all IHIP-IDSP related activities in the District i.e.RU wise facility mapping and distribution of user id password Any other work assigned by DSO



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51	District Data Manager- DDM	<ul style="list-style-type: none"> • Essential • B.Sc (Computer Science) BCA Bachelor of computer Application • OR • Post Graduate Diploma in computer Application (PGDCA) 	<ul style="list-style-type: none"> • The District Data Officer would work closely with the statistical Assistant and be responsible for programme related MIS in the district. • Design and continuously update a data base providing all necessary information relevant to NRHM at district/block level namely demographic data, performance against health indicators, status of public/ private facilities, etc. • Assist the State Programme Manager in preparation of monthly progress reports on the implementation of programme activities in the district. • Assist the State Programme Manager in development of annual work plan based on the District Action Plan. • Assist in routine monitoring of programme activities through compilation and analysis of various reporting/monitoring formats. • Assist the State Data Officer in developing rationalized and computerized reporting formats and providing implementation support for operational sing these formats at block/sector level. • Ensure reporting, data quality validation checks and submission of analytical reports of all health facilities to State by 15th of following month • Conduct at least 5 monitoring and supervision visit to health facilities every month and furnish monthly report to State NHM MD with copy to MoHFW



Sr. No	Designation	• Qualification	• Job responsibilities/ Key Deliverables
52	District Epidemiologist	<ul style="list-style-type: none"> • Medical Graduate with Post Graduate Degree/Diploma (preferably in Microbiology, Virology, Pathology • and other lab sciences 	<ul style="list-style-type: none"> • Facilitate capacity building of laboratory technicians (LT) by periodically assessing the training needs. • Perform all laboratory investigations of diseases of Public Health importance with special reference to diseases under IDSP. • Guide technicians for laboratory investigations of diseases of Public Health importance with special reference to diseases under IDSP. • Ensure implementation of Standard Operating Procedures (SOP) for laboratory techniques developed by IDSP • Ensure implementation of guidelines for Biomedical Waste Management based on existing rules. • Prepare and submit monthly status report of DPHL on laboratory tests carried out to SSU and CSU. • Participate in outbreak investigations as member of Rapid Response Team • Implementation of Internal Quality Assurance of laboratories and ensure participation in External Quality Assurance Programme. • Assist in procurement of laboratory consumable items and maintenance of laboratory equipment including calibration of equipment like micropipettes. • Coordinate with medical college laboratories and private laboratories in the district participating in disease surveillance • Coordinate sample collection and transport of specimens from DPHL, Medical College Laboratories and Private Laboratories to State, Regional, National level laboratories. • Support district surveillance unit in other works related to effective implementation of IDSP • To carry out all IHIP-IDSP related activities in the District. • Any other work assigned by DSO.



Sr. No	Designation	• Qualification	• Job responsibilities/ Key Deliverables
53	District Microbiologist	<ul style="list-style-type: none"> • Medical Graduate with Post Graduate Degree/Diploma (preferably in Microbiology, Virology, Pathology and other lab sciences) • Or • Medical Graduate with 2 years' experience in laboratory sciences • Or • Sc. in Medical Microbiology 	<ul style="list-style-type: none"> • Facilitate capacity building of laboratory technicians (LT) by periodically assessing the training needs. • Perform all laboratory investigations of diseases of Public Health importance with special reference to diseases under IDSP. • Guide technicians for laboratory investigations of diseases of Public Health importance with special reference to diseases under IDSP. • Ensure implementation of Standard Operating Procedures (SOP) for laboratory techniques developed by IDSP • Ensure implementation of guidelines for Biomedical Waste Management based on existing rules. • Prepare and submit monthly status report of DPHL on laboratory tests carried out to SSU and CSU. • Participate in outbreak investigations as member of Rapid Response Team • Implementation of Internal Quality Assurance of laboratories and ensure participation in External Quality Assurance Programme. • Assist in procurement of laboratory consumable items and maintenance of laboratory equipment including calibration of equipment like micropipettes. • Coordinate with medical college laboratories and private laboratories in the district participating in disease surveillance • Coordinate sample collection and transport of specimens from DPHL, Medical College Laboratories and Private Laboratories to State, Regional, National level laboratories. • Support district surveillance unit in other works related to effective implementation of IDSP • To carry out all IHIP-IDSP related activities in the District. • Any other work assigned by DSO.
54	District Pharmacist	<ul style="list-style-type: none"> • Degree/ Diploma in • Pharmacy from a recognized • university 	<ul style="list-style-type: none"> • To handle day to day communications pertaining to drug logistics. • To maintain registers, vouchers, issue receipts, payment receipts, physical verification reports and maintenance records. • Regular recording and reporting of drugs & lab consumables in Nikshay Aushadhi software • Regular monitoring & analysis of drugs & lab consumables available at SDS and sub-levels. • To maintain state level drugs stock as per Programme guidelines. • To follow "First Expiry First Out" principle at the state drug store and monitor the same in district drug stores.



Sr. No	Designation	• Qualification	• Job responsibilities/ Key Deliverables
55	District PPM Co-ordinator	<ul style="list-style-type: none"> • Post Graduate • One year • Experience of working in field of Communication • /ACSM / Public- Private Partnership/ Health projects • / programs • Permanent two wheeler driving license & should be able to drive two wheeler 	<ul style="list-style-type: none"> • To assist the District TB officer in : • Implementation of PPM, multi-sectoral engagement and ACSM activities at the district and sub-district level. • Keeping record of all policy decisions and changes being made under PPM/ Multi- sectoral engagement/ ACSM) at the National/State level, and ensuring dissemination of information and adoption of changes by all stakeholders in the District. • Assisting the DTO in mapping and line listing of all stake holders, identifying NGOs, Private Hospitals/clinics, pharmacies, laboratories etc. and facilitating the process of partnerships. • Coordinating workshops/ meetings for improving involvement of private providers & NGOs. • Collating the required information from NGOs / PPs / Partners to enable quality monitoring and enhancing TB control and prevention activities. • Facilitating periodic review of partnerships with different stakeholders • Compiling necessary documents for disbursal of Grant in Aid to NGOs and PPs and ensure timely payment to the partner organization • Supporting DTO in validation of payment claims made by NGO/private partners including PPSA • Facilitate ACSM activities in coordination with the IECofficer and PPM partners. • Coordinating with all medical colleges/ private hospitals/ clinics/ health centres under other Ministries/ health centres under corporates/ chemists/ pharmacies/ labs/ teaching institutes/ schools for improved involvement in the program. • Monitoring PPM activities of partners at field level on behalf of DTO • Prepare monthly and quarterly report of ACSM/PPM activities for DTO, and for onward reporting to State and National level. • Identify best practices of PPM partners and collaboration with other Ministries and facilitate their documentation of for annual reports. • To facilitate change management with respect to use of JCT&Nikshay tools for concerned data entry, validation & its use for public health action. • Any other job assigned by the reporting officer



Sr. No	Designation	• Qualification	• Job responsibilities/ Key Deliverables
56	District Programme Coordinator	<ul style="list-style-type: none"> • MBA/PG Diploma in management/health administration from a recognized institute/university • At least 1 year of work experience 	<ul style="list-style-type: none"> • To work in close coordination with OTO in Programme management activities including planning, budgeting, procurement, logistics management, maintenance services and preparation of reports. • To coordinate with the District Programme Manager of the NHM through regular monthly meetings to share information on the performance of sub district facilities on key parameters of the TB programme. 3. To coordinate with the stakeholders of the Programme like Medical Colleges, NGOs, Private Practitioners, Professional organizations, LSGs and TB and TB related co-morbidity care providers. • To assist District TB Officers in establishing inter-sectoral and inter-departmental coordination for TB control and prevention. 5. Assist OTO in implementation of TB-comorbidities and Health & Wellness centre 6. Establish linkages with all relevant health programmes • Assist and coordinate with all relevant stakeholders to ensure regular conduct of District TB-comorbidity coordination committee. 8. Monitor IEC activities related to coordination with NCO, NTCP, MCH, ICDS, Maternal Health and HIV programmes in the state. 9. To assist the OTO in organizing/facilitating trainings, meetings, monitoring and evaluation, reviews and sensitization workshops at the district, sub-district and upto the peripheral level. • To assist the OTO in organizing the TB Forum meetings under Chairpersonship of the administrator or his/her representative. • To facilitate timely submission of the Periodic reports to the state by collating the reports received at the district level. • To assist DTO in reviewing the NTEP services and activities at HWC level • To assist the DTO in organizing ACSM activities and community engagement at the district level, to prepare quarterly IEC reports and procurement reports. • To assist the DTO in identifying NGOs and PPs for partnership through various schemes and enter into MoU. • To assist the DTO is collecting and compiling necessary documents for disbursement of Grant in Aid to the NGOs and PPs. • To assist the District TB Officer in establishing systems for TB Surveillance (through NIKSHAY and other MIS) • To assist District TB Officer in district level procurements and supply chain management through NIKSHAY Aushadhi including physical stock verification. • To assist District TB Officer in district level human resources management • To Assist DTO in coordinating with the Drug Controllers for obtaining reports on Drug sales in the district. • To monitor the DBT Schemes under NTEP in the district and provide regular feedback to the DTO, MO-TC, STS, and other staff for prompt action. • To assist the DTO in smooth conduct of National or State specific Surveys and Sub National TB free certification by liaising with the necessary personnel at all levels. • To manage the public grievance redressal mechanism and replies to requests under right to information in the District TB Office. • To manage the public relations in the District TB Office and assist District TB Officer in compiling information required for reports to State and district administration • Facilitate preparation of performance review metrics including TB score as per current NTEP guidelines.



Sr. No	Designation	• Qualification	• Job responsibilities/ Key Deliverables
57	District Public Private Mix C	<ul style="list-style-type: none"> • Post Graduate • One year • Experience of working in field of Communication • /ACSM / Public- Private Partnership/ Health projects • / programs • Permanent two wheeler driving license & should be able to drive two wheeler 	<ul style="list-style-type: none"> • To assist the District TB officer in : • Implementation of PPM, multi-sectoral engagement and ACSM activities at the district and sub-district level. • Keeping record of all policy decisions and changes being made under PPM/ Multi- sectoral engagement/ ACSM) at the National/State level, and ensuring dissemination of information and adoption of changes by all stakeholders in the District. • Assisting the DTO in mapping and line listing of all stake holders, identifying NGOs, Private Hospitals/clinics, pharmacies, laboratories etc. and facilitating the process of partnerships. • Coordinating workshops/ meetings for improving involvement of private providers & NGOs. • Collating the required information from NGOs / PPs / Partners to enable quality monitoring and enhancing TB control and prevention activities. • Facilitating periodic review of partnerships with different stakeholders • Compiling necessary documents for disbursal of Grant in Aid to NGOs and PPs and ensure timely payment to the partner organization • Supporting DTO in validation of payment claims made by NGO/private partners including PPSA • Facilitate ACSM activities in coordination with the IECofficer and PPM partners. • Coordinating with all medical colleges/ private hospitals/ clinics/ health centres under other Ministries/ health centres under corporates/ chemists/ pharmacies/ labs/ teaching institutes/ schools for improved involvement in the program. • Monitoring PPM activities of partners at field level on behalf of DTO • Prepare monthly and quarterly report of ACSM/PPM activities for DTO, and for onward reporting to State and National level. • Identify best practices of PPM partners and collaboration with other Ministries and facilitate their documentation of for annual reports. • To facilitate change management with respect to use of JCT&Nikshay tools for concerned data entry, validation & its use for public health action. • Any other job assigned by the reporting officer



Sr. No	Designation	• Qualification	• Job responsibilities/ Key Deliverables
58	District Quality Consultant	<ul style="list-style-type: none"> • Essential: • Dental/AYUSH graduate. • Masters in Hospital Administration/ Health Management/ Public Health. • 2 years' experience in Public Health/Hospital administration • Training and experience of implementing a recognized quality system like NABH/ISO 9001:2008/Six Sigma/Lean/Kaizen/NQAS would be preferred. • Previous work experience in the field of Health Quality. • The person will have to travel extensively to different parts of the state. 	<ul style="list-style-type: none"> • Coordinating and promoting quality related activities and advocacy across the district. • To assist the District Quality Assurance Officer in discharging his duties. • To assist, support and conduct Assessment and scoring of Public Health facilities in the district. • Grading of healthcare facilities on the basis of score in the district. • Ensuring that DQAC meets regularly and follow-up actions have been taken. • Selecting facilities that may go for Certification and supporting them in the process. • Estimating district's requirements (in terms of Structure, Process and outputs) for improving quality of healthcare services. • Review the status of QA activities at different facilities in the district. • To provide support to facilities in the district in taking appropriate and time-bound actions on closure of the gaps, identified during assessments. • Conducting workshops and training at district and facility level on QA and Certification of Healthcare facilities. • All CHCs are assessed twice in a year by the consultant and assessment report is presented in the DQAC meetings and discussed • National/ State QA certification 10% of SDHs, CHCs, PHCs, UPHCs, and HWCs in the district during the current Financial year. • At least 60% to 90% of facilities have done Peer Assessment under Kayakalp of the district Health facilities (DHs, CHCs, SDHs, PHCs, UPHCs, HWCs and SCs) • EQUAS (external Quality Assurance) implemented at DH laboratory and at least at 10% % of other health facilities in the district • Consultant takes at least one session per training conducted in district (NQAS/Kayakalp/SSS) • At least 2 meetings of District Quality Assurance committee (DQAC) are conducted in a year • All trainings approved in the ROP are completed
59	Driver	<ul style="list-style-type: none"> • High School Certificate • Permanent driving license of light motor vehicle 	<ul style="list-style-type: none"> • Driving of vehicle. • Upkeep and cleanliness of vehicles. Maintenance of log book. • Routine repairs including change of wheels. • Any other job assigned by the reporting officer.
60	Driver:	<ul style="list-style-type: none"> • Essential: • High School certificate • Permanent driving license of light motor vehicle • Knowledge of Konkani • Desirable • Driving license of light motor vehicle. • Knowledge of minor/routine repair of vehicles • Knowledge of Marathi 	<ul style="list-style-type: none"> • Driving of vehicle. • Upkeep and cleanliness of vehicle. • Maintenance of log book • Routine repairs including change of wheels etc.



Sr. No	Designation	• Qualification	• Job responsibilities/ Key Deliverables
61	e-VIN VCCM	<ul style="list-style-type: none"> • Essential: • Diploma in supply chain management or any relevant field • Competency in MS Office • One to two years proven experience in the public health system and programs at district level. • Experience in vaccine supply chain and cold chain. • Knowledge of Konkani • Desirable • Degree in supply chain management or any relevant field • Experience in handling public health logistics/cold chain equipment • Knowledge of Marathi 	<ul style="list-style-type: none"> • Planning and execution of all activities related to eVIN implementation in the designated district, in close coordination with district DIO • Support the work of Cold Chain Handlers (CCH) at District Vaccine Store (DVS) and cold chain points in improving timely stock entries and their online visibility, including temperature performance of cold chain equipment. • Support the District Immunization Officer (DIO) in all activities pertaining to vaccine logistics and cold chain management in the district. • Vaccine stock forecasting; • Cold chain needs assessment; • Storage and distribution planning for vaccines, syringes and Cold Chain Equipment (CCE) • Planning for preventive maintenance of CCE • Any other work assigned by the DIO as and when required. • Develop vaccine collection and distribution cycle and ensure its implementation with support from District Vaccine Store(DVS) in-charge • Ensure all transactions (issue, receipt, discard, transfer etc.) of vaccines and syringes are entered in the system. • Prepare periodic status reports, annual reports, case studies, etc. in a qualitative and timely manner. • Regular analysis of consumption patterns, wastage rates, monthly reports etc. supporting DIO in taking corrective actions • Conduct at least one transaction of distribution of vaccines per month at every cold chain point in the jurisdiction area (District/Division/State) of the staff • Conduct at least 5 field visits to cold chain points per month and monitor all cold chain points in the jurisdiction area (District/Division/State) of the staff to ensure regular transactions of vaccine distribution and take corrective actions • Ensure proper records maintenance at all of cold chain points



Sr. No	Designation	• Qualification	• Job responsibilities/ Key Deliverables
62	Early Interventionist: (DEIC)	<ul style="list-style-type: none"> • MSc in Disability studies (Early Intervention) with basic degree in physiotherapy (BPT)/ • Occupational therapy (BOT)/ Speech Language pathologist (ASLP)/ MBBS/ BAMS/BHMS. • OR • Post graduate Diploma in Early Intervention (PGDEI) with basic degree in physiotherapy • (BPT)/ Occupational therapy (BOT)/ Speech Language pathologist (ASLP)/ MBBS. • OR • B.Ed Special Education/Bachelor in Rehabilitation Science/Bachelor in Mental Retardation • (For the qualification mentioned at Sl. No.3 for early interventionist it would be necessary • to pass an examination on early intervention domain to assess the basic knowledge of the • child development process for continuation of services within 6 months of joining) 	<ul style="list-style-type: none"> • He/she is a multi-competency professional with skills in a variety of areas in addition to his/ • her primary expertise (e.g. physiotherapy, occupational therapy, medical, speech therapy • with additional skill at basic level in all other domains of development). Hence they are • trans-disciplinary professionals who will: • Do a comprehensive and holistic assessment in all the developmental domains of • child development. • Practice trans-disciplinary approach in Early intervention which addresses the • holistic development of the child. • In the absence of a team member in intervention Early Interventionist will be able to • provide basic interventions without turning down the child for the specific services. • Follow up cases, monitor the cases and evaluate the progress and make necessary • adaptations in services. • Acts as case manager and team leader and coordination of services. • Meaningfully contribute in research. • Can be utilized as a Master trainer at the district level with trans-disciplinary approach. • Can contribute in organizing DEIC set-up. • Can Help in Community- based Rehabilitation programs. • Can be given the responsibility of maintenance of toys, therapy equipment and the • cleanliness of the premises in the Early Intervention Centre.
63	Endodontist	<ul style="list-style-type: none"> • Specialization in Endodontia 	<ul style="list-style-type: none"> • To attend to all patients as per their specialty. • To help and co-ordinate with regular staff regarding requirements/indents/ purchases. • Any other work as allotted by the superiors.



Sr. No	Designation	• Qualification	• Job responsibilities/ Key Deliverables
64	EQA Microbiologist IRL	<ul style="list-style-type: none"> • M.D. • Microbiology(Or)P • D. Medical Microbiology • /Applied Microbiology/ General Microbiology or related field (Or) • M.Sc. Medical Microbiology • /Applied Microbiology / General Microbiology 	<ul style="list-style-type: none"> • To handle day to day correspondence in IRL pertaining to quality assurance of sputum smear microscopy, NAAT and other implemented diagnostic technologies. • To train the district program managers, statistical assistants and Senior Tuberculosis Laboratory Supervisors on NTEP Lab Quality Assurance. • To train Laboratory technicians and STLSs on sputum smear microscopy and NAAT. • To conduct on site evaluation of districts and report to State TB Officer and National Reference Laboratory. • To track quality assurance reports and action taken reports from the districts and provide feedback. • To assist State TB Officer in quality assurance and procurement of laboratory consumables at the state/district levels. • To engage and monitor the performance of agencies for preventive maintenance of microscopes & NAAT. • To oversee preparation and maintenance of panel slides for EQA. • To facilitate lab EQA in C&DST (all testing modalities) of all participating C&DST laboratories in the State, in coordination with respective NRLs • Monitor performance, quality indicators and EQA of all participating DMC/ DTC/ NAAT facility in the State • To oversee data entry of Microscopy/NAAT / CDST labs into the Annexure/ Reporting formats/ NIKSHAY/ LIMS and ensure correctness and completeness • To assist the State TB Officer and STDC in conducting review of quality of microscopy by analysis of microscopy data, EQA annexure reports, NAAT, C & DST lab indicators and OSE reports. • Any other job assigned by STO/Director STDC as per program need.
65	Eye Donation Counselor (NPCBVI)	<ul style="list-style-type: none"> • Graduate degree in sociology/social work/arts/science recognized by respective university • Excellent communication skills • Familiarity with computer and internet use • Experience in health communication and/or counseling • Knowledge of Konkani and Marathi 	<ul style="list-style-type: none"> • Providing support to grieving family members in hospital wards • Coordination with donor families and hospital patients • Counseling the families at hospital and coordinate with eye bank and hospital for retrieval of cornea. • General Awareness • Awareness and networking • Grief Counseling • Coordination with donor families and hospital patients to motivate for eye donation • Pre operative post operative work



Sr. No	Designation	• Qualification	• Job responsibilities/ Key Deliverables
66	Female Supervisor:	<ul style="list-style-type: none"> • Essential • Graduate preferably in Science • Diploma in Computer Application or 5 months' certificate course in Computer Application from recognized institution 	<ul style="list-style-type: none"> • Supervise, guide and strengthen the knowledge and Clinical skills of Health Workers (female) in the delivery of health care services to the community. • Help and guide the Health Worker (female) in planning and organize her programme and visit each Sub-centre atleast once in two weeks on fixed days. • Help in organizing RCH Camps • Initiate steps to promote institutional delivery. • Identify and refer risk cases to FRU after counseling. • To educate about adolescent health and give knowledge of reproductive organs and hazards of pregnancy in early age group. • Preparation of records & reports under the reproductive, Maternal & Child Health Programmes. • Maintaining stocks/consumables and other equipments/drugs/ vaccines. • Upkeep/Update of state stores • Keeping records of dispatch of consumables/vaccines etc. given to periphery and also received from central stores. • Checking records & monitoring & supervision of stocks at periphery • Any other work assigned by Programme Officer.
67	Finance and Logistic Consultant (NPCDCS)	<ul style="list-style-type: none"> • Essential: • Inter CA/Inter ICWA/M. Com or MBA (Finance/Material Management) with knowlegde of computer • Desirable: • At least 1 year of experience in accounting including analysis, financial reporting, budgeting, financial software and reporting ssystem. Experience: • Experience of working in Health Care Financing/National Health Accounts. Age Limit: As per NHM guidelines 	<ul style="list-style-type: none"> • General: 1) To Support all matters related to accounts, budgeting and financial matters and mangement of accounting procedures pertaining to NP-NCD in the State. 2) To organize and maintain the fund flow mechanism from State to Districts. 3) Accurate and timely submission of quarterly report on expenditure to State, annual audited statement of accounts and intensively monitoring the financial management in each District NCD Division. 4) To support all matters related to logistics management (including purchase related to equipment and drug under NP-NCD). 5) Any other job assigned by concerned officers. • Specific:1) Preparing annual and quarterly budget plans for the States. 2) Ensuring that adequate internal controls are in place to support the payments and receipts. 3) Ensuring timely consolidation of accounts/financial statements at the Satet/District 4) Training at District level on fund flow mechanism and filling up the reporting formats 5) Supporting audit of accounts of the State and District in accordance with the financial guidelines. 6) Monitoring expenditure and receipt of Utilization Certificate (UC) and Statement of Expenditure (SoE) from the States and Districts. 7)Reviewing the accounts and records of the State and District on a periodic basis 8) Preparing consolidated SoE of NP-NCD on a quarterly basis. 9) Coordinating with the District to address the audit objection/internal control weaknesses, issues of disallowances, if any. 10) Planning, Monitoring, Reviewing and Supporting the SNO/SPO in logistics management.



Sr. No	Designation	• Qualification	• Job responsibilities/ Key Deliverables
68	Finance and Logistic Consultant (NPCDCS)	<p>• Essential: Inter CA/Inter ICWA/M. Com or MBA (Finance/Material Management) with knowlegde of computer</p> <p>Desirable: At least 1 year of experience in accounting including analysis, financial reporting, budgeting, financial software and reporting sysytem.</p> <p>Experience: Experience of working in Health Care Financing/National Health Accounts.</p> <p>Age Limit: As per NHM guidelines</p>	<p>• General: 1) To Support all matters related to accounts, budgeting and financial matters and mangement of accounting procedures pertaining to NP-NCD in the District NCD Division. 2) To organize and maintain the fund flow mechanism from districts to health facilities. 3) Accurate and timely submission of quarterly report on expenditure to State, annual audited statement of accounts and intensively monitoring the financial management in District NCD Division. 4) To support all matters related to logistics management (including purchase related to equipment and drug under NP-NCD). 5) Any other job assigned by concerned officers.</p> <p>Specific:1) Preparing annual and quarterly budget plans for the District. 2) Ensuring that adequate internal controls are in place to support the payments and receipts. 3) Ensuring timely consolidation of accounts/financial statements at the District facilities. 4) Training at District level on fund flow mechanism and filling up the reporting formats 5) Supporting audit of accounts of the District in accordance with the financial guidelines. 6) Monitoring expenditure and receipt of Utilization Certificate (UC) and Statement of Expenditure (SoE) from CHC/PHC. 7)Reviewing the accounts and records of the District on a periodic basis 8) Preparing consolidated SoE of NP-NCD on a quarterly basis. 9) Coordinating with the State to address the audit objection/internal control weaknesses, issues of disallowances, if any. 10) Planning, Monitoring, Reviewing and Supporting the DPO in logistics management.</p>
69	Finance Consultant (NTCP)	<p>• Essential: Inter CA/Inter ICWA/M. Com or MBA (Finance/Material Management) with knowlegde of computer</p> <p>Desirable: At least 1 year of experience in accounting including analysis, financial reporting, budgeting, financial software and reporting sysytem.</p> <p>Experience: Experience of working in Health Care Financing/National Health Accounts.</p> <p>Age Limit: As per NHM guidelines</p>	<p>• General: 1) To Support all matters related to accounts, budgeting and financial matters and mangement of accounting procedures pertaining to NP-NCD in the State. 2) To organize and maintain the fund flow mechanism from State to Districts. 3) Accurate and timely submission of quarterly report on expenditure to State, annual audited statement of accounts and intensively monitoring the financial management in each District NCD Division. 4) To support all matters related to logistics management (including purchase related to equipment and drug under NP-NCD). 5) Any other job assigned by concerned officers.</p> <p>Specific:1) Preparing annual and quarterly budget plans for the States. 2) Ensuring that adequate internal controls are in place to support the payments and receipts. 3) Ensuring timely consolidation of accounts/financial statements at the Satet/District 4) Training at District level on fund flow mechanism and filling up the reporting formats 5) Supporting audit of accounts of the State and District in accordance with the financial guidelines. 6) Monitoring expenditure and receipt of Utilization Certificate (UC) and Statement of Expenditure (SoE) from the States and Districts. 7)Reviewing the accounts and records of the State and District on a periodic basis 8) Preparing consolidated SoE of NP-NCD on a quarterly basis. 9) Coordinating with the District to address the audit objection/internal control weaknesses, issues of disallowances, if any. 10) Planning, Monitoring, Reviewing and Supporting the SNO/SPO in logistics management.</p>



Sr. No	Designation	• Qualification	• Job responsibilities/ Key Deliverables
70	IEC Officer (IEC)		<ul style="list-style-type: none"> • Responsible for planning IEC activities for the whole state in consultation with CMO – SFWB. • Arrange events around advocacy either directly or through Health Centers. • Help to develop material for print media and material for patient counseling and sensitization of health providers. • Arrange to develop audio – visual aids for health providers. • Supervise, monitor and coordinate IEC activities at district and state level. • Participate in Health providers training. • Prepare an annual budget and calendar of IEC activities at State level
71	IEC Officer:	<ul style="list-style-type: none"> • Essential • Graduate preferably in Science • Diploma in Computer Application or 6 months' certificate course in • Computer Application from recognised institution 	<ul style="list-style-type: none"> • Responsible for planning IEC activities for the whole state in consultation with CMO – SFWB. • Arrange events around advocacy either directly or through Health Centres. • Help to develop material for print media and material for patient counseling and sensitization of health providers. • Arrange to develop audio – visual aids for health providers. • Supervise, monitor and coordinate IEC activities at district and state level. • Participate in Health providers training. • Prepare an annual budget and calendar of IEC activities at State level. • Prepare a comprehensive IEC/ BCC strategy plan for the state taking into • consideration the health needs, specific communication needs of the state, local • context and programme needs including measurable indicators by the month of • November every year. Strategy document to be implemented, monitored, • evaluated and updated every year • Conduct at least 4 visits per months to different districts for monitoring the • strategy plan • Conduct at least 1 training in every 6 months for health service providers as per • ROP approvals • Evaluate the BCC strategy once a year and submit report to MD (NHM) and • respective programme divisions nodal • Ensure utilization of budget approved in the ROP



Sr. No	Designation	Qualification	Job responsibilities/ Key Deliverables
72	IEC Supervisor :	<ul style="list-style-type: none"> • Essential • Graduate preferably in Science • Diploma in Computer Application or 5 months' certificate course in Computer Application from recognized institution 	<ul style="list-style-type: none"> • Function as the resource person for all the committees in the block (VHSCs, SHSCs, PHCs / CHCs). • Liaison with media units of other departments and voluntary organization and organize mass communication programmes like, film shows, exhibitions, lectures, dramas, street plays etc. • Prepare IEC plan for Health centres. • Undertake IEC programmes in all the areas of the health centre in the block and ensure effective health awareness in the population. • Ensure supply and appropriate utilization of IEC material. • Specifically target the immunization drop-outs and family planning non-acceptor and motivate. • Attend all the meetings of Panchayat Samitis and share information on community's health needs and the role PRI members. • Visit all the health facilities bi-monthly atleast, render supportive supervision by identification of the lacunae and remedial measures for effective implementation all preventive health care activities including IEC.
73	Immunization Field Monitors- IFM	<ul style="list-style-type: none"> • Essential: • XII Science • Work experience as ANM / LHV / MPHWH • Desirable • Knowledge of Computer. <p>• NOTE- It is compulsory for interested candidates to have their own Vehicle & License and they should be willing travel on field for supervision.</p>	<ul style="list-style-type: none"> • To undertake field visit on a daily basis throughout the month. • In preparing good quality RI micro-plans. • To conduct validation of all settled and migratory high risk areas. • To monitor about RI sessions • To conduct house to house monitoring. • To monitor Block level RI programme. • Take necessary local corrective measures in consultation with MO/HO/DIO.
74	Infrastructure Consultant	<ul style="list-style-type: none"> • Essential: • BE (Civil) • 3 years exp in Construction, Estimation, Billing and Site Supervision 	<ul style="list-style-type: none"> • Coordination and monitoring of prefabricated structures under ECRP II across Goa. • Monitor and coordination of physical and financial progress incurred by districts of IPHL under PM-ABHIM • Monitor and coordination of expenditure incurred by districts and peripheral centers under FC-XV • Monitor and coordination of physical and financial progress of Critical Care Block under PM-ABHIM • Mapping and Updatation of physical and financial progress of PM-ABHIM & FC-XV on PMS portal



Sr. No	Designation	• Qualification	• Job responsibilities/ Key Deliverables
75	IRL Microbiologist	<ul style="list-style-type: none"> • D. Microbiology or • PhD Medical • microbiology or MSc. • (Medical or Applied • microbiology) 	<ul style="list-style-type: none"> • To handle day to day correspondence pertaining to Culture and DST lab • To maintain SOPs in CDST lab. • To ensure adequacy of consumables, forecasting and logistics management for all diagnostic modalities in the state • To perform DSTs (phenotypic and genotypic) and follow up cultures in CDST lab and <ul style="list-style-type: none"> • send reports to District TB centres and DRTB Centres. • To provide on the job training to all the laboratory staff in IRL. • To submit quarterly report on laboratory performance to IRL (if applicable), STD, NRL and CTD. • To engage maintenance agencies for CDST lab equipment and monitor their performance. • To train the district program managers, STLSs and laboratory technicians on sputum sample collection transportation procedures, diagnostic tests (smear microscopy & NAAT), monitor their performance and suggest corrective action when necessary. • To establish sound laboratory management practices in the CDST lab. • To coordinate with EQA Microbiologist on NTEP Lab Quality Assurance. • To oversee data entry of Gtfea Microscopy/NAAT / CDST labs into the Annexure/ Reporting formats/ NIKSHAY/ LIMS and ensure correctness and completeness. • Monitor performance, quality indicators and EQA of all participating DMC/ DTC/ <ul style="list-style-type: none"> • NAAT facility in the State. • To coordinate with partner organizations engaged in infrastructure development or culture/DST capacity development of IRL. • To provide technical support to the other culture & DST laboratories (including <ul style="list-style-type: none"> • NAAT facility) in the state or of other states when assigned.



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76	Jr Training Consultant : SIHFW	<ul style="list-style-type: none"> • Essential Qualification- • BSc • MBA/ PGD (management or business)/Hospital Administration (PG)/ Hotel Management. • 1 or more years of experience in working with the health systems, especially in training management and related positions. Experience of working at National / State level in Public Health System shall be given preference. • Ability to speak in English and Konkani language is mandatory • Knowledge and proficiency in report analysis and report writing in English is mandatory • Highly proficient in computer application (e.g. Microsoft Excel, PowerPoint, Word). • S/he also must have minimum one year of post qualification experience in health/ social sector. 	<ul style="list-style-type: none"> • Develop Training Programme plans as per guidelines, in details. • He will organize training programmes including continuing Medical Education under Health & FW as per State Training Plan. • He will also make arrangements / provide assistance to the Health Officer/ Medical Officer, in organizing training programmes in RCH. • He will supervise all the training programmes. • Assist MoHFW in developing training modules for various trainings under NHM. • To design, co-ordinate and implement training activities for NHM staff, supervisors and management • Manage all administrative functions at the SIHFW headquarters including budget management and oversight for all financial activities of the training institute • Manage training budget and help in preparing Training calendar • Evaluate Training effectiveness through pre and post assessment tools and use relevant evaluation of data to revise or recommend changes in Training content and methods. • Coordinate with the Government hospitals and centres in the state for various training programs conducted by them and also taking information about the availability of facilities & manpower, administration and management of the institute, its training capacity and the source of funding. • Coordinate and interact with various program divisions of MoHFW regarding different trainings for updating the training Management Information System (TMIS) • Coordinate with SIHFW in Goa for RCH trainings, PDC trainings, TMIS Trainings and e-Learning; reviewing and analyzing training reports by SIHFW. Plan & supervise logistic arrangements for Trainings/ Events • Develop standard protocols in trainings, monitoring the quality assurance checklist for trainings, infrastructure and service delivery at the health facilities. • Compile various training related data, survey reports and analyzing it for the training division to develop state specific data base. • Review and analyze National Health Program's reports and scrutinizing Program Implementation Plan of States, Comprehensive Training Plans, trainings reports and preparing action point for performance improvement. • Support Training Division, MoHFW in Scaling-up of TMIS (Training Management Information System) • Support Training Division, MoHFW in Revision of National Training Strategy, Formulation of National Training Policy for HRH, National Health Policy of MoHFW, Govt. of India. • Support MoHFW in establishment of IQAC (Internal Quality Assurance Cell) in SIHFW Support Training Division towards infrastructure analysis and strengthening of training institutions in country including digitalization and promoting e-Learning activities. • Analyze best practices in Trainings and Trainings Database Management prevailing in the country and world. • Undertake any other training related activity assigned by the Supervisor/ Reporting Officer. • Develop Comprehensive Training Plans based on training needs and training loads of the state • Update and maintain state and district wise training databases on trainings conducted, trainers for different programmes, trainees and training institutes • Undertake at least 4 visits per month to SIHFW and other training institutions in the state and across the districts to monitor and review implementation of Comprehensive Training Plan, training quality, program performance



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77	Jr. Gynecologist	<ul style="list-style-type: none"> • Essential • MD Obstetrics and Gynecology Or MBBS with Diploma/DNB in Obstetrics and Gynaecology • Registration with medical council 	<ul style="list-style-type: none"> • Examine patients in antenatal, post natal gynecology OPDs. • Perform minor procedures like MTP, abdominal legations, biopsies, D&C. • Assist in difficult vaginal deliveries and to conduct aperture vaginal deliveries eg. Forceps, ventouse. • To perform Caesarian Section both elective and emergency, when all necessary equipments and manpower available. • To take daily round of patients admitted in the maternity and gynace. wards. • To train medical officers and Staff Nurses with regard to safe delivery practices and post natal care of mothers. • Timely detection of high risk patients to higher centers equipped for management of such patients. • Acutely participate in motivating patients for family planning. • Insertion of IVCD. • Will be responsible to provide in-patient and out-patient paediatric services in the sub-district hospital. • Will visit the selected 3/4 PHCs to provide paediatric consultation and arrange for referral cases to the base hospital. • Will be responsible for organizing immunization services at the hospital and its area of operation. • Will develop school health programme in the Primary schools in the town and help the PHC Medical Officers in similar activities in their jurisdiction. • Will organize health and nutrition education activities through schools in the School Health programme. • Will organize nutrition clinics and undertake nutrition intervention programme for children. • Will work closely with the Gynaecologist in promoting Family Welfare Programme.
78	Jr. Paedritician	<ul style="list-style-type: none"> • Essential • MD in Pediatrics OR MBBS with Diploma/DNB in Child Health(DCH) • Knowledge of Konkani • Desirable: • Knowledge of Marathi 	<ul style="list-style-type: none"> • Examine pediatric patients in OPD. • Attending immunization session and supervising administration of vaccines. • Taking daily rounds of new born babies. • Taking daily rounds of admitted pediatric pts. • Attending deliveries where neonatal resuscitation anticipated • Resuscitation of newborns. • Resuscitation of pediatric pts in medical emergencies. • Timely detection and referral of high risk neonatal and pediatric pts to higher center.



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79	Jr. Radiologist:	<ul style="list-style-type: none"> • Essential: • MD in Radiology or Diploma in Radiology • Knowledge of Konkani • Desirable: • Knowledge of Marathi 	<ul style="list-style-type: none"> • Obstetric ultrasonographies • During Mammography/ Mobile camps – X-rays, Ultrasounds. • Reporting and Record Keeping. • Participate in community Pediatrics under various National Health Programmes • Handling other radiological services.
80	Junior Consultant (Finance)-(NCDC)	<ul style="list-style-type: none"> • Essential: • Com/MBA (Finance) with five years experience in accounts preferably in Govt. Sector • OR in case of Retired Govt. Servant should be Graduate with 15 years experience in accounts & budget. • Knowledge in Computer Application: Word, Excel and Tally etc. 	<ul style="list-style-type: none"> • Preparation of budget (i) upgradation of NCDC. (ii) Estt of 30 Branches of NCDC • Arrange periodic release of funds, collect periodic Financial Monitoring Reports, Utilization Certificates and Audit Reports from States. • Monitor State Expenditures and implementation of proper finance/accounting procedures by them. • Analyse audited accounts of States and submit statement to the GOI. • Monitor financial status of outsourced components to other agencies, for hiring manpower and other services for the Branches. • Prepare financial statement for periodic submission • Organize Departmental/Central audit and comply with their recommendations. • Respond to financial correspondences from GOI and State Governments. • Travel to States/Districts to monitor financial expenditure etc. • Periodically update financial guidelines and disseminate of the same to State authorities. • Monthly/Quarterly performance report to be prepared for appraisal. • Performing other duties as required in the interest of the programme and any other work/activity assigned from time to time.
81	Lab Attendant		<ul style="list-style-type: none"> • Packaging and Transportation of Medical Samples. • Assisting Rapid Response Team in peripheral in case of outbreaks. • As a attendant at State Surveillance Unit, Directorate of Health Services, Campal for all Official works. • Any other work as given by Programme Manager. • 5 Collecting weekly reports from Private Units.



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82	Lab Technician	<ul style="list-style-type: none"> • Matriculation • Successful completion of Diploma Course as Lab Technician from institution recognized by Govt. of Goa 	<ul style="list-style-type: none"> • Conduct lab investigation. • Maintain timely indent for chemicals, reagents and ensure safe storage of the same. • Maintain equipment and glassware in serviceable condition. • Organize laboratory services in such a way that waiting time for patient is minimum. • Maintain cleanliness in the lab and follow recommended safety procedures. • Dispose off specimens and laboratory waste as per guideline. • Maintain necessary records and submit to I/C as required.



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83	Lab Technician:	<ul style="list-style-type: none"> • Matriculation • Successful completion of Diploma Course as Lab Technician from institution recognized by Govt. of Goa 	<ul style="list-style-type: none"> • Conduct lab investigations. • Make timely indent for chemicals, reagents and ensure safe storage of the same. • Maintain equipment and glassware in serviceable condition. • Organize laboratory services in such a way that waiting time for patients is minimum. • Maintain cleanliness in lab and follow recommended safety procedures. • Dispose of specimen and laboratory waste as per guidelines. • Maintain necessary records and submit to I/C as required. • Supervision of general cleaning of the Laboratory furniture and instrument and working room. • Reception and labeling of the samples, record keeping, and dispatching the reports, keeping the sectional stores and making indents of sections or deptt. as necessary. • Preparation of stains and reagents for bacteriological, serological, haematological, cytological and clinical pathological work. • Performance of staining and Biochemical reactions necessary for identification of bacteria. • Processing of samples and inoculation for isolation of bacteria, like CSF, Sputum, pus, urine, stool, ascitic and pleural fluids etc. • Preparation for Drug sensitivity test. • Care and use of instruments like autoclave, hot air sterilizer, Inspissators, filter, anaerobic jar etc., Colorimeter, PH meter, electrophoresis, autotechnicon, freezing and rotary microtomes, chemical and electrical balance, sharpening of knives, Microscope and its accessories, centrifuge, water baths, haemoglobinometer. • Supervision of cleaning of glass wares; wrapping and plugging of the test tubes, preparation of swab sticks and Pasteur pipettes. • Preparation of culture media which are used in the Laboratory • Preparation of distilled water and standard solutions, determination of PH solution, estimation of total protein, albumin, globulin, sugar, cholesterol, urea, NPN, bilirubin and Electrophoresis of serum proteins. • Physical and Chemical examination of urine, and of stool, concentration methods of stool for cysts and ova; examination of CSF, peritoneal fluid etc. preparation of slides for malaria, filarial and LD bodies and their staining. • Collection and examination of seminal fluid and performance of fractional test meal and supervision of disposal of materials. • Preparation of anticoagulant vials for biochemical and haematological work, Drawing of blood, collection of skin smears and throat, eye and nasal swab from patients. • Determination of haemoglobin, Haematocrit, total count of leucocytes, RBC, Platelets and reticulocytes, ESR staining of blood and bone marrow smears, • Performance of BT & CT Kaolin Cepahl in clotting time, Red cell fragility, prothrombine time, test for sickling. • Performance of the following tests: - ABO blood, Rh grouping, Direct and indirect Coomb's test, preparation of haemolystate for estimation of alkali resistant haemoglobin and paper electrophoresis of haemoglobin. • Tissue reception, labeling, tissue processing, paraffin embedding, sectioning and routine and special staining techniques. Decalcification of bones, preservation of tissues for museum mounting • processing and staining of cytological material from gastric washing, pleural and



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84	Laboratory Technician	<ul style="list-style-type: none"> • Intermediate • (10+2)and • Diploma or • certified course • in Medical • Laboratory • Technology or • equivalent. 	<ul style="list-style-type: none"> • Follow the standard operating procedures for sample collection, sputum smear microscopy and NAAT. • Maintain the Laboratory Register and immediately submit the results to the Medical Officer managing the patient and update it in real-time in Nikshay. • Coordinate with other staff to ensure that presumptive TB patients and symptomatic contacts of TB patients receive sputum container, necessary instructions, undergo sputum examination/ NAAT. • Assist the MO-PHI in identification of presumptive DR -TB patient and ensure collection and transportation of sputum specimens for NAAT / Culture and DST as per guidelines. • Organize and supervise the disposal practices of contaminated lab material as detailed in the Laboratory Manual. • Assist STLS in implementation of NTEP Lab Quality Assurance • Assist in implementation of new TB Diagnostic Tools in NTEP • To facilitate change management with respect to use of ICT & NIKSHAY tools for concerned data entry, validation & its use for public health action • Any other job assigned by the reporting officer
85	Laboratory Technician	<ul style="list-style-type: none"> • Intermediate • (10+2)and • Diploma or • certified course • in Medical • Laboratory • Technology or • equivalent. 	<ul style="list-style-type: none"> • Follow the standard operating procedures for sample collection, sputum smear microscopy and NAAT. • Maintain the Laboratory Register and immediately submit the results to the Medical Officer managing the patient and update it in real-time in Nikshay. • Coordinate with other staff to ensure that presumptive TB patients and symptomatic contacts of TB patients receive sputum container, necessary instructions, undergo sputum examination/ NAAT. • Assist the MO-PHI in identification of presumptive DR -TB patient and ensure collection and transportation of sputum specimens for NAAT / Culture and DST as per guidelines. • Organize and supervise the disposal practices of contaminated lab material as detailed in the Laboratory Manual. • Assist STLS in implementation of NTEP Lab Quality Assurance • Assist in implementation of new TB Diagnostic Tools in NTEP • To facilitate change management with respect to use of ICT & NIKSHAY tools for concerned data entry, validation & its use for public health action • Any other job assigned by the reporting officer



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86	Laboratory Technician (IRL)	<ul style="list-style-type: none"> • Intermediate • (10+2)and • Diploma or • certified course • in Medical • Laboratory • Technology or • equivalent. 	<ul style="list-style-type: none"> • Follow the standard operating procedures for sample collection, sputum smear microscopy and NAAT. • Maintain the Laboratory Register and immediately submit the results to the Medical Officer managing the patient and update it in real-time in Nikshay. • Coordinate with other staff to ensure that presumptive TB patients and symptomatic contacts of TB patients receive sputum container, necessary instructions, undergo sputum examination/ NAAT. • Assist the MO-PHI in identification of presumptive DR -TB patient and ensure collection and transportation of sputum specimens for NAAT / Culture and DST as per guidelines. • Organize and supervise the disposal practices of contaminated lab material as detailed in the Laboratory Manual. • Assist STLS in implementation of NTEP Lab Quality Assurance • Assist in implementation of new TB Diagnostic Tools in NTEP • To facilitate change management with respect to use of ICT & NIKSHAY tools for concerned data entry, validation & its use for public health action • Any other job assigned by the reporting officer
87	Laboratory Technician (IRL)	<ul style="list-style-type: none"> • Intermediate • (10+2)and • Diploma or • certified course • in Medical • Laboratory • Technology or • equivalent. 	<ul style="list-style-type: none"> • Follow the standard operating procedures for sample collection, sputum smear microscopy and NAAT. • Maintain the Laboratory Register and immediately submit the results to the Medical Officer managing the patient and update it in real-time in Nikshay. • Coordinate with other staff to ensure that presumptive TB patients and symptomatic contacts of TB patients receive sputum container, necessary instructions, undergo sputum examination/ NAAT. • Assist the MO-PHI in identification of presumptive DR -TB patient and ensure collection and transportation of sputum specimens for NAAT / Culture and DST as per guidelines. • Organize and supervise the disposal practices of contaminated lab material as detailed in the Laboratory Manual. • Assist STLS in implementation of NTEP Lab Quality Assurance • Assist in implementation of new TB Diagnostic Tools in NTEP • To facilitate change management with respect to use of ICT & NIKSHAY tools for concerned data entry, validation & its use for public health action • Any other job assigned by the reporting officer
88	Lady Health Visitor LHV :	<ul style="list-style-type: none"> • Essential • Served as ANM with 5year experience. 	<ul style="list-style-type: none"> • Carry out supervisory house visiting. • Guide the Health Worker (female) in establishing women depot holders for distribution of conventional contraceptive. • Conduct MCH & Family Planning clinics and carry out educational activities. • Organise and conduct training for AWW and women leaders with the help of health workers. • Personally motivate resistant cases for Family Planning and provide information on services for MTP. • Supervise immunization of all pregnant women and children.



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89	LDC(NUHM)	<ul style="list-style-type: none"> • Essential • Possessing Higher Secondary School • Certificate from a recognized board or equivalent • Should be computer literate 	<ul style="list-style-type: none"> • Entry and dispatch of all correspondence related to NUHM programme • Maintaining of Guard file • Maintaining of stationary Register Leave Register and any other Registers • Typing work and any other job assigned as per programme need.
90	Legal Assistant (PC-PNDT)	<ul style="list-style-type: none"> • Essential- Minimum qualification of a degree in Law from a recognized University; • 3 years of experience of handling cases in District Court/ High Court/ Supreme Court. • Working knowledge of computers is must • Desirable- • In-depth knowledge of the Clinical Establishment Act, PCPNDT Act, and other relevant healthcare legislation. 	<ul style="list-style-type: none"> • The Legal Consultant will assist State and provide infrastructuralResponsibilities: • Responsibilities: • Offer legal advice and guidance on matters related to healthcare laws, regulations, and policies, including but not limited to the Clinical Establishment Act, PCPNDT Act, and other relevant legislation. • Conduct legal research and analysis to ensure compliance with applicable laws and regulations and provide recommendations to the organization and NHM. • Draft and review legal documents, contracts, agreements, and policies to ensure legal compliance and mitigate legal risks. • Assist in the development and implementation of legal strategies to address legal issues and challenges faced by the organization. • Collaborate with internal stakeholders, including healthcare professionals, administrators, and regulatory authorities, to address legal matters effectively. • Stay up-to-date with developments in healthcare laws and regulations, and advise on necessary actions to ensure compliance. • Assist in handling legal disputes and litigation matters, including coordination with external legal counsel when required. • Conduct legal training and capacity-building sessions for staff members on relevant legal issues and compliance matters. • Qualifications: • Bachelor's degree in Law from a recognized institution. A master's degree in Law or specialization in healthcare law is preferred. • Minimum [X] years of experience practicing law, with expertise in healthcare laws and regulations. • In-depth knowledge of the Clinical Establishment Act, PCPNDT Act, and other relevant healthcare legislation. • Strong legal research, analytical, and problem-solving skills. • Excellent written and verbal communication abilities. • Ability to work independently, handle multiple tasks, and meet deadlines. • Proficiency in computer applications, including MS Office.



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91	Male Supervisor (Health Assistant Male) :	<ul style="list-style-type: none"> • ""Essential • Graduate preferably in Science • Diploma in Computer Application or 6 months' certificate course in <ul style="list-style-type: none"> • Computer Application from recognised institution"" 	<ul style="list-style-type: none"> • Supervise and guide the Health Worker (male) in the delivery of health care services to the community. • Strengthen the knowledge and clinical skills of the Health Worker (male). • Help guide the Health Worker (male) in planning and organizing his program activities. • Carry out supervisory home visits in the area of Health Worker (male). • Coordinate the health activities in his area with the activities of workers of other departments and agencies. • Scrutinize maintenance of records by the Health Worker (male) and guide him in their proper maintenance.
92	Manager (DEIC) DEIC Manager	<ul style="list-style-type: none"> • Essential: • BBA/B. Com • 6 months Computer Course • Desirable: • 1 year experience in handling Office Administration. • OLD: • Masters in Disability Rehabilitation Administration (MDRA) approved by Rehabilitation • Council of India (RCI). Basic qualification in BPT (Bachelor in Physiotherapy), BOT (Bachelor in Occupational Therapy), BPO (Bachelor in Prosthetic and orthotics), B. Sc Nursing and • other RCI recognized degrees. • A post graduate degree /diploma in Hospital/health management from a recognized/ • reputed Institution with 1 year relevant experience for diploma holders. • An MBA degree from a recognized institution with 2 years' experience in hospital /health • programme. 	<ul style="list-style-type: none"> • Client relationship management • Human resource management • Financial management • Liaising and networking • Documentation • Reporting • Capacity building of the organization • Client satisfaction and retention • Office management • Managing organizational performance, monitoring and evaluation • Organizational diagnosis and intervention • Research and development and IT
93	Medical Officer (Dental)	<ul style="list-style-type: none"> • Essential • Degree qualification included in Part 1 or Part 2 of the schedule to the Dentist Act, 1948 • Knowledge of Konkani • Desirable • Knowledge of Marathi 	<ul style="list-style-type: none"> • He will treat surgical and medical diseases and disorders and of teeth gums and soft tissue of mouth • He will examine mouth and teeth of patients, arrange clinical tests or dental x-ray or clinical and bacteriological tests through Radiologist and pathologist if necessary for correct diagnosis • Examines results of tests and plans method of treatment accordingly. • Administers medicine orally on teeth and adjacent tissues for minor diseases • Extracts loose decayed or impacted teeth. Renders after care. • He will make and fit artificial teeth. • Advice patients on various corrective dental measures and on general dental health.



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94	Medical Officer (MO) of UHWC	<ul style="list-style-type: none"> • MBBS 	<ul style="list-style-type: none"> • Medical Officer (MO) of UHWC 1. Clinical Work y The Medical Officer will be organizing and performing duties necessary for the routine Outpatient services and also ensure emergency cases are attended and taken care of. y He/she will screen cases needing specialized medical attention, refer them to referral institutions and will cooperate and coordinate with other institutions providing medical care services in his/ her area. 60 INDIAN PUBLIC HEALTH STANDARDS Health and Wellness Centre - Sub Health Centrey He/ she will attend all calls from the in-patients, while he/ she is 'on-call duty' y As a member of the health care team, he/she will exemplify an example in attitude toward patients and staff, thereby, performing duties with respect, dignity, privacy, and modesty to the patients. y He/ she will be friendly, courteous and sympathetic while working with patients and ensure privacy and confidentiality of the patients. y He/she will perform any other duties which a Medical Officer is expected to perform in view of his position and any other duties which will be assigned as and when required. 2. Public Health Work y He/she will make arrangements and provide guidance for rendering health care services at the community level and at the PHC through the Health Assistants, Health Workers and others. y The Medical Officer will ensure that all the members of his/her Health Team are fully conversant with the various National Health & Family Welfare Programs including NHM to be implemented in the area allotted to each Health functionary. y He/she will prepare operational plans and ensure effective implementation of the same to achieve the laid down targets under different National Health and Family Welfare Programmes. y Any services, speciality or otherwise, being rendered in the hospital, its quality delivery and other necessary coordination will be ensured by the MO y The MO will ensure the effective implementation of all National Health Programmes – Reproductive and Child Health Programme, Universal Immunization Programme, National Vector Borne Disease Control Programme, National Programme for control of Blindness, Non-Communicable Diseases Programmes, National Mental Health Programme, Control of Communicable Diseases, Leprosy, Tuberculosis, Sexually Transmitted Diseases and Ayushman Bharat y He/she will be responsible for proper and successful implementation of the Programmes in PHC area, including education, motivation, delivery of services and aftercare. y He/she will be responsible for all administrative and technical matters regarding the operations of National Health Programmes in his/her UHWC area. y He/she will be responsible for all Health Education activities in his/her area. y He/she will take the necessary steps for institutionalizing public health surveillance and undertake timely actions in case of any outbreak of epidemic in his/her area. 3. Administrative Work y He/she will supervise the work, scrutinize the programmes of his/her staff and suggest changes if necessary to suit the priority of work of staff working under him/her. y He/she will hold monthly staff meetings to evaluate the progress of work and suggest steps to be taken for further improvements y He/she will ensure the maintenance of the prescribed records and registers at UHWC level and will issue various kinds of certificates in the capacity of a medical officer. y He/she will ensure that the problems and grievances of the staff are solved promptly. y He/she will ensure the confidentiality of the patients y He/she will take actions timely for legal matters, medico-legal cases, RTIs, court cases and expeditions implementation of orders of the courts. y He/she will organize training programmes including continuing education for the staff of PHC and ASHA under the guidance of the district health authorities and Health & Family Welfare Annexures 61 Training Centres and will ensure that the staff working under his office regularly gets appropriate training. y He/she will assess the performance of the staff and arrange for retraining if required. y He/she will ensure appropriate utilization of funds as per the guidelines and GFR (General Financial Rules) provisions. y He/she will ensure auditing procedures are completed well in advance, and audit reports are furnished to all the concerned authorities. y He/she will dispose of all of the obsolete / condemned



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95	Medical officer state TB Cell	<ul style="list-style-type: none"> • MBBS or • equivalent degree from institution recognized by Medical council of India.; Must have completed compulsory rotatory internship 	<ul style="list-style-type: none"> • To provide clinical services at OPD / IPD of district TB clinic • To assist the District TB officer in Programme management activities : planning, budgeting, implementing, monitoring, supervising, evaluating and reporting. • To conduct supervisory visits to the TUs, DMCs, PHIs, HWCs, treatment support centres, other TB care sites including private sector and report to District TB Officer. • To assist the District TB Officer in implementing systems for TB Surveillance • (through NIKSHAY and other MIS,etc.). • To facilitate change management with respect to use of ICT & Nikshay tools for concerned data entry, validation & its use for public health action • To assist District TB Officer in district level procurements and supply chain management through NIKSHAY Aushadhi including physical stock verification. • To assist District TB Officer in district level human resource management. • To link District TB Centre with stake holders of the Programme within and outside the district. • To assist District TB Officer in advocacy with Local Bodies and district administration to promote ownership for the program • To facilitate in establishing inter-sectoral and inter-departmental coordination for TB control and prevention. • To facilitate community engagement and TB preventive activities • To ensure timely payments of all DBT schemes to eligible beneficiaries • To manage the public grievance redressal mechanism and replies to requests under right to information in the District TB Office. • To manage the public relations in the District TB Office and assist District TB Officer in compiling information required for reports to State and District Administration. • Any other job assigned by the reporting officer.



Sr. No	Designation	Qualification	Job responsibilities/ Key Deliverables
96	Medical officer TB HIV Co-	<ul style="list-style-type: none"> • MBBS or • equivalent • degree from • institution • recognized by • Medical council • of India; Must • have completed • compulsory • rotatory • internship 	<ul style="list-style-type: none"> • Assist STO in implementation of TB-HIV, TB-OM, TB-COPD, TB-Nutrition, TB-Tobacco and other related co-morbidities as well as TB-pregnancy, RBSK, RKSK and Health & Wellness centre (HWC) collaborative activities in the state. • Establish linkages with State AIDS Control Society, State NCO Cell, State NTCP cell, State MCH cell, State HWC cell, ICDS Cell, RBSK, RKSK Cell and State TB Control Society, other relevant cells at State level, collaborating NGOs and hospitals of the state by visits and dialogue. • Assist and co-ordinate with SACS, NCO cell, NTCP cell, MCH cell, HWC cell, ICDS Cell, RBSK, RKSK Cell and others to ensure regular conduct of State TB-comorbidity coordination committee and Technical working group meetings. • Monitor the conduct of District TB-Comorbidity coordination committee meetings and monthly co-ordination meetings. • Provide technical support to district level "ORTS TB- Comorbidities coordinator". • Prepare and maintain a mapping of ICTCs and ART Centers, NCD Clinics, Tobacco Cessation clinics, ANC clinics, HWCs of the state and collaborating with NTEP and a line listing of NGO's, hospitals, medical colleges and private practitioners working in HIV, OM, Tobacco deaddiction, ANC and TB control in the districts of the state. • Assist state and districts in organizing TB-Comorbidity training of state and district staff. • Supervision of TB-comorbidity co-ordination activities, compiling and analysing monthly and quarterly reports and administrative data on NACP- NTEP, NPCOCS- NTEP, NTCP- NTEP, Maternal Health-NTEP, HWC-NTEP, RBSK, RKSK-NTEP, ICDS-NTEP <ul style="list-style-type: none"> • and other relevant programs co-ordination. • Evaluate referral systems between ICTCs, ART Centers, NCO cell, TCC, ANC clinics, HWCs RBSK, RKSK, and NTEP and promote providing feedback to the referring center. • Monitor IEC activities related to TB, NCO, NTCP, MCH, ICOS, Maternal Health and HIV programmes in the state. • To assist State TB Officer in supply chain management of drugs for CPT and IPT and modified TB regimen for PLHA with TB on second line ART. • Visit the districts for at least 10 days a month including Joint TB-Comorbidity visits, on a tour programme approved by STO. • To assist the State TB officer in Programme management activities related to TB Comorbidity collaborative activities like planning, budgeting, implementing, monitoring, supervising evaluating and reporting • To assist State TB Officer in supply chain management of drugs for CPT and IPT and <ul style="list-style-type: none"> • modified TB regimen for PLHA with TB on second line ART • To support district Programme Managers in operating NGO schemes for TBHIV. • To facilitate change management with respect to use of ICT & Nikshay tools for concerned data entry, validation & its use for public health action • To ensure quality of reports by data validation and data verification at source. • Any other job assigned by the reporting officer



Sr. No	Designation	• Qualification	• Job responsibilities/ Key Deliverables
97	Medical Officer- GMC	<ul style="list-style-type: none"> • MBBS or equivalent degree from institution recognized by Medical council of India; Must have completed compulsory rotatory internship 	<ul style="list-style-type: none"> • To assess the training needs and facilitate sensitization of the medical college faculties PGs, interns and paramedical staff. • To liaise with all departments and ensure notification of all diagnosed TB patients in NIKSHAY • To ensure initiation of treatment of TB patients from the medical college. • To refer patients for treatment, out of the medical college with necessary documents. • I 5. To facilitate transfer-in and transfer-out processes of patients for continuum of care as per NTEP guidelines To monitor and track the feedback on the transferred patients in NIKSHAY. 6. To coordinate service linkages related to Paediatric TB, TB-HIV, and other co-morbidities. • To coordinate and ensure all PMDT services including pre-treatment investigations, clinical care specialist consultations, follow-up care and preventive care for DR-TB patients. • To facilitate implementation of airborne infection control measures in medical college hospital and ensure coordination with infection control committee of the hospital. • Assist the Chairperson, NTEP Core Committee in establishing systems for TB • Assist the Chairperson, NTEP Core Committee in ensuring that all components of the TB Care Cascade are extended to the patients diagnosed and/or taking treatment from the Medical College. 11. To ensure monthly and quarterly reports on Programme management and logistics in the medical college. • To prepare necessary documents for the core committee meetings, record the meeting minutes and send to the Core-Committee Chairperson . • To supervise the TBHV and NTEP Lab Technician of medical college. • To coordinate with the DTC for necessary logistic support to the medical college NTEP unit. • To facilitate change management with respect to use of ICT & Nikshay tools for concerned data entry, validation & its use for public health action • Any other job assigned by the reporting officer
98	Medical Officer: MBBS(DEIC)	<ul style="list-style-type: none"> • MBBS degree recognized by Medical Council of State 	<ul style="list-style-type: none"> • Case history including developmental history • General clinical examination • Nutritional assessment • Immunization • Monitoring of growth and Development • Coordination of services • Treatment of general ailments such as cough and cold, diarrhea etc • Roles & Responsibilities of DEIC Staff • It is essential to know the roles and responsibilities of Block Mobile Health Teams which would be the conducting visit to awc and schools. • Act as member of Early Intervention Team • Give anticipatory guidance • Referral management



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99	Medical Officer(MBBS)	<ul style="list-style-type: none"> • Essential: • MBBS from recognized university • Desirable: • PG Diploma/ Degree in pediatrics or experience of working in pediatric department 	<ul style="list-style-type: none"> • To work as General duty Medical Officer • To comply with the instructions and day-to-day advice of the Health Officer in discharging the curative, preventive and promotive services in the Block. • To attend duty in the OPD or Indoor as per routine chalked out by the Health Officer • To attend the emergency duty of the PHC as per routine chalked out by the Health Officer • To assist Health Officer in the supervision of diet, maintenance of Stores and transport. • To assist Health Officer in Block Health Administration and take active part in formulation of development plans of Block Health Service. • To assist Health Officer in solving administrative & technical problems required in Block Health Service from time to time. • To assist Health Officer in formulation of the pragmatic strategies for fulfilling the targets of various Health Programmes in the block. • To visit SHC/New PHC, Sub-centre and field area under the advice of Health Officer for attending staff meeting and field supervision. • To assist/conduct on behalf of Health Officer any Block Level/Sectoral Level meeting, when required. • To participate in the Staff meeting or other public meetings or Block level Planning/ Development/ Co-ordination Committee. • To assist Health Officer in the control of outbreaks, Health Camps, Health Campaigns, Exhibition, Health Conference etc. • To participate in the training Programme conducted at Block Level or Sectoral Level. • To assist Health Officer in building up of the rapport with people, peoples' Organization, Voluntary agencies, Mahila Samities etc. • To remain in charge of Health Centre during the temporary absence of Health Officer from Headquarter, as and when required and asked to do so. • To maintain liaison with Head office on behalf of Health Officer as and when required. • To perform any other duty assigned to him/her by Health Officer/Higher authority from time to time in the exigencies of public service.



STATE HEALTH SOCIETY
DIRECTORATE OF HEALTH SERVICES
CAMPAL PANAJI GOA
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Sr. No	Designation	• Qualification	• Job responsibilities/ Key Deliverables
100	Microbiologist	<ul style="list-style-type: none"> • Sc. in Medical Microbiology with minimum 2 years relevant experience in Medical Microbiology. • Experience of working in public health systems, implementation of laboratory quality assurance systems, • assessing and organizing training programs and proven ability for planning and undertaking operational • research would be desirable. • Working knowledge of computers is must 	<ul style="list-style-type: none"> • Undertake / guide technicians for laboratory investigations of diseases of Public Health • importance • Facilitate capacity building of laboratory technicians and assistance by organizing training programs • Periodically assess training needs of laboratory technicians/assistance and organize relevant training programs with support from local medical colleges/L2 laboratories • Ensure implementation of Standard Operating Procedures (SOP) for laboratory techniques developed by IDSP • Ensure implementation of guidelines for Biomedical Waste Management developed under IDSP based on existing rules. • Timely submission of monthly status report on laboratory tests carried out in assigned laboratories to SSU, CSU (National Lab Coordinator) and Regional Project Coordinator • Participate in epidemic investigations as member of Rapid Response Team • Carry out Internal Quality Assurance of L1 laboratories and monitor implementation of External Quality Assurance. • Assist in procurement of laboratory equipment and consumable items for laboratories • Coordinate with medical college laboratories and private laboratories in the district participating in disease surveillance • Provide support for sample collection and transport of specimen from DPHL, Medical College Laboratories and Private Laboratories to State level laboratories. • Make supervisory visit to the L1 & L2 laboratories to review the progress of project activity. • Organize regular meetings of various stake holders involved in laboratory strengthening at the state. • Organize baseline assessments of district public health laboratories; prepare a consolidated report • for district level action for laboratories identified to be strengthened and timely submission of the same to SSU • Support district surveillance unit in other works related to effective implementation of IDSP • Any other task as assigned by the competent authority



Sr. No	Designation	Qualification	Job responsibilities/ Key Deliverables
101	Monitoring & Evaluation Assistant M&E	<ul style="list-style-type: none"> • Essential : • Advance degree/diploma or a post graduate course in Computers from a recognized University/ institution with 60% marks. • Post Graduate in Computer Science/IT or Master of Computer Application • with 60% marks from recognized university /institution. 	<ul style="list-style-type: none"> • RBSK:RBSK Monthly Screening and Service Access Report Compilation • Verification & Correction of reports from all peripheral units. • Compilation of State level report of Screening & Service Access. • RBSK Quarterly Screening & Service Access State Level Report Compilation • DEIC Quarterly Report Preparation : • Correction of monthly DEIC Service Access & Child Management reports for both DEICs • Compilation of DEIC Report for the state. • RBSK Portal : • Validating and uploading of Institution Master Details for each peripheral units • Validating and uploading of Child Details on portal • SNCU: • Monitoring of SNCU Software at State Level • Handling software related issues from SNCU's • Website: • Collected and uploaded reports on NHM Goa Website. • WIFS, RBSK, BBBP, Nutritional Activities Report, EMRI, Institutional Deliveries, MDR on Monthly basis • JSY, JSSK, MIS, PC-PNDT, SNCU , RBSK, Comprehensive Abortion, RKSK, QPR-NUHM on Quarterly basis • Updated Information related to PC-PNDT and other programmes and their various notifications & advertisements on NHM Website. • NDD : • Handling queries related to NDD Portal from various peripheral units. • Compilation of State Level Data on portal • IDA: • Assisted Data Assistants in processing of Infant Death cases (both Verbal & Facility) on IDA Portal and handling their various queries. • Forwarding of Pending cases at state level. • Unblocking of IDA & Form F users on portal. • Compiling and providing IDA portal data as and when required by CMO & LMO



Sr. No	Designation	• Qualification	• Job responsibilities/ Key Deliverables
102	Monitoring & Evaluation Officer	<ul style="list-style-type: none"> • Advance degree/diploma or a post graduate course in Computers from a recognized University/ institution with 60% marks. • OR • Post Graduate in Computer Science/IT or Master of Computer Application • with 60% marks from recognized university /institution. 	<ul style="list-style-type: none"> • Assist development of the M&E plan • Ensure quality and timely reporting from all units in the state/districts. • Ensure proper functioning of HMIS & MCTS in district/state. • Perform on-sight data validations and data verification. • Analyze the data regularly and give feedback for decision making. • Assist in preparation of quarterly, FMRs , Infrastructure and annual reports in addition to regular reporting for districts/ State under HMIS. • Assisting in implementing MCTS in the state/district. • Participate and support other survey, research studies and surveillance as and when needed. • Assist in organizing training plans to all stake holders in HMIS/MCTS, M&E and its organization at state/district/sub-district level. • Undertake such other assignments, which may be assigned from time to time. • Ensure availability of Integrated RCH register at facility level • Ensuring Uploading of beneficiary data in RCH/MCTS portal • Organize training on RCH/ MCTS portal as per ROP • approvals and furnish quarterly report on physical and financial achievements against the approved target • Organize training on ANMOL (as applicable) as per ROP • approvals and furnish quarterly report on physical and financial achievements against the approved target • Conduct monitoring and supervision visit to at least 5 health facilities every month and furnish monthly report to state level



Sr. No	Designation	Qualification	Job responsibilities/ Key Deliverables
103	Monitoring and Evaluation Officer (NUHM)	<ul style="list-style-type: none"> • Essential: <ul style="list-style-type: none"> • B.Com with Financial Accounting • 6 months Diploma in comuters • 1 Year Compuct Course (IT) • Desirable: <ul style="list-style-type: none"> • 2 years of Experience in Health Field • Knowledge of Konkani & Marathi 	<ul style="list-style-type: none"> • Assist development of the M&E plan • Ensure quality and timely reporting from all units in the state/districts. • Ensure proper functioning of HMIS & MCTS in district/state. • Perform on-sight data validations and data verification. • Analyze the data regularly and give feedback for decision making. • Assist in preparation of quarterly, FMRs , Infrastructure and annual reports in addition to regular reporting for districts/ State under HMIS. • Assisting in implementing MCTS in the state/district. • Participate and support other survey, research studies and surveillance as and when needed. • Undertake such other assignments, which may be assigned from time to time. • approvals and furnish quarterly report on physical and financial achievements against the approved target • approvals and furnish quarterly report on physical and financial achievements against the approved target • Conduct monitoring and supervision visit to at least 5 health facilities every month and furnish monthly report to state level • Verification & Correction of reports from all peripheral units. • Assist development of the M&E plan • Timely reporting from all units in the state/districts. • Assist in organizing training plans to all stake holders in HMIS/MCTS, M&E and its organization at state/district/sub-district level. • Undertake such other assignments, which may be assigned from time to time. • Conducting Regular Visits in UPHCs for monitoring. • Compiling, uploading/monitoring the reports at the District and state level. • Providing general administrative assistance including preparations of slide presentations e-mails etc.Providing all necessary information relevant to NUHM at the State, and District level. • Putting up all the files relating to NHUM programme. • HR releted for for NUHM programme • FCXV Recruitment process. • Putting up Administrative Related files. • Handling Registers related to NUHM programme • Does work assigning by higher Authorities. • Reccuitment process Starting from Advertisement, Interviews/Test, Offer Letter, Posting Orders, Documentation • Performance of staff under NUHM to be assessed on a half yearly basis. The annual assessment to be linked to renewal of contract and compensation review of those for whom contract is renewed. Develop and maintain a performance management system that aligns with the goals and objectives of the NHM and provides regular feedback to staff members. • Personnel Administration- It includes records of each employee regarding leave, <ul style="list-style-type: none"> • travel, transfer, deputation, contract management, renewal and increments. • Posting and Transfer for staff. • Ensure timely and effective implementation of all HR policies and procedures across the NUHM organization. • Time to fill the key vacant position including Specialists, Medical Officer (MBBS),



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104	Multi-Purpose Worker-Female (MPW-F) /Auxiliary Nurse Mid Wife (ANM) of HWC-SHC	<ul style="list-style-type: none"> • ANM course 	<ul style="list-style-type: none"> • Clinical Work A. Under the supervision of CHO, the MPW-F/ANM to perform the following functions: y General OPD services and managing cases at HWC-SHC y Early registration of pregnancy: issuing of ID number and Mother and Child protection card y Antenatal check-up and identifying high risk pregnancies, child births and post-partum cases. y Screening, referral of suspected cases and follow up care in case of gestational diabetes and syphilis during pregnancy, STI/RTI, eye, ENT, TB, leprosy, non-communicable diseases, vector borne diseases, common mental conditions, substance use and Epilepsy cases, delays in development and disability and other congenital anomalies. y Identification and support in management of anaemia, nutritional deficiencies, and vaccine preventable diseases in children and their complete immunization including identification and follow up, referral and reporting of Adverse Events Following Immunization (AEFI) y Undertake Diagnostic Services- Pregnancy Test, Haemoglobin, Urine Test, Blood Sugar, and other point of care diagnostic services specified for different service packages. y Provide first aid treatment for obstetric emergencies, e.g., eclampsia, PPH, Sepsis and prompt referral (Type B SHC) and supporting medical team for handling other emergency situations by coordinating y Midwifery Services in Sub Centres only where institutional deliveries have been allowed by the state governments and provide appropriate treatment or refer to higher centres in cases where ASHA is not able to manage with home-based care. y Reviewing completed CBAC for cancer symptoms/epilepsy/COPD and refers as appropriate. y Ensuring patient's compliance for treatment.
105	Nutrition Officer:	<ul style="list-style-type: none"> • Essential • B.Sc. in Home Science • PG Diploma in applied Nutrition • Knowledge of Konkani • Desirable • Knowledge of Marathi 	<ul style="list-style-type: none"> • Educate expectant mothers regarding diet during and after pregnancy. • Ensure prophylaxis against anemia in adolescents and expectant mothers. • Ensure that Iron, Folic Acid and Vitamin A are distributed to the beneficiaries as prescribed. • Advise parents for deworming of children, especially those who are malnourished and anemic. • Assessment of calories / nutrients in mid day meal, provided at Anganwadis. • IEC activities related to Nutrition. • Establish linkage with ICDS Programme. • Manage Nutrition Programme under CMO(FW)
106	Ophthalmic Assistant (NPCBVI)	<ul style="list-style-type: none"> • Bachelor of Optometry (B.Opt) with 01 year of internship. • Two years Diploma course in Optometry or trained as an Ophthalmic Assistant in any of the recognized Government Hospitals. • Familiarity with computer and internet use. • Knowledge of Konkani and Marathi. 	<ul style="list-style-type: none"> • To screen patients for cataract, and other minor surgical cases and bring them to the base hospital/ district hospital. • Refractive services to all the patients. • Report to the District Ophthalmic Surgeon/District Programme Manager and perform duties assigned by them. • Maintain records and send regular reports to the supervisor • To Coordinate and participate in training of health personnel on eye care activities. • Any other work allotted by the higher authority.



Sr. No	Designation	Qualification	Job responsibilities/ Key Deliverables
107	Ophthalmic Surgeon (NPCBVI)	<ul style="list-style-type: none"> • S/M.D in Ophthalmology (MCI recognized) with at least 1 year of experience after PG degree has been obtained • O.M.S (MCI recognized) with 2 years experience after PG degree has been obtained. • Trained in performing ECCE pc IOL and SICS. • Experience and the ability to work in district level hospitals. • Knowledge of Konkani and Marathi 	<ul style="list-style-type: none"> • To perform all kinds of ophthalmic surgeries. • To liaison with medical, nursing and other personnel in all matter related to eye. • To coordinate and participate in training of health personnel on eye related activities at district level. • Any other as assigned by the supervisor.
108	Optometrist (DEIC)	<ul style="list-style-type: none"> • Bachelor in optometry or master in optometry from any recognized university 	<ul style="list-style-type: none"> • Work as a team along with other professionals and will help formulate an inclusive programme especially for the children with visual problems as a part of multiple disability • Prescribe vision therapy, vision training or orthoptic treatment for children with learning problems or common binocular vision disorders, including strabismus and amblyopia • Will detect or diagnose ocular conditions associated systemic health conditions, and refer them to appropriate health care professionals • Offer counselling services to the families on preventive vision care. • Prescribe the spectacle lenses including progressive, aspheric, and safety/protective spectacles based on the visual needs of the children. • Referral to further genetic, neurological and endocrinal evaluation
109	Orthodontia	<ul style="list-style-type: none"> • Specialization in Orthodontia 	<ul style="list-style-type: none"> • To attend to all patients as per their specialty. • To help and co-ordinate with regular staff regarding requirements/indents/ purchases. • Any other work as allotted by the superiors.
110	Panchakarma Therapist	<ul style="list-style-type: none"> • Essential • Minimum X Passed recognized by Central/ State Board • Minimum 6 months certificate course in Panchakarma from recognized Government Institution. • Desirable: • At least one year experience of working in Panchakarma/ Ayurveda Centre/ Department as Panchakarma Therapist. 	<ul style="list-style-type: none"> • Registration and examination of patient. • Maintain general cleanliness of Panchakarma unit. • Performing all Panchakarma procedures for IPD/OPD patients. • Maintenance of the equipments. • Maintaining of Medicine Register/ store register, Handling of drug/instruments /equipments/ linen stores etc including receipts and issues . • Ensure safe disposal of biomedical waste • Any other job allotted on day to day basis.
111	Pathologist- Blood Bank	<ul style="list-style-type: none"> • Essential: • MD in Pathology/MD in Medicine/MD in Pediatrics. • Desirable: • Experience of working in Blood Bank/Transfusion Medicine. 	<ul style="list-style-type: none"> • Reporting and supervision of the Laboratory tests. • Equipment maintenance. • Quality Control. • Advisory services related to Lab tests to Clinicians at DEIC



Sr. No	Designation	• Qualification	• Job responsibilities/ Key Deliverables
112	Pediatrician (DEIC)	<ul style="list-style-type: none"> • MBBS with PG degree in Pediatrics recognized by Medical Council of State 	<ul style="list-style-type: none"> • Assess • Growth and development • Nutrition • Detailed systematic Neurological examination • Detailed developmental assessments • Investigation • Diagnosis • Referral • Detailed neurological examination and investigations in case of children • with special needs to focus on the causative and prognostic factors prior to • undertaking individualized intervention programmes. • Intervention • Nutritional care plan • Composite health care services • Member of Early Intervention services for child development • Genetic counseling • Treatment of medical illnesses and associated abnormalities • Anticipatory guidance • Follow up and progress evaluation services • Referral
113	PEON	<ul style="list-style-type: none"> • Essential • Pass VII class 	<ul style="list-style-type: none"> • To attend peon duties given by CMO, MO & LMO. • Filing of correspondence to the respective files. • Removing photocopy of the given documents. • Distributing of inward correspondence. • Assistance during training. • Distribution of IEC Material. • Collecting Vaccines from the Airport • Shifting vaccine stock from storage facility • Assisting the PHN (SFWB) • Shifting vaccine stock in DHS • Collecting stock from Printing Press
114	Peon(NUHM)	<ul style="list-style-type: none"> • Essential: • Pass VII class with Knowledge of konkani • Desirable: • Knowledge of Marathi 	<ul style="list-style-type: none"> • To attend peon duties under National Urban Health Mission (NUHM)
115	Peon/Hamal	<ul style="list-style-type: none"> • Pass VII class with knowledge of Konkani 	



Sr. No	Designation	• Qualification	• Job responsibilities/ Key Deliverables
116	Pharmacist	<ul style="list-style-type: none"> • Pharm / D.Pharm • Registered with Goa State Pharmacy Council 	<ul style="list-style-type: none"> • Handling of drug stores including receipts and issues. • Recording and reporting of drugs stocks at the stores • Data entry in web based software for drug logistics. • Dispensing of all drugs at OPD • To serve the prescriptions of Medical officers and to keep all relevant records as required by Law/ Govt. rules. • Counselling of patients for better compliance of prescribed medicine, promotion of Health and prevention of diseases. • To perform duties relating to maintenance of store of Drugs, reagents, equipments etc. for Family Planning, Immunization, Leprosy Control, TB Control, Malaria Control Programme as and when required. • To impart post academic Practical training to trainee pharmacists. • To take part in any Training programme related to health as and when asked for. • To take part in compounding of mixture, lotion, ointment etc. and to take part in manufacturing of drugs under expert supervision, if asked for. • To take part in assessment of quality of drugs, if needed. • To supervise the sterilization process in ward and OT if needed. • Specific duties in addition to general duties depending upon place of posting:- • In Health Centres to assist MO in management of patient in emergency including referral if needed. • In hospitals, the pharmacists will take part in CME programme as and when arranged for updating knowledge in different aspects of Pharmacy and will disseminate the same to health professionals and public. • In pharmacy Institutes:- • To assist the teachers in conducting the practical classes. • To prepare reagents/solutions etc. • To procure reagents/ chemicals/ drugs etc. to maintain stock • Any other duties assigned related to his job • In medicine and Medical equipments store and sub-store of CMS, DRS, Hospitals, Health Centres, Multipurpose Health Programmes etc. • To undertake the formalities for procurement of store materials such as preparation of indent, receipt of store materials, recording in stock ledger, verification of stock etc. • Issuance of store materials, maintaining its formalities and keeping all relevant records. • Proper storage of drugs to preserve its efficiency. • Maintenance of Inventory Control (the dated products to be controlled properly to prevent wastage due to expiration). • Maintenance of records as per legal requirement in respect of poisonous, dangerous drugs etc. • 80 • Maintenance of proper labeling of drugs. • To check and store Medical gases. • Any other duties assigned to him by the competent authority related to store.



Sr. No	Designation	• Qualification	• Job responsibilities/ Key Deliverables
117	Physiotherapist	<ul style="list-style-type: none"> • Essential • Intermediate or Higher Secondary with science or equivalent qualification pre medical course. • Diploma in Physiotherapy from recognized Institution • 2 years experience in physiotherapy in Hospital/ Institution 	<ul style="list-style-type: none"> • He/She will examine and do physiotherapeutic assessment of the patients referred by any • O. of any discipline/ department and/ or attend directly (if required). Head of the • department of Physical Medicine (the Superintendent in Non-teaching Hospitals) will • monitor, evaluate and supervise the entire job at a regular manner (if required for better • coordination). • He/She shall remain responsible for physiotherapeutic treatment of both the indoor and • outdoor patients referred by the attending Medical Officer. • He/She will make plans of physiotherapeutic treatment, advice and instructions, its • applications etc. for the ailing patients, by maintaining an effective liaison with the Specialist • O./ H.O.D. of Physical Medicine/ Orthopedic/ Neurology from time to time in the interest • of patients" treatment. • He/She shall maintain records of all work done by him/her pertaining to the • physiotherapeutic treatment. • He/She shall be responsible for upkeep and maintenance of all apparatus and equipments of • Physiotherapy unit of the Hospital and report the same to the Head of the Department of • Physical Medicine (Superintendent in case of non-teaching Hospitals). • He/She shall assist the in-charge of Deptt./Unit to maintain an inventory of the instruments • and equipments under the guidance of the Head of the Department of Physical Medicine • (Superintendent in case of non-teaching Hospitals). • He/She should actively participate if any special medical team is constituted for • rehabilitation/ evaluation/ review/ referral of a patient. • He/She shall evaluate, review the patients of physiotherapy and if required shall take up the • matter of referral of the patient with the Head of the Department of Physical Medicine/ • Medical Officer or the Superintendent in case of non-teaching Hospitals to other Department/ • Specialists. • The senior most Physiotherapist with highest qualification in the filed of Physiotherapy shall • be the in-charge of the Physiotherapy unit who will be responsible for efficient functioning & • smooth running of the said unit and shall propose/ suggest the authority for betterment of the • Unit. • He/She shall sincerely and faithfully discharge his/ her professional duties which would be • entrusted upon him/ her in the interest of public service.



Sr. No	Designation	Qualification	Job responsibilities/ Key Deliverables
118	Physiotherapist / Occupational Therapist / Early Interventionist with Physiotherapy or Occupational Therapy background : (DEIC)	<ul style="list-style-type: none"> Bachelor's degree in Physiotherapy from any recognized university in India 	<ul style="list-style-type: none"> Assess the child with motor delay/disabilities and identify the needs of the child. Formulate treatment goals on the basis of needs of the child. Provide services for sensory integration To counsel the parents on home therapy for the child with focus on Activities of Daily Living (ADL). Explain the parents and/ or caregivers the importance of physical management and demonstrate therapy to them so that they can carry out therapy at home in all the daily living activities. Maintain records of the follow-up of the child, note progress and doing reassessments wherever deemed necessary and at periodic intervals. The reports of the progress of the child and achievement of goals must be conveyed to the parents. Liaison with all the professionals involved in the intervention of the child to enhance the overall development of the child. Prescribe proper furniture depending on the special needs of the child in daily living activities aids and appliances such as orthoses e.g., Ankle- foot- orthoses (AFOs), gaiters etc. Guide and counsel the parents on therapies and use of aids and appliances that are prescribed to the child. Ensure functionality of equipment/toys/furniture in the DEICs. Inform the DEIC manager to track the child in case there is a drop-out in follow-up. To follow up and evaluate the sick newborns, including those within the SNCU. In case of referrals prepare detailed referral notes
119	Principal -SIHFW	<ul style="list-style-type: none"> Essential: MBBS from a recognized university with valid Goa Medical Council Registration. Over 10 Years' experience in Public Health in various programmes at various levels in Health Services Should have experience in providing Training to Health Personnel in various Public Health Programmes 	<ul style="list-style-type: none"> Supervision and Review of all the Trainings and workshops conducted for the staff of Directorate of Health Services under various programs as per NHM PIP and the Training Calendar for the Financial Year Provide Directions and Instructions to the SIHFW staff for carrying out all Administrative Work related to SIHFW Mapusa. Performs the duties on directions by the Higher Authorities. Bringing out IEC materials for all DHS programmes in consultation with Program Heads in Public Interest Liaisoning with Institutes like GIPARD, Goa Institute of Management, Directorate of Skills Development, Government of Goa and such other Training Institutes of the state to set up Joint Training Modules for the staff of DHS. Looking after overall maintenance of SIHFW.
120	Prog Officer(RKSK)/Social Scientist:-	<ul style="list-style-type: none"> MA in Social Sciences 	<ul style="list-style-type: none"> RashtriyaKishorSwathyaKaryakram (Adolescent Health Programme) – Planning Reporting Data analysis Monitoring the AFHC clinics Carrying out activities under all the components of Adolescent Health



Sr. No	Designation	• Qualification	• Job responsibilities/ Key Deliverables
121	Programme Co-ordinator	<ul style="list-style-type: none"> • Essential: • Bachelor's degree preferably in Social Work, Public Health, Biology, or Healthcare Administration • Competency in MS Office • Knowledge of Konkani • Desirable • Knowledge of Marathi. 	<ul style="list-style-type: none"> • Monitoring NHM/NUHM activities at the State level and all the convergence activities with other departments. • Compilation of monthly physical performance reports of UHNDs and special outreach camps. • Compiling, Uploading/monitoring the Pradhan Mantri Surakshit Matritva Abhiyan(PMSMA) reports on the PMSMA portal at the District and State level. • Conducting visits to UHCs/PHCs to monitor RCH/HMIS and NUHM performance. • Providing secretarial support to SPMU including arrangements for meetings, trainings etc. • Providing general administrative assistance including preparations of slide presentations e-mails etc. • Providing all necessary information relevant to NUHM at the State, and District level. • Analyzing the data regularly and give feedback for decision making. • Providing assistance in preparation of PIP and MIS, quarterly FMRs, annual reports. • Conducting orientation training for Medical Officers, ANMs and Paramedical staff.
122	Programme Co-ordinator (PC-PNDT)	<ul style="list-style-type: none"> • Essential: • Master in Social Work • Experience in heading any Programme/ Office for more than 1 year • Diploma in computer Application OR Six Months Certificate course in computer • Knowledge of Konkani 	<ul style="list-style-type: none"> • Co-ordinate with other departments for effective functioning of the PC-PNDT Act. • Organize training, Lectures, Sensitization programmes & events on PC-PNDT. • Drafting of all correspondence related to PC-PNDT • Sensitizing the masses on the survival & importance of girl child • Organise all IEC Activities related to PC-PNDT • All other works related to PC-PNDT Act. • Supervision & Monitoring. • Any other job assigned as per programme need.
123	Project Co-ordinator - NVHCP	<ul style="list-style-type: none"> • Essential: • Bachelor's degree preferably in Social Work, Public Health, Biology, or Healthcare Administration • Competency in MS Office • Knowledge of Konkani • Desirable • Knowledge of Marathi. 	<ul style="list-style-type: none"> • The Project Coordinator is responsible for supporting the Head of Programmes in the delivery of ongoing projects. • This includes monitoring project plans, organizing and participating in stakeholder meetings and ensuring that project deadlines are met in a timely manner. • Documentation of implementation status and regular submission of Quarterly Report to the Ministry of Health and Family Welfare, Government of India. • Documentation of implementation status and regular submission of Monthly Reports to the Ministry of Health and Family Welfare, Government of India. • Supervision & Monitoring of all activities carried out under NVHCP (National Viral Hep C Programme)
124	Prosthodontia	<ul style="list-style-type: none"> • Specialization in Prosthodontia 	<ul style="list-style-type: none"> • To attend to all patients as per their specialty. • To help and co-ordinate with regular staff regarding requirements/indents/ purchases. • Any other work as allotted by the superiors.



Sr. No	Designation	• Qualification	• Job responsibilities/ Key Deliverables
125	Psychologist/ Counselor	<ul style="list-style-type: none"> • Post-graduate degree in Sociology/Social Work with 02 year post qualification experience in public health/ social sector • OR • Graduate in Sociology/Social Work with 05 years of post qualification experience in public health/ social sector • Working knowledge of computers is must 	<ul style="list-style-type: none"> • Co-ordinate RSKS programme. • Counseling Services at CHC/PHC. • Conduct outreach sessions for Adolescent Health • Co-ordinating health programmes, counseling sessions in schools. • To setup and manage cessation facilities and do advocacy for behavioral change. • § To work in coordination with social worker in carrying out outreach activities. • § To support cessation activities at school/ community level. • § To organize trainings for the Health professionals and other stakeholders. • § To monitor the implementation of tobacco Control Laws in coordination with Social Worker. • § To monitor NGO's/groups at District level, compile reports on monthly basis. • § Any other work assigned by the supervisor from District/State/National level. • Any other work assigned by the supervisor from State/National level.
126	RBSK Medical Officers	<ul style="list-style-type: none"> • Essential • BAMS/BHMS • Registration Certificate. • Master in Hospital Management (2 years' full time programme) • Desirable: • Good experience of working in recognised/ Registered/Ayurvedic/Homoeopathy Hospital/ Clinic 	<ul style="list-style-type: none"> • To work exclusively for School Health Programme Under RBSK Team. • Prepare a calendar of visit schedule in consultation with other team members and by involving representatives from WCD and Education departments at the block level • Screen children at level of Anganwadi center and at Government & Government aided schools • Conduct anthropometry measurement of children, record findings in the screening tool cum referral card & enter observations in register for record and follow up. • Maintain inventory of drugs. • Maintain quality of referrals and emphasize importance of early screening and timely intervention to the parents/caregiver. 6. Generate monthly reports and update Mobile Health Team registers



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127	RMNCHAN Counsellors	<ul style="list-style-type: none"> • Essential • Graduate (or equivalent) Degree in Social Work/ Sociology/Psychology • Diploma in Computer Application 	<ul style="list-style-type: none"> • Identify the needs of the clients and their families, especially those related to reproductive, maternal, new-born and child-health. • § Provide accurate and appropriate information on the available RMNCH services corresponding to the needs of the clients/their families. • § Provide accurate information to the clients on their entitlement to the RMNCH services available at the public sector facilities and in outreach. • § Provide information to the pregnant women on the essential care which is to be availed during the ante-natal period, especially when they are coming to the facilities during their antenatal period. • § Provide information to the women and her family about the essential maternal, new-born and family planning care and services that is available and is to be availed during and just after childbirth • Provide information to the mothers and their families about the appropriate care that is to be provided to the mothers and the new-borns during the immediate and extended post-partum period. • § Educate mothers and families on early initiation of breastfeeding, i.e. within 1 hour of giving birth; • keeping the new-born warm and cord care • § Provide information to mothers and their families about the need and availability of immunization services under the Universal Immunization Program of India. • § Provide information to the pregnant women, mothers and their families on the essential aspects of <ul style="list-style-type: none"> • appropriate nutrition of the women and children. • § Provides Family Planning Messages to the Clients by providing up to date unbiased information to <ul style="list-style-type: none"> • the clients, regarding all the applicable Family Planning methods, including their benefits and adverse effects. • § Dispels myths and misconceptions of the clients regarding the various family planning methods • § Helps the clients to take informed decisions on accepting Family Planning methods • § Understands the social, cultural and emotional factors that determine a woman's decision to accept a <ul style="list-style-type: none"> • family planning method • § Encourages the clients to ask questions • § Ensures that the client is fully informed • § Have respect for the values and attitudes of clients and respects the rights of the clients • § Supports the targeted facilities in development, translation, production and display of all BCC material for PPF/PPIUCD services



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DIRECTORATE OF HEALTH SERVICES
CAMPAL PANAJI GOA
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Sr. No	Designation	• Qualification	• Job responsibilities/ Key Deliverables
128	Secretarial Assistant	<ul style="list-style-type: none"> • 10+2 or • Equivalent Knowledge of Short hand and Typing with speed of 80 wpm and 40 wpm, respectively. • At least 2 years • experience as Office Assistant in Govt./Public Sector/Recognized Society/ Institution 	<ul style="list-style-type: none"> • Dictation and transcription on typewriter/computer. 2. Systematic maintenance of records/files. 3. Timely submission of papers/Dak. 4. Drafting of letters of routine nature. 5. Maintaining record of receipt and issue of letters. 6. Maintaining appointment diary and attend the visitors. 7. Attending telephonic calls in a tactful manner and keep their records. 8. Maintain database of addresses, telephone nos. of the persons/organizations frequently required to be contacted. 10. Keep track of important documents. 11. To facilitate change management with respect to use of ICT & Nikshay tools for concerned data entry, validation & its use for public health action 12. Any other job assigned by reporting officer
129	Secretarial Assistant:	<ul style="list-style-type: none"> • Essential • Graduate in Computer Application with MS Office. • 1-year experience in Recruitment or HR related MIS activities & File Management, Record Keeping. • Knowledge of Konkani • Desirable: • Short Hand Expertise • Knowledge of Marathi 	<ul style="list-style-type: none"> • Any other job assigned by supervisors and head of the office.



Sr. No	Designation	Qualification	Job responsibilities/ Key Deliverables
130	Senior Dots Plus & TB HIV	<ul style="list-style-type: none"> • Graduate • Certificate • course in computer operation (minimum two months) 3. Permanent two • wheeler driving license & should be able to drive two wheeler 	<ul style="list-style-type: none"> • Assist OTO 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 center in the districts. • Assist OTO in organizing TB-HIV coordination activities in the district. • Coordinate with all health staff and facilitate to subject all TB patients to universal 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 • Ensure that staff organize treatment support, all public health actions, follow up reminder and transportation support for DR-TB patients. • Monitor time to treatment of DR-TB patients and provide feedback on periodic basis • Help staff in proactive reach out to patients for follow-up cultures/ investigations as per schedule for every patient. • Coordinate with and support TB Units, HWCs staff and private doctors to regularly update the directory of treatment supporters for DR-TB patients at the district level and facilitate their trainings. • Facilitate the DR-TB treatment initiation at DDR-TBC. • To ensure PMDT treatment books are updated for all patients at DDR-TBC, TB Units and HWCs. • To ensure and monitor the PMDT data completion in Nikshay and give periodic TU/PHI wise feedback to the OTO about the same. • Supervise all DR-TB patients and treatment support centres along with concerned TB Units, HWCs staff and private providers. • Liaise with respective NOR-TB centre(s) for updating information on Nikshay and patient care. • Assist the OTO in mapping, prioritizing and, engaging health facilities and laboratories in the private sector, NGOs and other sector to improve access and quality of DR-TB care for all as per guidelines. • Assist the OTO 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. • 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, NCD in the district and the collaborating NTEP centres. • Assist the nodal officer in coordinating regular sharing of the information related • to TB-HIV coordination. • Ensure complete, correct and timely compilation and transmission of PMDT/TB- HIV information. • Establish linkages with DTC, DAPCU, collaborating NGOs and hospitals of the district. • To facilitate change management with respect to use of ICT tools, Nikshay, Nikshay-Aushadhi for concerned data entry, validation & its use for public health action • 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. • To train and supervise the pharmacists/responsible staff of district/TB Unit/HWC • drug stores 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



Sr. No	Designation	Qualification	Job responsibilities/ Key Deliverables
131	Senior Dots Plus & TB HIV	<ul style="list-style-type: none"> • Graduate • Certificate • course in computer operation (minimum two months) 3. Permanent two • wheeler driving license & should be able to drive two wheeler 	<ul style="list-style-type: none"> • Assist OTO 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 center in the districts. • Assist OTO in organizing TB-HIV coordination activities in the district. • Coordinate with all health staff and facilitate to subject all TB patients to universal 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 • Ensure that staff organize treatment support, all public health actions, follow up reminder and transportation support for DR-TB patients. • Monitor time to treatment of DR-TB patients and provide feedback on periodic basis • Help staff in proactive reach out to patients for follow-up cultures/ investigations as per schedule for every patient. • Coordinate with and support TB Units, HWCs staff and private doctors to regularly update the directory of treatment supporters for DR-TB patients at the district level and facilitate their trainings. • Facilitate the DR-TB treatment initiation at DDR-TBC. • To ensure PMDT treatment books are updated for all patients at DDR-TBC, TB Units and HWCs. • To ensure and monitor the PMDT data completion in Nikshay and give periodic TU/PHI wise feedback to the OTO about the same. • Supervise all DR-TB patients and treatment support centres along with concerned TB Units, HWCs staff and private providers. • Liaise with respective NOR-TB centre(s) for updating information on Nikshay and patient care. • Assist the OTO in mapping, prioritizing and, engaging health facilities and laboratories in the private sector, NGOs and other sector to improve access and quality of DR-TB care for all as per guidelines. • Assist the OTO 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. • 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, NCD in the district and the collaborating NTEP centres. • Assist the nodal officer in coordinating regular sharing of the information related • to TB-HIV coordination. • Ensure complete, correct and timely compilation and transmission of PMDT/TB- HIV information. • Establish linkages with DTC, DAPCU, collaborating NGOs and hospitals of the district. • To facilitate change management with respect to use of ICT tools, Nikshay, Nikshay-Aushadhi for concerned data entry, validation & its use for public health action • 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. • To train and supervise the pharmacists/responsible staff of district/TB Unit/HWC • drug stores 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



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132	Senior Laboratory Technician	<ul style="list-style-type: none"> • M.Sc. • Medical Microbiology • / Applied Microbiology • /General Microbiology/ Biotechnology/ Biochemistry with or without DMLT • (or) 	<ul style="list-style-type: none"> • To perform laboratory tests including Culture & DST as well as molecular detection of drug resistance. • To manufacture panel testing slides for EQA of sputum smear microscopy. • To assist the Microbiologist during On Site Evaluation/ assessment visits and logistics. • To facilitate laboratory training programmes. • To coordinate with state labs (C & DST, NAAT & DMCs) for prompt submission of performance indicators and validate. • To monitor laboratory performance (for all technologies) in States/UTs and compile laboratory data for analysis and submission to state and NRL. • To maintenance laboratory equipment and perform periodic calibration.



Sr. No	Designation	• Qualification	• Job responsibilities/ Key Deliverables
133	Senior Treatment Supervisor	<ul style="list-style-type: none"> • Bachelor's Degree OR Recognized sanitary inspector's course • Certificate course in computer operation (minimum 2 months) • Permanent two wheeler driving license & should be able to drive two wheeler 	<ul style="list-style-type: none"> • Ensure Notification of all diagnosed TB patients including DR-TB in public and private sector and complete all details of the notified patients in Nikshay. • Review Nikshay Dashboard Weekly • Assist OTO, Block Medical Officer, and /MOIC to carry out treatment, prevention and public health activities under NTEP for all types of TB patients under care of both public and private health care providers • Coordinate with all concerned to ensure that all contacts of TB patients are screened for TB • Mapping of key/high risk population, organize active TB case finding activity, and TB preventive activities in community • Visit each health facility in the area at least once every month and assist the MO- PHI in organizing treatment support for TB patients in his/her assigned TU • Ensure retrieval of loss to follow up as per schedule. • Support to Retrieve unconsumed PMDT medicine boxes of patients who have LFU/died/transfer out etc. • Visit all patients (DS-TB & DR-TB) including private sector at home and undertake <ul style="list-style-type: none"> • public health action, health education, counselling to the patients and family and provide preventive services as per current programme guidelines. • Ensure correct bank account details of patients and other beneficiaries are collected and updated in Nikshay and facilitate timely payment of DBT schemes to them. • Ensure updation of the TB Notification Register, incorporating required information with respect to all TB Cases including private sector; • Supervise referral and feedback/transfer-In &out activities for TB patients in assigned TB Unit and ensure information of transfer of patients are updated in NIKSHAY • . Assist OTO and MOTC in ensuring regular supply of drugs and other logistics to all health facilities in the Block/TBUnit. • Ensure Maintenance of NTEP Drug Stock Register at all stocking points including in Nikshay Aushadhi; monitoring consumption of drugs with respect to their shelf life and ensure that no drugs get expired. • Facilitate organizing ACSM activities like school health education, patient provider meetings and community meetings etc. • Identify and facilitate the training of recognized treatment supporter/DOT Providers • Carryout community engagement activities and involve TB champions in TB units • Coordinate active referral systems between ICTCs, ART Centers, NCO, TCC, ANC clinics, HWCs RBSK, RSKS, and NTEP and promote providing feedback to referring center. • Monitor IEC activities related to TB, NCD, NTCP, MCH, ICDS, Maternal Health and HIV programmes in the district • Any other job assigned by the reporting officer



Sr. No	Designation	• Qualification	• Job responsibilities/ Key Deliverables
134	Senior Tuberculosis Laboratory	<ul style="list-style-type: none"> • Graduate or Diploma in Medical Laboratory technology or equivalent from a govt recognized institution • Permanent two wheeler driving license & should be able to drive two wheeler • Certificate course in computer operations (minimum two months) 	<ul style="list-style-type: none"> • Will be responsible for smooth functioning of laboratory services, quality of sputum microscopy, NAAT and and for sample collection and transportation as per programme guidelines. • Organize smear examination at the microscopy centres of the sub-district, • Organize regular training and continuing education of the laboratory technicians. • Supervise all microscopy centres and NAAT facilities at least once a month . • To support establishment of specimen collection centres and establish sample transport network • Promote microbiological testing for diagnosis of TB. • Check the record-keeping pertaining to sputum microscopy services and NAAT • Ensure proper disposal of contaminated lab material in designated microscopy centres and NAAT facilities • Ensure availability of consumables and reagents in microscopy centres and NAAT facilities • Implementation of all components of NTEP lab Quality Assurance for sputum microscopy and NAAT. • Enlist private laboratories, register in NIKSHAY, visit these labs and engage them for notification of TB patients • Coordinate with private laboratories them for free diagnostic services to TB patients in private sector and ensure quality assurance in private laboratories • Coordinate with STSto ensure that all TB patients diagnosed are initiated on treatment and followed as per programme guidelines. • Co-ordinate with STS and senior DR-TB/HIV supervisor in updation of relevant NTEP records of DR-TB patients • Ensure that sputum specimens of eligible patients are sent to NAAT / Culture/DST Laboratories as per NTEP guidelines. • Ensure real-time NIKSHAY enrollment for presumptive TB, presumptive DR-TB, and other diagnostic and follow-up test details



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135	Senior Tuberculosis Laboratory	<ul style="list-style-type: none"> • Graduate or Diploma in Medical Laboratory technology or equivalent from a govt recognized institution • Permanent two wheeler driving license & should be able to drive two wheeler • Certificate course in computer operations (minimum two months) 	<ul style="list-style-type: none"> • Will be responsible for smooth functioning of laboratory services, quality of sputum microscopy, NAAT and and for sample collection and transportation as per programme guidelines. • Organize smear examination at the microscopy centres of the sub-district, • Organize regular training and continuing education of the laboratory technicians. • Supervise all microscopy centres and NAAT facilities at least once a month . • To support establishment of specimen collection centres and establish sample transport network • Promote microbiological testing for diagnosis of TB. • Check the record-keeping pertaining to sputum microscopy services and NAAT • Ensure proper disposal of contaminated lab material in designated microscopy centres and NAAT facilities • Ensure availability of consumables and reagents in microscopy centres and NAAT facilities • Implementation of all components of NTEP lab Quality Assurance for sputum microscopy and NAAT. • Enlist private laboratories, register in NIKSHAY, visit these labs and engage them for notification of TB patients • Coordinate with private laboratories them for free diagnostic services to TB patients in private sector and ensure quality assurance in private laboratories • Coordinate with STSto ensure that all TB patients diagnosed are initiated on treatment and followed as per programme guidelines. • Co-ordinate with STS and senior DR-TB/HIV supervisor in updation of relevant NTEP records of DR-TB patients • Ensure that sputum specimens of eligible patients are sent to NAAT / Culture/DST Laboratories as per NTEP guidelines. • Ensure real-time NIKSHAY enrollment for presumptive TB, presumptive DR-TB, and other diagnostic and follow-up test details



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136	Senior Tuberculosis Laboratory	<ul style="list-style-type: none"> • Graduate or Diploma in Medical Laboratory technology or equivalent from a govt recognized institution • Permanent two wheeler driving license & should be able to drive two wheeler • Certificate course in computer operations (minimum two months) 	<ul style="list-style-type: none"> • Will be responsible for smooth functioning of laboratory services, quality of sputum microscopy, NAAT and and for sample collection and transportation as per programme guidelines. • Organize smear examination at the microscopy centres of the sub-district, • Organize regular training and continuing education of the laboratory technicians. • Supervise all microscopy centres and NAAT facilities at least once a month . • To support establishment of specimen collection centres and establish sample transport network • Promote microbiological testing for diagnosis of TB. • Check the record-keeping pertaining to sputum microscopy services and NAAT • Ensure proper disposal of contaminated lab material in designated microscopy centres and NAAT facilities • Ensure availability of consumables and reagents in microscopy centres and NAAT facilities • Implementation of all components of NTEP lab Quality Assurance for sputum microscopy and NAAT. • Enlist private laboratories, register in NIKSHAY, visit these labs and engage them for notification of TB patients • Coordinate with private laboratories them for free diagnostic services to TB patients in private sector and ensure quality assurance in private laboratories • Coordinate with STSto ensure that all TB patients diagnosed are initiated on treatment and followed as per programme guidelines. • Co-ordinate with STS and senior DR-TB/HIV supervisor in updation of relevant NTEP records of DR-TB patients • Ensure that sputum specimens of eligible patients are sent to NAAT / Culture/DST Laboratories as per NTEP guidelines. • Ensure real-time NIKSHAY enrollment for presumptive TB, presumptive DR-TB, and other diagnostic and follow-up test details



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137	Senior Tuberculosis Laboratory	<ul style="list-style-type: none"> • Graduate or Diploma in Medical Laboratory technology or equivalent from a govt recognized institution • Permanent two wheeler driving license & should be able to drive two wheeler • Certificate course in computer operations (minimum two months) 	<ul style="list-style-type: none"> • Will be responsible for smooth functioning of laboratory services, quality of sputum microscopy, NAAT and and for sample collection and transportation as per programme guidelines. • Organize smear examination at the microscopy centres of the sub-district, • Organize regular training and continuing education of the laboratory technicians. • Supervise all microscopy centres and NAAT facilities at least once a month . • To support establishment of specimen collection centres and establish sample transport network • Promote microbiological testing for diagnosis of TB. • Check the record-keeping pertaining to sputum microscopy services and NAAT • Ensure proper disposal of contaminated lab material in designated microscopy centres and NAAT facilities • Ensure availability of consumables and reagents in microscopy centres and NAAT facilities • Implementation of all components of NTEP lab Quality Assurance for sputum microscopy and NAAT. • Enlist private laboratories, register in NIKSHAY, visit these labs and engage them for notification of TB patients • Coordinate with private laboratories them for free diagnostic services to TB patients in private sector and ensure quality assurance in private laboratories • Coordinate with STSto ensure that all TB patients diagnosed are initiated on treatment and followed as per programme guidelines. • Co-ordinate with STS and senior DR-TB/HIV supervisor in updation of relevant NTEP records of DR-TB patients • Ensure that sputum specimens of eligible patients are sent to NAAT / Culture/DST Laboratories as per NTEP guidelines. • Ensure real-time NIKSHAY enrollment for presumptive TB, presumptive DR-TB, and other diagnostic and follow-up test details



Sr. No	Designation	• Qualification	• Job responsibilities/ Key Deliverables
138	Social Worker (DEIC)	<ul style="list-style-type: none"> • Essential Qualification:1) Post-graduation degree in Sociology/Social Work or Graduate in Sociology/ Social Work • Knowledge of Konkani • Experience:Two years of field experience 	<ul style="list-style-type: none"> • Liason between DEIC and department of Social Welfare in Goa. • Guiding parents and children regarding all social welfare schemes, disability certification, UDID card generation etc. • Liason between DEIC and school/ health centres. May be involved in outreach programmes with schools/PHC/CHC. • Expected to make home visits to patients home as and when required. • Expected to make school visits if and when required. • Expected to accompany patients to district hospitals/ specialty clinic if necessary for the child. • Any other job assigned as per programme need. • To provide support to the School Program. • § To facilitate in developing local IEC and building synergy with the District IEC campaign. • § To organize training and capacity building programmes for different set of stakeholders including law enforcers. • § To monitor NGO's/ groups at District level, & compile reports on monthly basis. • § To develop partnerships with NGO's/Organizations/ PRI's/ Urban Level Bodies (ULB's) for further community support. • § To carry out outreach activity/ social mobilization. • Any other work assigned by the supervisor from State/National level.
139	Sonologist (HR)	<ul style="list-style-type: none"> • Essential: • MD/DMRD (Radiology) • 5 years' experience in a Hospital. • Desirable: • 2 years' experience in ovulation studies in an infertility Hospital. 	<ul style="list-style-type: none"> • Obstetric ultrasonographies • During Mammography/ Mobile camps – X-rays, Ultrasounds • Reporting and Record Keeping • Participate in community Pediatrics under various National Health Programmes • Handling other radiological services.



Sr. No	Designation	Qualification	Job responsibilities/ Key Deliverables
140	South District Data Entry Op	<ul style="list-style-type: none"> • 10+2 with Diploma in computer application or equivalent recognized by the Council for Technical education/ DOEACC • Typing speed of • 40 w.p.min English and local language. • Should be well • conversant with various computer Programming including MS Word, Excel and simple statistical packages. 	<ul style="list-style-type: none"> • To assist OTO in managing official email of district TB officer • To maintain and update the correct contact details (Address, phone numbers and emails) of all Program stakeholders. • To ensure up to date data entry in NIKSHAY and other MIS applications of the programme and assist DPC in monitoring. • Check Task lists in Nikshay daily, provide feedback to DPC and help taking appropriate action as instructed by the District TB Officer. • To check, validate and update time-to-time the entries in Nikshay regarding Directories (public and private health facilities, TU and District), staff details, and infrastructure details (User management pages). • To compile/ collate any data that comes from sub-district levels regularly or when asked for. • Help DTO, DPC and other staff in preparation of briefs, minutes, graphs, tables and presentation for various meetings and trainings • To support sub-district level staff/ officers/ agency in ICT applications related to NTEP • To maintain computer, peripherals and connections assigned. Maintain inventory of computer accessories in office. • To install and regularly update antivirus software. • To take periodic back up of data stored in the system. • Any other job assigned as per program need
141	Special Educator (DEIC)	<ul style="list-style-type: none"> • Essential: • Ed in Special Education in the field of Mental Retardation/ Diploma in Early Childhood Special Education (Mental Retardation)/ B.Ed. Special Education (Locomotor and Neurological Disorder)/ PG. Diploma in Special Education (Mutt. Dis.: Physical and Neuro.) Recognized by Rehabilitation Council of India. 	<ul style="list-style-type: none"> • Focus on development of pre-school children (3-6years) with special needs • Focus on working with children up to the age of 6 years with profound & multiple disabilities including providing them with individualized intervention programs in consultation with the pediatrician and therapist. The pediatrician must have done a detailed neurological examination and investigations to focus on the causative and prognostic factors prior to undertaking individualized intervention programmes • Employ special educational strategies and techniques during instruction to improve the development of sensory- and perceptual-motor skills, language, cognition, and memory. • Provide direct and indirect instructional guidelines for providing a positive and stimulating environment at home. • Counsel parents about their children's development and to determine priorities for their children and their individualized needs. f.. Maintain accurate and complete records and prepare reports on children's activities • Maintain professional competence by participating in curriculum development activities, meetings, and other professional opportunities. • Help in procuring disability certificate, wherever required.



Sr. No	Designation	• Qualification	• Job responsibilities/ Key Deliverables
142	Speech-language Pathologists and Audiologist/ Early Interventionist with background of Speechlanguage Pathology and Audiology:(DEIC)	<ul style="list-style-type: none"> • Bachelor's degree in Speech and language pathology from any recognized university • in India 	<ul style="list-style-type: none"> • Perform audio logical assessments and advice on hearing aids depending upon the severity of the child. He/she has to refer to the institutes where such aids are available. • Guide and counsel the parents about the auditory training. • Assess the level of receptive and expressive language • Formulate treatment goals on the basis of needs of the child. • Explain the parents and/ or caregivers the importance of speech therapy and demonstrate therapy to them so that they can carry out therapy at home in all the daily living activities. • Maintain records of the follow-up of the child, note progress and doing reassessments wherever deemed necessary and at periodic intervals. The reports of the progress of the child and achievement of goals must be conveyed to the parents. • Assess for speech disorders • Work as a part of the DEIC team and liaison with other team members in formulating a comprehensive and inclusive programme for the holistic approach • Provide services that focus on verbal and non-verbal communication skill development • Assess the oro- motor skills required for feeding problems (sucking and swallowing) for the children with Neuro-motor impairment. • Facilitate speech clarity (ability to produce and combine speech sounds and use the voice), facial expression, body language and gestures, alternative or augmentative communication (e.g., sign language, picture symbols and verbal output devices, PECT), pre-literacy skills. • Ensure functionality of equipment/toys/furniture.



Sr. No	Designation	• Qualification	• Job responsibilities/ Key Deliverables
143	Sr.Medical Officer-Dots Plus	<ul style="list-style-type: none"> • MBBS or equivalent degree from institution, recognized by National Medical Commission; • Must have completed compulsory rotatory internship • One year experience of working in NTEP 	<ul style="list-style-type: none"> • To work in coordination with Nodal officer - NOR-TB Centre under the guidance of the OTO • Receive and facilitate out-patient based management or admission of DR-TB patients referred from the linked districts as per national guidelines. • Co-ordinate with the linked laboratory microbiologist/staff for timely receipt of culture and DST results at baseline and follow up time-points for every patient. • Arrange for Pre-Treatment Evaluation and specialist consultations of the referred patients. • Monitor time to treatment' initiation and provide feedback periodically to the districts in. • Organize regular NOR-TB centre committee meetings and minute the decisions. • Verify that the required information along with the pre-treatment evaluation investigations are documented in Nikshay, in PMDT treatment book, and indoor case papers and bring it to the attention of DR-TB centre committee for case based review and necessary action. • Ensure timely communication to the concerned district for discharged patients with complete documents and required quantity of medicines. • Ensure all transfers are documented in NIKSHAY • Ensure treatment regimen and any modification of regimen are documented in NIKSHAY, discharge summary and patient treatment book. • Supervise the statistical assistant and counselor of the DR-TB centre in their job. • Co-ordinate with District DR-TB Centres linked to the Nodal DR-TB centre under the guidance of Nodal officer- NOR-TB Centre in managing Difficult to treat DR-TB cases. • Co-ordinate with the concerned health facility doctors from health and wellness centers or private sector and the concerned OTO/MO-TU to ensure provision and continuation of quality care for the concerned DR-TB patients referred for further management to NDR-TBC. • Co-ordinate interaction between Senior DR-TB TB-HIV supervisors of the linked districts and ensure data completion in Nikshay regularly. • Conduct quarterly review of the Senior DR-TB TB-HIV supervisors using dashboards and analysis of data from Nikshay periodically to address implementation and management gaps. • Support ward staff 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.



Sr. No	Designation	• Qualification	• Job responsibilities/ Key Deliverables
144	Staff Nurse	<ul style="list-style-type: none"> • Essential: • B.Sc Nursing/ Diploma in Basic Nursing • Registration certificate as the registered staff nurse or registration as mid-wife with Goa Nursing Council 	<ul style="list-style-type: none"> • Maintain general cleanliness of the ward and the Sanitary annex. • Write the diet register and surprise distribution of diet, including special diet. • Provide nursing care. • Maintain emergency trays, sterilizer, and instruments in working conditions. • Cooperate in activities related to National Health Programmes. • Ensures safe disposal of bio-medical waste. • Responsibilities in respect of patient care • 1She will give direct bedside care to patients as allotted to her by the ward sister. • She will be especially responsible for the care of acutely ill or dangerously ill patients in her ward. • She will render pre-operative, post-operative intensive care to patients in her ward. • She will prepare and assist for diagnostic procedures for the patients. • She will attend to the normal or special nutritional needs of the patients and give special types of feeds (gastrostomy feed, nasal feeds etc.) and supervise serving of meals to the patients. • She will give health teaching to patients under her care. • Responsibilities in relation to Ward Administration • She will draw up nursing care plan for all patients in the ward in consultation with the ward sister • She will assign patients to students keeping in mind the level of experience, knowledge of students and needs of the particular patients concerned. • She will perform the nursing activities for admission, discharge and transfer (within the hospital or other hospital) of the patients. • She will checklist and keep patients belonging in safe custody, accordance with the laiddown policy of the hospital. • She will help the ward sister for supervising the work of the grade D staff allotted in the unit for maintenance of cleanliness and sanitation. • She will help the ward sister in indenting and checking of drugs and supplies and maintaining the inventory of each category of teams. • She should keep a sub-store of drugs, linen and supplies in her charge for use. • She will be responsible for maintaining nursing procedure training. • She will be responsible for sterilization of articles as arises. • She will make rounds with doctors and senior Nursing Officers. • She will write daily orders indents for patient's daily diet and other supplies as necessary. • She will be responsible for keeping all the patients record up-to-date. • She will be responsible for observation of the patient's conditions and take prompt action. • She will be responsible for taking reports and making detailed bed to bed round at the time and changing of "shifts" in the unit. • She will sign the night report after checking. • She will deputize for ward sister during her absence. • She will assist the ward sister in orientation of the new staff and students. • Any other job assigned by supervisors and head of the office.



Sr. No	Designation	• Qualification	• Job responsibilities/ Key Deliverables
145	Staff Nurses of UHWC	<ul style="list-style-type: none"> • GNM/BSc Nursing 	<ul style="list-style-type: none"> • Staff Nurses of UHWC 1. Clinical Work y S/he will assess the needs of the patients in the ward, explain the medicines to be taken, make a nursing care plan for all patients consulting with ward sister. y S/he will give direct patient care and allotted responsibility to her/him by the ward sister. y S/he will provide comfort to the patient and maintain the safety of the patient (universal safety precaution). y S/he will be friendly, courteous, and sympathetic while working with patients and ensure privacy and confidentiality of the patients. y S/he will carry out procedures of admission, discharge and transfer of patient of the ward. y S/he will take care that discharged patients have a proper understanding of the follow-up procedures and details of the diet, medication, exercise, etc. y S/he will be responsible for taking a history of the patient. y S/he will prepare and assist in the diagnostic procedure in the ward. y S/he will provide minor dressing in an emergency. y S/he will administer drugs by injection upon written order of the Doctor. y S/he will learn the handling of special gadgets & equipment. y S/he will distribute diet, milk, etc. y S/he will maintain a duty room in readiness for all time. y S/he will be responsible for observation of the patient's condition, take prompt action and report to the concerned medical officer. y S/he will give health education to the patients and their family members under care. y S/he will make records of all procedures of her/his patients and keep them up to date. 62 INDIAN PUBLIC HEALTH STANDARDS Health and Wellness Centre - Sub Health Centrey S/he will take care that case papers are not allowed to be handled by anyone except the doctor-in-charge of the patient. This is specifically for medico-legal cases. y S/he will provide assistance and instructions to the patients and their relatives. y S/he will be responsible -To provide antenatal, intra-natal, postnatal care as taught in the nursing curriculum. y S/he will perform any other duties which a Staff Nurse is expected to perform in view of his position and any other duties which will be assigned as and when required. 2. Administrative work y S/he will ensure that all articles are sterilized, all equipment, gadgets, electrical connections, light, fan etc. are maintained. y S/he will ensure that the specimens are collected, labelled and dispatched. y S/he will ensure to escort the patient to and from the department. y S/he will ensure that the reports are received and given to the patients as well as the doctor is informed. y S/he will ensure that the patient's problems are listened to and help them to solve them through various means. y S/he will ensure the confidentiality of the patients. y S/he will ensure that the cultural and religious differences of the patients are respected. y S/he will supervise the students and ancillary staffs. y S/he will ensure that all records, outcome indicators as per LaQshya guidelines are maintained. y S/he will ensure to make the ward clean and tidy, including the bed. y S/he will keep all articles well-arranged and maintain the inventory. y S/he will maintain all records and mandates. y S/he will assist the ward sister in orientation programme of new staff and students and in the supervision of work of Group D allotted in the ward for maintenance of cleanliness and sanitation. y S/he will accompany with doctors and senior nursing officers during 'ward round'. y S/he will help ward sister in indenting and checking of drugs, supplies and maintaining inventories. y S/he will perform the functions of the ward sister during her/his absence y S/he will assist in orientation of new staff nurses. y S/he will support and guide the ASHAs working in the HWC area. y S/he will participate in staff education and staff meeting. y S/he will maintain good interpersonal relations with all other staff. y S/he will give information about MLC cases to Head / Officer in charge. y S/he will co-operate in activities related to the National Health Programmes. y S/he will ensure safe disposal of biomedical waste. y S/he will keep herself/himself up to date with nursing knowledge by taking part in in-service education programmes. y S/he will perform any other duty that may be assigned to her/him from time to time including field work.



Sr. No	Designation	• Qualification	• Job responsibilities/ Key Deliverables
146	State Accountant	<ul style="list-style-type: none"> • Essential • B. Com with Diploma in Computer with Accounting package (Tally) from institute recognized by Goa Government. • Two years' experience in the field of accountancy with the chartered accountant or 2 years' experience in maintenance of accounts in any reputed organization 	<ul style="list-style-type: none"> • Maintenance of accounts of RCH/NHM programme as per guidance on the subject. • Timely preparation and submission of monthly quarterly and yearly reports of expenditure to the concerned authorities. • Arrange accounts for Audit and extend required help in the Audit of Accounts of RCH/NRHM programme. • Arrange the records of the accounts in a systematic way to facilitate easy retrieval • Maintenance of records of receipt and points in systematic manner. • Any other work relating to the accounts of RCH/NRHM programme. • Maintaining Books of Accounts of the PROGRAMME in Tally. • Preparing monthly Salary on PFMS portal. • Preparation and Submission of Monthly and Quarterly Financial Monitoring Reports and Statement of Fund Position to concerned authorities. • Preparation of Monthly Pay bill and disbursement of salary through PFMS • Generating Employees Provident Fund Challan of RCH/NHM Staff. • Preparation and submission of Direct Benefit Transfer Report to concerned Authorities. • Handling all financial part of Training(SIHFW) which are organized under respective programme • Reply to LAQ, RTI and other queries received from higher authorities. • Preparation of PIP (Salary calculation of all staff). • Timely preparation and submission of monthly, quarterly and yearly reports of expenditure to the concerned authorities. • Maintenance of accounts for all types of Audit and extend required help in the Audit of Accounts • Maintenance of records of the accounts in a systematic way to facilitate easy retrieval of data. • Maintenance of records of receipt and points in systematic manner. • Keeping a track of expenditure done at peripheral and state is as per the amount approved in ROP. • Any other work allotted by the higher authority
147	State Accountant	<ul style="list-style-type: none"> • Post graduate in commerce with • Two years experience in Finance Management OR MBA with Financial Management or accounts as study subject with atleast 1 year of Experience in relevant field • Two years of experience with Audit/ Maintenance of accounts on Double entry system in a recognized Society or Institution • Certificate course in computer operation (minimum two months) 	<ul style="list-style-type: none"> • General • Will be required to handle all matters relating to accounts, budgeting and financial matters and management of accounting procedure pertaining to NTEP in the State. • To organize and maintain the fund flow mechanism from Centre to State and then from State to Districts. • Accurate and timely submission of quarterly report on expenditure to Centre, • annual audited statement of accounts and intensive monitoring of financial management in District health societies. • Coordinating with the State Health Society and District Societies to address the • audit objection/internal control weaknesses, issues of disallowances if any and thus managing Statutory Audit of Districts & State office. • 5, Any other job assigned by the reporting officer • Specific • Preparing annual and quarterly budgets for the State & review budgets of the



Sr. No	Designation	• Qualification	• Job responsibilities/ Key Deliverables
148	State Accountant (NPCBVI)	<ul style="list-style-type: none"> • Com with Diploma in computer with Accounting package (Tally) from institute recognized by Goa Government • 02 years experience in the field of accountancy with the chartered accountant or 2 years experience in maintenance of accounts in any reputed organization. 	<ul style="list-style-type: none"> • Maintenance of accounts of RCH/NHM programme as per guidance on the subject. • Timely preparation and submission of monthly quarterly and yearly reports of expenditure to the concerned authorities. • Arrange accounts for Audit and extend required help in the Audit of Accounts of RCH/NRHM programme. • Arrange the records of the accounts in a systematic way to facilitate easy retrieval • Maintenance of records of receipt and points in systematic manner. • Any other work relating to the accounts of RCH/NRHM programme. • Maintaining Books of Accounts of the PROGRAMME in Tally. • Preparing monthly Salary on PFMS portal. • Preparation and Submission of Monthly and Quarterly Financial Monitoring Reports and Statement of Fund Position to concerned authorities. • Preparation of Monthly Pay bill and disbursement of salary through PFMS • Generating Employees Provident Fund Challan of RCH/NHM Staff. • Preparation and submission of Direct Benefit Transfer Report to concerned Authorities. • Handling all financial part of Training(SIHFW) which are organized under respective programme • Reply to LAQ, RTI and other queries received from higher authorities. • Preparation of PIP (Salary calculation of all staff). • Timely preparation and submission of monthly, quarterly and yearly reports of expenditure to the concerned authorities. • Maintenance of accounts for all types of Audit and extend required help in the Audit of Accounts • Maintenance of records of the accounts in a systematic way to facilitate easy retrieval of data. • Maintenance of records of receipt and points in systematic manner. • Keeping a track of expenditure done at peripheral and state is as per the amount approved in ROP. • Any other work allotted by the higher authority.



Sr. No	Designation	• Qualification	• Job responsibilities/ Key Deliverables
149	State Accounts Manager-SAM	<ul style="list-style-type: none"> • Post graduate in commerce with • Two years' experience in Finance Management • OR • MBA with Financial Management or accounts as study subject with at least 1 year of experience in relevant field • Two years of experience with Audit/ Maintenance of accounts on double entry system in a recognized Society or Institution • Certificate course in computer operation (minimum two months) 	<ul style="list-style-type: none"> • Responsible for maintaining all books of account of the State Health Society. • Closing of accounts within a stipulated time frame of all books of accounts maintained by society. • Distribution of Funds to implementing agencies. • Look after all Bank related activities. • Compliance of Audit observations. • Monthly FMRs to be furnished to GOI after getting the reports/SOEs from all programmes/units • Monitoring & Supervision of the books of accounts maintained by the accountant of various programmes and accountant of peripheral units. • Handling correspondence related to Financial aspect of NHM. • Coordinating with Concurrent & Statutory Auditor to carry out Audit of the State Health Society. • Prepare Financial Statement of Accounts i.e. Balance Sheets, Income & Expenditure, Receipt & Payment & other Schedules as prescribed by the MONFW, New Delhi and prepare Compliance for audit observation. • Coordinating with C& AG Auditor appointed by the Government of Goa for providing necessary information relevant to NHM. • Coordinating with Financial Consultant of Ministry of Health & Family Welfare, New Delhi whenever necessary. • Compilation of monthly and quarterly FMR and SOE of all the programmes under NHM and forwarding same to MOHFW, New Delhi. • Compilation of Monthly DBT report and entering on DBT Portal • Providing Training for NHM Accountants on "Maintenance of NHM Accounts on Tally & on PFMS portal". • Attending Workshop meeting related to DBT mode of payment & on PFMS portal organized by Central and by State Govt. • Maintain Record of State Health Society Main Bank Account, Communicable Diseases Account & Non Communicable Accounts. • Maintaining Records of Grants received from Central Government pertaining to NHM & sending proposal to state Government for matching contribution of State Share. • Reply to LAQs & RTI related to NHM finance. • Ensure mapping of all bank accounts with PFMS at all level of facilities • Monthly bank reconciliation statement at each level to ascertain pending payments and to avoid any error, fraud or mis-appropriation of funds in future in Single Nodal Agency(SNA) account • Ensure all payments at level of health facilities (State, Districts, Blocks, CHCs, PHCs, HSCs and VHNSCs) through PFM • Ensure that all beneficiary payments i.e. JSY, JSSK, ASHA, Nikshay under RNCTP etc. are done through DBT on PFMS without any delay • Ensure implementation of Receipt, Expenditure, Advance and Transfer (REAT) up to Blocks and below • Ensure that all procurement to be based on competitive and transparent bidding process • Ensure timely submission of Financial Management Reports (FMRs), Statement of Fund Position as per the GOI format and intimate the Ministry on Action Taken on FMR analysis • Ensure timely submission of Audited Statement of Expenditure and Statement of Expenditure under Infrastructure Maintenance Pool for timely release of



STATE HEALTH SOCIETY
DIRECTORATE OF HEALTH SERVICES
CAMPAL PANAJI GOA
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150	State Admin Officer SAO	<ul style="list-style-type: none"> • Essential: • Graduate with MBA in HR/Degree in Personnel Management/PGD in HR. • 5 years experience in Administration /Human Resource. • Should have knowledge of Computer Operation. • OR • Retired Official who has worked in Govt. Office as Administrative Officer/ Section Consultant Officer/ Office Superintendent. 	<ul style="list-style-type: none"> • Incharge of Administration of NHM Division • Dealing with correspondence related to NHM • Reply to the LAQs and RTI matter pertaining to NHM • Appointment of staff on contract under State Health Society Goa (NHM) • Maintenance of records of staff appointed under State Health Society Goa (NHM) • Any other administrative work assigned by the higher authority time to time. • Looking after all correspondence related to establishment section of NHM. • Compliance of LAQ's & RTI's • Maintenance of Staff Register/ Data of all contractual staff appointed by State Health Society. • Maintenance of leave records of staff working under NHM Division at HQ. • Time to fill the key vacant position including Specialists, Medical Officer (MBBS), Staff Nurse, ANM, Lab Technicians (refers to the number of days between when the position was vacant and the day an offer is accepted by the candidate) should not exceed the acceptable limit of 90 working days. • Vacancy % at any point for the key staff category including Specialists, Medical Officer (MBBS), Staff Nurse, ANM, Lab Technicians should not be more than 20% • Performance of staff under NHM to be assessed on a half yearly basis. The annual assessment to be linked to renewal of contract and compensation review of those for whom contract is renewed • Salary of all staff under NHM to be disbursed through DBT and there should not be a delay of more than 7 working days • Recruitment of New staff • To obtain approval from the concerned authorities. • To advertise the posts in local dailies. • To fix the date for interview. • Conducting of interviews on scheduled date. • Preparation of Mark sheets. • Preparation of Minutes of Interview. • Issue of Offer of appointment to the selected candidates post wise. • Issue of posting orders. • Put up the file for renewal of contract to the Executive Committee of State Health Society Goa. • He/She will act as administrative Head of the Institution to • oversee functioning of all the subordinate staff including Medical officers and Specialists under his/her jurisdiction attached to the SHS (hereinafter referred to as the „subordinate employees“) and day-to-day administration of all the wards, departments, section, centres, clinics, units, and the whole establishment (hereinafter referred to as the „Departments“) of the Institution as per relevant prescribed/ statutory rules/guidelines/ provisions (hereinafter referred to as the „guidelines“). For this, he/she would have to be well conversant about the manpower placement, sanctioned/vacant position and further needs; associated issues relating to actual working of various levels . If necessary, for the interest of public service, he/she will arrange for mobilization/redistribution of manpower within different departments of the as per its necessity. He/She will prepare and submit proposals of manpower • recruitment posting, promotion, transfer etc. to the respective branch of the directorate through • Appropriate authority.



Sr. No	Designation	• Qualification	• Job responsibilities/ Key Deliverables
151	State Administrative cum Programme Assistant (QA)	<ul style="list-style-type: none"> • Essential: • Graduate Degree with fluency in MS Office • 1year experience in Managing Office. • Desirable: • Knowledge of Accountancy and Drafting Skills. 	<ul style="list-style-type: none"> • To provide support to SQAC in its administration. • To coordinate all activities of SQAU. • Preparation of agenda notes of SQAC meetings, and ensuring its circulation to SQAC members. • Preparation of the minutes of meetings and initiating correspondence for follow-up action. • Liaison with DQAC and DQAU. • Facilitatory support for the field visits including logistics arrangement. • Liaisoning with the External Assessors and maintenance of their register at state level. • Submission of Utilisation certificates in respect of funds received. • Upkeep of files, registers and books of accounts.



Sr. No	Designation	• Qualification	• Job responsibilities/ Key Deliverables
152	State Consultant QA	<p>• Essential:</p> <ul style="list-style-type: none"> • MBBS/BDS/AYUSH with Masters in Hospital Administration (MHA-Full time with first class) with 5 years' experience in Public Health/Hospital Administration, out of which at least 1 year work experience in government setup for managing, promoting and implementing quality system like NQAS/NABH/Six Sigma/Lean/Kaizen, quality tools and a study of health care facilities in DH, CHC, PHC, and other facilities across India would be preferred. • Desirable: • Certificate Course in Quality Management In Healthcare • Lean Six Sigma Green Belt by KPMG 	<ul style="list-style-type: none"> • Coordinating and promoting quality related activities and advocacy across the state. • To assist, support and conduct assessment and scoring of Public Health facilities. • Grading of healthcare facilities on the basis of score. • Facilitating selection of facilities that may go for Certification and supporting them in the process. • Estimating state's requirements (in terms of Structure, Process and outputs) for improving quality of healthcare services. • Review the status of QA activities in districts. • Providing support to Districts in taking appropriate and time-bound actions on closure of the gaps, identified during the initial self assessment. • Conducting workshops and training for district personnel on QA and Certification of healthcare facilities. • Providing necessary support to DQAC/DQAU in the area of Quality Assurance and Certification. • Ensuring conduct of meetings regularly & taking follow-up actions and presenting 'Action Taken Report (ATR)' in the SQAC meetings. • To provide technical assistance to achieve compliance to statutory requirements such as Atomic Energy Act & AERB Guidelines, Blood bank License, PC PNDT act, Biomedical (Management & handling) rules, etc. • To review the Patient's and employee's satisfaction from different districts submitted by DQAU, subsequently develop an action plan to address the concerns of patients, which led to poor satisfaction. • Advise on the further development of QA and Certification across health facilities in the state. • Monitoring of recording/reporting system through field visits and submit the visit reports with appropriate suggestions/actions for improvement. • To assist the State Nodal Officer for quality assurance in discharging his duties. • To attend to any other duties/responsibilities assigned by the authorities and the reporting officer. • To facilitate state level assessment. • Liaison with the Central body for Certification of State's Public Health Facilities and facilitate the assessment process. • Ensure State Assessments of at least 10% of CHCs completed in a year National/ State QA certification for at least 20 % of DHs, SDHs & CHCs and 5% of PHCs, UPHCs, and HWCs in the state during the current Financial year. At least 5-10% more HFs won Kayakalp Commendation awards as compared to previous FYEQUAS (external Quality Assurance) implemented at all DH laboratories and at least 25% of SDH, CHC and PHCs . • All trainings approved in the ROP are conducted and the consultant takes at least one session per training conducted in the state (IA/SPT) at least 2 meetings of State Quality Assurance committee (SQAC) are conducted in a year Ensure that state Assessments of at least 10% of PHCs completed in a year. • Ensure that funds received under Swachh, Swasth, Sarvatra is spent on improving cleanliness of the selected CHCs and they achieve the Target Score of 70% or more in Peer/External assessment. • At least 2 meetings of State Quality Assurance committee (SQAC) meetings are conducted in a year. All trainings approved in the ROP are conducted at state level



Sr. No	Designation	• Qualification	• Job responsibilities/ Key Deliverables
153	State Consultant Quality Assurance	<ul style="list-style-type: none"> • Essential: • MBBS/BDS/AYUSH with Masters in Hospital Administration (MHA-Full time with first class) with 5 years' experience in Public Health/Hospital Administration, out of which at least 1 year work experience in government setup for managing, promoting and implementing quality system like NQAS/NABH/Six Sigma/Lean/Kaizen, quality tools and a study of health care facilities in DH, CHC, PHC, and other facilities across India would be preferred. • Desirable: • Certificate Course in Quality Management In Healthcare • Lean Six Sigma Green Belt by KPMG 	<ul style="list-style-type: none"> • Coordinating and promoting quality related activities and advocacy across the state. • To assist, support and conduct assessment and scoring of Public Health facilities. • Grading of healthcare facilities on the basis of score. • Facilitating selection of facilities that may go for Certification and supporting them in the process. • Estimating state's requirements (in terms of Structure, Process and outputs) for improving quality of healthcare services. • Review the status of QA activities in districts. • Providing support to Districts in taking appropriate and time-bound actions on closure of the gaps, identified during the initial self assessment. • Conducting workshops and training for district personnel on QA and Certification of healthcare facilities. • Providing necessary support to DQAC/DQAU in the area of Quality Assurance and Certification. • Ensuring conduct of meetings regularly & taking follow-up actions and presenting 'Action Taken Report (ATR)' in the SQAC meetings. • To provide technical assistance to achieve compliance to statutory requirements such as Atomic Energy Act & AERB Guidelines, Blood bank License, PC PNDT act, Biomedical (Management & handling) rules, etc. • To review the Patient's and employee's satisfaction from different districts submitted by DQAU, subsequently develop an action plan to address the concerns of patients, which led to poor satisfaction. • Advise on the further development of QA and Certification across health facilities in the state. • Monitoring of recording/reporting system through field visits and submit the visit reports with appropriate suggestions/actions for improvement. • To assist the State Nodal Officer for quality assurance in discharging his duties. • To attend to any other duties/responsibilities assigned by the authorities and the reporting officer. • To facilitate state level assessment. • Liaison with the Central body for Certification of State's Public Health Facilities and facilitate the assessment process. • Ensure State Assessments of at least 10% of CHCs completed in a year • National/ State QA certification for at least 20 % of DHs, SDHs & CHCs and 5% of PHCs, UPHCs, and HWCs in the state during the current Financial year • At least 5-10% more HFs won Kayakalp Commendation awards as compared to previous FY • EQUAS (external Quality Assurance) implemented at all DH laboratories and at least of 25% of SDH, CHC and PHCs • All trainings approved in the ROP are conducted and the consultant takes at least one session per training conducted in the state (IA/SPT) • t least 2 meetings of State Quality Assurance committee (SQAC) are conducted in a year • Ensure that state Assessments of at least 10% of PHCs completed in a year • Ensure that funds received under Swachh, Swasth, Sarvatra is spent on improving cleanliness of the selected CHCs and they achieve the Target Score of 70% or more in Peer/External assessment



Sr. No	Designation	• Qualification	• Job responsibilities/ Key Deliverables
154	State Data Entry Operator	<ul style="list-style-type: none"> • 10+2 with Diploma in computer application or equivalent recognized by the Council for Technical education/ DOEACC • Typing speed of • 40 w.p.min English and local language. • Should be well • conversant with various computer Programming including MS Word, Excel and simple statistical packages. 	<ul style="list-style-type: none"> • To receive mails to the State TB Office, sort and classify and deliver to the concerned programme officer • To track the responses from the stakeholders on the communications sent from State TB Office. • To e-file mails. Segregate and store soft copies of attached documents of mails according to the topics and retrieve them whenever needed. • To send e-mails to the addressees as per instruction of the concerned Programme officer • To enter data in the prescribed formats as instructed by the respective officers in STC. • To compile/ collate any data that comes from districts regularly or when asked for. • To maintain and update correct contact details {Address, phone numbers and emails} of all Programme stakeholders. Track mails that has remained undelivered or bounced back and make sure communications reach the destinations • To check and validate from time-to-time entries in Nikshay regarding Directories (PHI, TU, District and State), staff details, and infrastructure details (User management pages). • To facilitate training of district data entry operators on Nikshay entry, • e-mail policies/ etiquettes, maintenance of systems and data security. • To maintain a help desk for the district data entry operators and provide remote desktop assistance when necessary. • To maintain computers, peripherals and connections assigned. Maintain inventory of computer accessories in the office. To take periodic backup of the data stored in the system. • To install and update antivirus software as and when required. • Any other job assigned by the reporting officer
155	State Data Entry Operator	<ul style="list-style-type: none"> • Graduate with at least 1 year Diploma in Computer Applications. 	<ul style="list-style-type: none"> • To assist State Surveillance Officer, State Epidemiologist, State Data Manager and other officials • in carrying out the IDSP related activities. • Weekly compilation of EWSs and Outbreak reported by the Districts • Assist State Data Manager in compiling Periodic and Annual Report • Assist State Data Manager in conducting Video Conferencing & Data Transference • Carry out IHIP-IDSP related activities in the State • Any other Administrative office work as and when assigned by SSO.



STATE HEALTH SOCIETY
DIRECTORATE OF HEALTH SERVICES
CAMPAL PANAJI GOA
Contact: No 0832-222976 Email: fw-dhs.goa@nic.in



Sr. No	Designation	• Qualification	• Job responsibilities/ Key Deliverables
156	State Data Manager	<ul style="list-style-type: none"> • Post Graduate Qualification in Computer Science with minimum 3 years' experience. • OR • BE in IT/ Electronics, Preference will be given to those who have worked in health or social sector. • Should have Basic Knowledge of Computer and MS office. 	<ul style="list-style-type: none"> • Ensure timely collection and compilation of data from all reporting units and districts. • Analyse S, P, L data for time/ place in spreadsheet for identifying rising trend of disease/early warning signals. Preparation of weekly IDSP alert and forecast thereof. • Supervise functioning of IDSP portal. • Supervise functioning of State and District data entry operators and District data managers. • Prepare Periodic and annual reports required for the IDSP program under supervision of SSO and State Epidemiologist. • Supervise and maintain network connection for video conferencing and data transference. • Familiarise and operate VC equipment, organise and participate in weekly VC with CSU and DSUs, • undertake preventive maintenance and troubleshooting for small problems and co-ordinate with service providers for major breakdowns. • Ensure media scanning, organize alerts and obtain feedback from Districts on action taken. • Conduct field visits to monitor and assess data quality. • To carry out all IHIP-IDSP related activities in the State. • To assist State Surveillance Officer, State Epidemiologists and other officials in carrying out IDSP activities. • Any other work assigned by SSO.



Sr. No	Designation	• Qualification	• Job responsibilities/ Key Deliverables
157	State Data Officer- SDM	<ul style="list-style-type: none"> • Essential • Post Graduate Qualification in Computer Science or BE in IT, Electronics. • Desirable: • Minimum 2 years experience. 	<ul style="list-style-type: none"> • Responsible for maintaining an updated data base of NRHM related state/district information, compilation of physical and financial information reports and providing general administrative assistance. • The State Data Officer's key tasks would include but not be limited to the following: • Work closely with the team entrusted with preparation of the planning and monitoring, to ensure that monitoring/reporting formats at state and district level are rationalized. • Design and continuously update a data base providing all necessary information relevant to NRHM at the state, district and block level namely demographic data, performance against health indicators, status of public/ private facilities, etc. • Compile monthly physical and financial progress reports and critically examine discrepancies and areas of improvement in reporting. • Implement systems and procedures for efficient functioning of the NRHM/RCH set up. • NRHM related data base maintained. • Physical and financial progress reports compiled on time • Ensure availability of Integrated RCH register at facility level • Organize training on RCH/ MCTS portal as per ROP approvals and • furnish quarterly report on physical and financial achievements • against the approved target to MOHFW • Organize training on ANMOL (as applicable) as per ROP approvals • and furnish quarterly report on physical and financial achievements • against the approved target to MOHFW • Conduct monitoring and supervision visit to at least 3 health • facilities every month and furnish monthly report to State NHM MD • with copy to MoHFW



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158	State Entomologist	<ul style="list-style-type: none"> • Sc. (Zoology) with entomology as one of the subjects and must have computer knowledge of MS • Office. 	<ul style="list-style-type: none"> • Provide technical support to State/ District RRTs in Vector related issues. • Undertake Entomological Surveillance, Monitoring & Evaluation, Bionomics and susceptibility to insecticides of vectors of vector borne diseases. • Undertake entomological investigations including susceptibility tests, fauna studies etc. • Support the preparation and implementation of integrated vector management plans • As a member of State RRT, be a part of outbreak investigation as and when required. • Undertake regular field visits as per the schedule of NVBDCP to monitor and evaluate the timeliness and quality of vector control measures such as Indoor Residual Spray, LLIN (Long lasting insecticidal nets) and distribution of larvivorous fish. • Liaise with block medical officers and malaria inspectors to ensure timely implementation of vector control operations. • Liase with District VBD Consultant to monitor vector density and generate EWS for predicting the impending outbreaks. • Support preparation, implementation and monitoring of district action plan for control of vector borne diseases. • Training of State VBD team for the implementation of vector control mechanism. • Training of District VBD team in Coordination with NVBDCP and training manager. • Surveillance of vectors of diseases other than mosquitoes borne diseases in coordination with the NVBDCP Staff. • Organize locally relevant behavior change communication initiatives to improve household behaviors towards vector borne diseases control. • To carry out all IHIP-IDSP related activities in the State. • Any other work assigned by SSO as and when.



Sr. No	Designation	• Qualification	• Job responsibilities/ Key Deliverables
159	State Epidemiologist	<ul style="list-style-type: none"> • Medical Graduate with Post Graduate Degree/Diploma in Preventive and Social Medicine / • Public Health orEpidemiology (such as MD, MPH, DPH, MAE etc.) • Or • Any Medical Graduate with 3 years’ experience in Public Health • Or • M.Sc. in Life Sciences with 2 years MPH (Masters in Public Health) with three year experience. • Or • M.Sc. (Epidemiology) with 3 years’ experience in Public Health. • Should have Knowledge of Computer and MS office. 	<ul style="list-style-type: none"> • . Monitor timely collection and compilation of data from all reporting units and districts. • Analyse surveillance data and prepare weekly IDSP alert and forecast along with appropriate feedback. • Prepare and share relevant monthly summaries/feedback of the disease situation to the central surveillance unit, district surveillance units and other concerned stakeholders like Animal husbandry, FSSAI etc. • Identify outbreaks and verify media alerts/EWSs of diseases targeted under IDSPfor all districts using threshold values. • Facilitate outbreak Investigation promptly as per the standard operating guidelines of IDSP. • As a member of State RRT, be a part of outbreak investigation as and when required. • Monitor timely submission of First Information Report(FIR) and Final outbreak report to SSU/CSU. • Prepare IDSP report of the state and timely dissemination of the same to all concerned. • Assist in organising independent evaluation studies under IDSP and their outcomes. • To assist SSO in conducting regular meetings of State Surveillance Committee and meeting for intersectoral coordination between various stakeholders aimed at effective IDSP implementation. • Supervise State IDSP data manager, State data entry operator and District epidemiologists to ensure timely submission of quality information required in relation to data. • Make supervisory visits to DSUs to monitor implementation of IDSP activities. • Support State Surveillance Officer in carrying out other work related to effective implementation of IDSP. • To participate in video conferencing with CSU and DSU. • Coordinate with medical college hospitals and private health facility in the state participating in disease surveillance • To carry out all IHIP-IDSP related activities in the State. • Any other work assigned by SSO as and when.



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160	State Microbiologist	<ul style="list-style-type: none"> • Medical Graduate with Post Graduate Degree/Diploma (preferably in Microbiology, Virology, Pathology and other lab sciences) • Or • Medical Graduate with 2 years' experience in clinical laboratory sciences • Or • Sc. in Medical Microbiology with one year experience in clinical laboratory services 	<ul style="list-style-type: none"> • Facilitate capacity building of laboratory technicians (LT) by periodically assessing the training needs and organize relevant training programs with support from local medical colleges/ SRL. • Guide technicians for laboratory investigations of diseases of Public Health importance with special reference to diseases under IDSP. • Ensure implementation of Standard Operating Procedures (SOP) for laboratory techniques developed by IDSP • Ensure implementation of guidelines for Biomedical Waste Management based on existing rules. • Ensure timely submission of monthly status report by DPHL on laboratory tests carried out to SSO and CSU. • Ensure timely submission of quarterly report by SRL on number of outbreaks where samples were received from designated districts and tested to SSU and CSU. • Participate in outbreak investigations as member of Rapid Response Team • Carry out Internal Quality Assurance of laboratories and monitor implementation of External Quality Assurance. • Assist in procurement of laboratory equipment and consumable items for laboratories • Coordinate with medical college laboratories and private laboratories in the state participating in disease surveillance • Provide support for sample collection and transport of specimens from DPHL, Medical College Laboratories and Private Laboratories to State, Regional, National level laboratories. • Make supervisory visit to the laboratories to review the progress of project activity. • Organize regular meetings of district microbiologists and various stake holders involved in laboratory strengthening at the state. • Organize baseline assessments of district/ sub-districts hospital laboratories; prepare a consolidated report for state level action for laboratories identified to be strengthened and timely submission of the same to CSU • To participate in video conferencing with CSU and DSU. • Support state surveillance unit in other works related to effective implementation of IDSP • To carry out all IHIP-IDSP related activities in the State. • Any other work assigned by SSO as and when.



Sr. No	Designation	• Qualification	• Job responsibilities/ Key Deliverables
161	State Pharmacist	<ul style="list-style-type: none"> • Degree/ Diploma in Pharmacy from a recognized university 	<ul style="list-style-type: none"> • To handle day to day communications pertaining to drug logistics. • To maintain registers, vouchers, issue receipts, payment receipts, physical verification reports and maintenance records. • Regular recording and reporting of drugs & lab consumables in Nikshay Aushadhi software • Regular monitoring & analysis of drugs & lab consumables available at DDS and sub-levels. • To maintain district level drugs stock as per Programme guidelines. • To follow "First Expiry First Out" principle at district drug store and monitor the sub level stores. • To facilitate change management with respect to use of ICT & Nikshay tools for concerned data entry, validation & its use for public health action • To assist District TB Officer in imparting drug logistics training to district level pharmacists & sub levels. • To analyze drugs and logistics report of district & sub levels through Nikshay Aushadhi • To conduct supervisory visits to sub stores and report to District TB Officer • Review of Nikshay Aushadhi performance of sub levels • Conduct review meeting with TUs & PHIs • To prepare monthly patient wise boxes of second line drugs. • To monitor recording and maintenance of store temperature where 2nd line drugs are stored and to suggest actions for proper storage of drugs at all levels. • To maintain the computer and peripherals in the District Drug Store. • Any other job assigned as per Programme need.



Sr. No	Designation	• Qualification	• Job responsibilities/ Key Deliverables
162	State Programme Co-ordinator(NUHM)	<ul style="list-style-type: none"> • BE in IT • /Computers • Competency • in MS Office • Knowledge • of Konkani • Desirable • Knowledge of • Marathi.&quot; 	<ul style="list-style-type: none"> • Monitoring NHM/NUHM activities at the State level and all • the convergence activities with other departments. This • includes monitoring project plans, organizing and • participating in stakeholder meetings and ensuring that • project deadlines are met in a timely manner. • Analyzing the data regularly and give feedback for decision • making. • Compilation of monthly physical performance reports of • UHNDs and special outreach camps, MAS and MIS. • Conducting trainings/ assisting in trainings at District and • state. • Compiling, Uploading /monitoring the reports at the District • and State level. • Conducting regular visits to UPHCs/PHCs to monitor NUHM • performance. • Providing secretarial support to SPMU including • arrangements for meetings, trainings etc. • Preparation of PIP and providing assistance in quarterly • FMRs, annual reports. • Providing general administrative assistance including • preparations of slide presentations e-mails • etc.Providing all necessary information relevant to • NUHM at the State, and District level. • Attending workshops and meeting at state/National • level • Attending meetings for FCXV and coordinating with • different department/ inspection visit of sites and • decision making. Including recruitment Process for



Sr. No	Designation	• Qualification	• Job responsibilities/ Key Deliverables
163	State Programme Manager-SPM	<ul style="list-style-type: none"> • Essential • Graduate in any stream • Intermediate Chartered Accountant Or Master in Business Administration (Finance) Or Equivalent from recognized institutes. • Computer Literate • Experience of 05 years in Administrative/Finance • Desirable • Health Sector experience will be an added feature 	<ul style="list-style-type: none"> • Facilitate / assist in preparation of a planning and monitoring including budgeting manual for NRHM. • Update the manual at least on an annual basis to reflect experience in implementation and discharges / revised guidelines from GOI etc. • Disseminate manual to District, municipalities and other peripheral centers. Facilitate necessary training for personal in use of manual. • Follow up to ensure that District, Municipalities and peripheral centre submit monthly/quarterly reports in accordance with the manual. • Review analyze the reports, visit districts if necessary participate in review meetings and recommend corrective action. • Updated planning and monitoring manual in place. • Annual district and state PIPs prepared on time. • Monthly quarterly state/district wise monitoring reports prepared and analyzed within agreed time frame (say 10th of the following month) quality analysis. • Number of process improvement proposals prepared and implemented. • Arrangements for meeting of state Health Mission/Society made including prepare on of agenda papers, recording of minutes etc. • To assist the State Health Society in all aspects of Programme Management under National Health Mission. • To Liason with Government of India (NHM) as matters related to National Health Mission. • Organize regular meetings • Co-ordinate Planning and Monitoring. • Liaison with PF office regarding PF related matters. • Any other work assigned by Mission Director/Director of Health Services. • EMRI – 108 government correspondence. Assistance to operation incharge of EMI – 108. • Prepare annual health action plan for the state based on primary and secondary data, reports, existing health needs, disease burden and programmatic needs. • The annual health action plan should include the key priority area and proposal for process improvement. The draft action plan to be prepared by the month of September and finalised after receipt of ROP. • Organise at least one state level review meetings for reviewing district wise physical performance and corresponding expenditure per month (District officials' presence not required every time) • Make minimum 4 visits per months to 4 different districts to monitor the implementation of the programmes and mitigate the issues. • Ensure submission of progress reports under various programmes to MoHFW by 15th of subsequent month/ as per time agreed by MoHFW • Document at least 1 best practise/ innovation/ success story of the state in a year 100% • Ensure adequate expenditure booking against budget approved in ROP • Preparation of PIP • District PIP: Ensure preparation of district PIPs as per local context, need, priority, demography and disease burden by end of November • State PIP: Ensure preparation of state PIPs based on the district PIPs and state's need as per demography and disease burden by the end of December • Quality of PIP • Ensure completeness of PIP and all formats as per MoHFW guideline. Ensure that



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164	Statistical Assistant	<ul style="list-style-type: none"> • Graduate in any discipline with Diploma in computer application or equivalent recognized by the Council for Technical education/ DOE ACC • Typing speed of 40 • p.m in English and local language. • Should be well • conversant with various computer Programming including MS Word, Excel and simple statistica I packages. 	<ul style="list-style-type: none"> • Assist Senior Medical Officer NOR-TB Centre under the guidance of Nodal officer of NDR-TBC in updating Nikshay on daily basis • Assist Sr. MO-DR-TB Centre for managing the patient wise records and reports for PMDT, analyzing the data and transmission of information to DR-TB Centre committee, laboratories, Districts, STC, and CENTRAL TB DIVISION. • Liaise with DEOs of IRL and Senior DR-TB-TB-HIV supervisors of the districts for tracking of patients/ information to and from NOR-TB Centre and addressing data gaps in Nikshay, conduct validation and flag implementation gaps based on analysis of the data from Nikshay reports and dashboards. • To assist NDR-TB Centre committee in preparation of minutes, briefs, presentationetc. • Support NDR-TBC in updating the template with information to be shared with Difficult to treat TB Clinic for selected patients as per directions from NDR-TBC committee and management of the patient based on recommended actions from the clinic. • Data entry of PMDT services in Nikshay. • Manage correspondences of NOR-TB Centre between STC, IRL/ C&DST labs, SDS, Districts and CENTRAL TB DIVISION. • Maintenance and up keep of the computer and peripherals including anti-virus. • To facilitate change management with respect to use of ICT tools, Nikshay & Nikshay Aushadhi for concerned data entry, validation & its use for public health actions. • To provide a monthly activity report to NDR-TBCCommittee and STO. • Any other job assigned by the reporting officer.
165	Store Assistant	<ul style="list-style-type: none"> • Intermediate • (10+2) 	<ul style="list-style-type: none"> • Assist SDSofficials/ Pharmacist in managing inventory of drugs and lab consumables used under NTEP like receipts, issues, expiries, replenishment and all relevant work. • Regular recording and reporting of drugs & lab consumables in Nikshay Aushadhi software • Regular monitoring & analysis of drugs & lab consumables available at SDSand sub levels. • To assist in imparting drugs logistics & PSM trainings to sub-levels • To facilitate change management with respect to use of various JCT tools used under programme • Any other job assigned by the reporting officer



Sr. No	Designation	Qualification	Job responsibilities/ Key Deliverables
166	Store Keeper cum Pharmacist(HR)	<ul style="list-style-type: none"> • Essential: • Degree/ Diploma in Pharmacy • OR • Degree/ Diploma in Drug Logistics Management or equivalent course • Desirable: • 1-year experience in managing drug store in a reputed hospital/health center recognized by Govt. 	<ul style="list-style-type: none"> • Monitor the flow of supplies IN and OUT of the store. • He/she should use Information Technology to ease/strengthen his/her work and for the benefit of the patients as a whole. • He/ She will be in Charge of all the Main Store and will be responsible for the preparation of annual indent, proper receipt, storage, distribution and maintenance of all relevant stock registers, records in this regard. • He/she shall comply the storage condition as laid down in the Schedule P of the Drugs and Cosmetic Rules – 1945 and the subsequent amendment thereof from time to time. • He/she will make distribution to the concerned, of the supplies coming under various Programmes like Family Welfare Programme, Immunization Programme, Maternal and Child Health Programme, Child 22 Survival and Safe Motherhood Programme (CSSM), Revised National TB Control Programme (RNTCP), National Filaria Control Programme, National Malaria Eradication Programme, National Leprosy Eradication Programme, Pain and Palliative Care Programme etc. Supplies shall not be made directly to the contract staff. • Whenever there is any complaint about the quality of drugs, He/she shall communicate the same to the Head of the institution, who will in turn report to the Drug control authorities in the district, MO and to the procurement authority/supplied authority
167	Supervisor(Inventory)/ Female Supervisor (HR) (State	<ul style="list-style-type: none"> • Essential: • B.Sc Nursing/ Diploma in Basic Nursing Registration certificate as the registered staff nurse or registration as mid-wife with Nursing Council OR Retired ANM/LHV. • 1-year experience in managing drug store in a reputed hospital/health center recognized by Govt. 	<ul style="list-style-type: none"> • Indent, procure and supply medicines, vaccines and other materials to Health Assistants(F) of her jurisdiction • Prepare, maintain and utilize prescribed records, reports and store-accounts. • Maintaining stocks/consumables and other equipments/drugs/ vaccines. • Keeping records of dispatch of consumables/vaccines etc. given to periphery and also received from central stores. • Checking records & monitoring & supervision of stocks at periphery • Collect, consolidate and submit periodical reports to PHN/BPHN and analyze with proper monitoring for improvement of the deficiencies in performance of any Health Assistant(F) and co-ordinate with the concerned Male Health Supervisor in this. • Pay supervisory visit to the SCs on their clinic days and help in conducting clinic and feeding programme. • Attend to cases referred by the Health Assistants (F) and refer such to those beyond her competence to the PHC/Hospital. • Motivate resistant cases against FP/MCH/EPI programme. • Provide information on the availability of services for MTP and refer suitable cases to the approved institutions. • Conduct and supervise immunization programme and help Health Assistants (F) and local Dais in conducting deliveries along with their supervision. • Updation of FPLMIS portal in co-ordination with technical officer. • Any other work assigned by Programme Officer.



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168	Support Staff(NUHM)	<ul style="list-style-type: none"> • Essential: • Should be Literate • knowledge of konkani • Desirable: • Should be residing under the jurisdiction of the respective urban Health Centre under DHS 	<ul style="list-style-type: none"> • Sweeping work office Urban Health Center (UHC)
169	Sweeper- SIHFW	<ul style="list-style-type: none"> • Essential • Should be Literate • Knowledge of Konkani • Desirable • Knowledge of Marathi 	<ul style="list-style-type: none"> • Sweeping, mopping, and cleaning floors, walls, windows, and other surfaces within the building. • Collecting and disposing of waste and garbage in a safe and hygienic manner. Ensuring that all waste and garbage is collected and disposed of in a safe and hygienic manner with no incidents of non-compliance. • Cleaning and disinfecting toilets, sinks, and other restroom facilities. • Ensuring that all cleaning supplies and equipment are properly stored and maintained • Maintaining an inventory of cleaning supplies and reporting any shortages or maintenance issues to the appropriate personnel • Assisting with routine maintenance tasks such as changing light bulbs or repairing minor damages • Reporting any safety hazards or building maintenance issues to the appropriate personnel • Safety compliance: Maintaining a 100% adherence rate to established safety protocols and standards.
170	Sweeper-Hospital	<ul style="list-style-type: none"> • Essential • Should be Literate • Knowledge of Konkani • Desirable • Knowledge of Marathi 	<ul style="list-style-type: none"> • Cleaning wash basins, sinks etc. • Sweeping, swabbing and cleaning of wards, OPDs, offices, kitchen, Nurses' Hostel, staff quarters etc. • Sweeping and cleaning of sputum, bed-side bowls, urinals, bed pans, latrines etc. • Washing of soiled and blood-stained linens, gloves. • Cleaning the hospital compound and perimeter drains. • Serving bedpans, urinals & dishes etc. to the patients. • Carrying stool & urine etc. to the chemical room for examination. • Removing deceased patients outside the wards and washing their cots, linen etc. • Removing garbage from the wards, OPDs and Hospital compound. • Cleaning bath-rooms, bed pans, urinals , water closet etc. • Running the incinerator. • Carrying specimen from OT after operation of a patient. • Any other duties of similar nature which is not covered by the above item and also not performed by the HOD & that may be assigned to them by the Medical officers/ Nurses in the interest of the patients as well as of public service during emergency



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171	TB Health Visitor	<ul style="list-style-type: none"> • Graduate in science OR • Intermediate (10 + 2) in science and experience of Working as MPW/ LHV/ ANM/Health Worker/ Certificate • or higher course in Health Education/ Counselling • OR • Tuberculosis health visitor's recognized course • Certificate course in • computer operations (minimum two months) 	<ul style="list-style-type: none"> • Coordinate with staff of health facilities to enable regularity of treatment supportfor all types of TB patients, as per NTEP guidelines • Coordinate for decentralization of treatment support services and supervision of treatment support centres in the assigned geographic area • Verify addresses of all diagnosed TB & DR-TB patients including those in private sector, persons eligible for TB Preventive Treatment (TPT) counsel patients and family members and take necessary public health action. • Coordinate with all concerned to enumerate the target population for TPT, • assessing the eligibility, counseling of TPT, initiating TPT, monitor and support follow up of TPT along with recording and reporting outcomes. • Arrange time and place for treatment support centre, according to the patient's • convenience. • Support STS in collecting and updating Bank account and other required documents of all beneficiaries in NIKSHAY to enable DST. • Ensure that follow-up smear/culture/DST examinations are carried out as per the stipulated schedule. • Ensure completeness of entries for all TB patients and TPT beneficiaries in Prevent • TB App and in Nikshay. • Assist the DTO in establishing TB Surveillance systems (TB Case Notification activities, ICT) • Take steps for immediate retrieval of lost to follow up; • Assist STSin TPT, PMDT, TB/HIV collaborative activities and PPM activities • Assist STSin ACSM activities and community engagement under NTEP • Line-listing of PP/NGO, one-to-one interactions/sensitization for active involvement • Any other job assigned by the reporting officer



Sr. No	Designation	• Qualification	• Job responsibilities/ Key Deliverables
172	Technical Officer	<ul style="list-style-type: none"> • MBA/ Post - Graduate with minimum 2 years experience in procurement/ logistics/ supply chain management in reputed institute / organization OR 2. Post Graduate Diploma in procurement logistics management OR • Post Graduate Diploma in Health/Hospital Administration • Certificate course in computer operation (minimum two months) 	<ul style="list-style-type: none"> • To maintain and update the data base of manufacturers/suppliers of Programme logistics. • To prepare documents for State level procurement including invitation for competitive bids, quotations, Direct Shopping or Direct Purchase on a case to case basis. • To assist State TB Officer in conducting pre and post procurement quality assessment. • To prepare report on state level procurement. • I 5. To track and review the periodic procurement reports from the districts and provide feedbacks. Monitoring and evaluation of district level procurements based on the district annual action plans. • To facilitate change management with respect to use of ICT & Nikshay tools for concerned data entry, validation & its use for public health action • Monitor the performance of manufacturers/suppliers in preventive maintenance of equipment under warranty and initiate statutory procedures on non-compliance. • Monitor the districts for timely engagement/ renewal of contracts of agencies for preventive maintenance of equipment. • To ensure timely action by the districts to prevent expiries by monitoring stocks at each stocking point. • To train the district Programme managers and district nodal officers for PSM. • To conduct supervisory visits to district & sub stores and report to State TB
173	Technical Officer – NVHCP	<ul style="list-style-type: none"> • Essential: • MSc Medical Microbiology with 1 year experience in clinical laboratory services. • Candidates with PhD Medical Microbiology from recognized university with 3 months experience in clinical laboratory. 	<ul style="list-style-type: none"> • Supervises the work of Laboratory technician under the guidance of the Laboratory In-charge. • Molecular testing where available • Preparation of SOPs and work instructions. • Verification of reports generated in testing laboratory • Preparation of quality control (QC) samples • Preparation & distribution of proficiency panels (PT) panels • Inventory and financial document management in lab. • Maintaining and monitoring timely calibration / verification of all devices and ensuring that all monitoring and measurements are done with devices having valid verification / calibration status. • Adherence to Bio-safety guidelines. • Maintenance of records and logs in laboratory. • Disposition of nonconforming products in her area of operation. • Help in the conduct of teaching and training programs. • Participate in surveillance activities of programme, through NCDC • Onsite field visit to district lab for mentoring and quality assurance. • Reporting to laboratory In-charge • Any other duty assigned by laboratory In-charge



Sr. No	Designation	• Qualification	• Job responsibilities/ Key Deliverables
174	Technical Officer (PC-PNDT)	<ul style="list-style-type: none"> • Essential • MSW 	<ul style="list-style-type: none"> • Maintaining the files, organizing and filling correspondence in the respective files as and when required. • Compliance of Gudda Guddi Board reports. • Compliance of weekly referral audit report of deliveries from health centres. • Networking through telephone calls and emails as and when required. • Assisted Medical Officer in preparing reports of MDR, FP etc. and filling the correspondence in the respective files as and when required. • Co-ordinating with Technical Officer of both the Districts. • Confirmation of Permission for BBBP (PC-PNDT)Hoarding from Dhargal Panchayat, Acknowledgement/ Receiptfrom Panchayat Secretary • Permission from schools, Colleges, for PC-PNDT awareness Programme. • Assisted the co-ordinator in preparing reports, organizing Form-F training, CME Programme, State Supervisory Board Meetings, sensitization programmes on PC-PNDT Act. • Performed Election Duty as a Presiding Officer for Assembly Election. • Documentation and maintaining records of PC-PNDT activities. • Assisted Legal Assistant in making Presentations for sensitization programme, drafting letters. • Organized Sensitization programme in Government High School at Revora-Nadora for students & PTA members.
175	Technical Supervisor :	<ul style="list-style-type: none"> • Essential: • Graduate with Diploma or Certificate course in Medical Laboratory Technology or its equivalent. • Minimum 2 years of experience of working in a Medical Laboratory of repute. • Desirable • Knowledge of Marathi 	<ul style="list-style-type: none"> • Will be responsible for maintaining quality and smooth functioning of laboratory services. • Organize regular training and continuing education of laboratory technicians. • Supervise all microscopic centres at least once a month. • Check record keeping. • Ensure proper disposal of contaminated material. • Any other tasks assigned by Supervisor



Sr. No	Designation	• Qualification	• Job responsibilities/ Key Deliverables
176	Tuberculosis Health Visitor (<ul style="list-style-type: none"> • Graduate in science OR • Intermediate (10 + 2) in science and experience of Working as MPW/ LHV/ ANM/Health Worker/ Certificate • or higher course in Health Education/ Counselling • OR • Tuberculosis health visitor's recognized course • Certificate course in • computer operations (minimum two months) 	<ul style="list-style-type: none"> • Coordinate with staff of health facilities to enable regularity of treatment supportfor all types of TB patients, as per NTEP guidelines • Coordinate for decentralization of treatment support services and supervision of treatment support centres in the assigned geographic area • Verify addresses of all diagnosed TB & DR-TB patients including those in private sector, persons eligible for TB Preventive Treatment (TPT) counsel patients and family members and take necessary public health action. • Coordinate with all concerned to enumerate the target population for TPT, • assessing the eligibility, counseling of TPT, initiating TPT, monitor and support follow up of TPT along with recording and reporting outcomes. • Arrange time and place for treatment support centre, according to the patient's • convenience. • Support STS in collecting and updating Bank account and other required documents of all beneficiaries in NIKSHAY to enable DST. • Ensure that follow-up smear/culture/DST examinations are carried out as per the stipulated schedule. • Ensure completeness of entries for all TB patients and TPT beneficiaries in Prevent • TB App and in Nikshay. • Assist the DTO in establishing TB Surveillance systems (TB Case Notification activities, ICT) • Take steps for immediate retrieval of lost to follow up; • Assist STSin TPT, PMDT, TB/HIV collaborative activities and PPM activities • Assist STSin ACSM activities and community engagement under NTEP • Line-listing of PP/NGO, one-to-one interactions/sensitization for active involvement • Any other job assigned by the reporting officer



Sr. No	Designation	Qualification	Job responsibilities/ Key Deliverables
177	Tuberculosis Health Visitor (<ul style="list-style-type: none"> • Graduate in science OR • Intermediate (10 + 2) in science and experience of Working as MPW/ LHV/ ANM/Health Worker/ Certificate • or higher course in Health Education/ Counselling • OR • Tuberculosis health visitor's recognized course • Certificate course in • computer operations (minimum two months) 	<ul style="list-style-type: none"> • Coordinate with staff of health facilities to enable regularity of treatment supportfor all types of TB patients, as per NTEP guidelines • Coordinate for decentralization of treatment support services and supervision of treatment support centres in the assigned geographic area • Verify addresses of all diagnosed TB & DR-TB patients including those in private sector, persons eligible for TB Preventive Treatment (TPT) counsel patients and family members and take necessary public health action. • Coordinate with all concerned to enumerate the target population for TPT, • assessing the eligibility, counseling of TPT, initiating TPT, monitor and support follow up of TPT along with recording and reporting outcomes. • Arrange time and place for treatment support centre, according to the patient's • convenience. • Support STS in collecting and updating Bank account and other required documents of all beneficiaries in NIKSHAY to enable DST. • Ensure that follow-up smear/culture/DST examinations are carried out as per the stipulated schedule. • Ensure completeness of entries for all TB patients and TPT beneficiaries in Prevent • TB App and in Nikshay. • Assist the DTO in establishing TB Surveillance systems (TB Case Notification activities, ICT) • Take steps for immediate retrieval of lost to follow up; • Assist STSin TPT, PMDT, TB/HIV collaborative activities and PPM activities • Assist STSin ACSM activities and community engagement under NTEP • Line-listing of PP/NGO, one-to-one interactions/sensitization for active involvement • Any other job assigned by the reporting officer
178	Vaccine & Logistic Officer	<ul style="list-style-type: none"> • ANM • OR • Diploma in Public Health/ Health Care/ Logistics Management/ Supply Chain • Management/ Materials Management • Experience – • Min 02 years of experience in Vaccine & Cold Chain Management 	<ul style="list-style-type: none"> • To accessing the logistics monitoring and evaluation of supply chain management • system of seven regional drug warehouses. • To prepare the documentation of programme implementation plan (PIP) related to • different programme. • To access and formulate the need of logistics at all levels. • To give technical inputs as and when required. • To assist QC team at different levels. • To check, coordinate with firms of QC wing and account department for payment of • labs. • To give technical assistance in terms of Drugs and Cosmetics Act 1940 and Rules • 1945, IP and BP. • To undertake such other assignments, that may be assigned from time to time.



Sr. No	Designation	• Qualification	• Job responsibilities/ Key Deliverables
179	Veterinary Consultant	<ul style="list-style-type: none"> • A post graduate Veterinary degree in Veterinary Public Health / Veterinary Epidemiology / Veterinary Medicine / Veterinary Microbiology / Veterinary Pathology. • Three years' experience in Veterinary Public Health / Veterinary Epidemiology /Animal Health. • Registration in the Veterinary Council of India / State Veterinary Council under Indian Veterinary Council Act. 1984. • OR • A bachelor's Degree in veterinary Science and Animal husbandry as listed in the First & Second Schedule of the Indian Veterinary Council Act, 1984. • Five years' experience in Veterinary Public Health or Veterinary Epidemiology or Animal Health. • Registration in the Veterinary Council of India or State Veterinary Council under Indian Veterinary Council Act, 1984. 	<ul style="list-style-type: none"> • Establishment of Intersect oral coordination with department of Animal Husbandry / Agriculture/ Wild life/ Urban Development, Rural Development and other sectors. • To look at the data from NADRS and NADRES and match the data with IDSP data to bring them on one platform. • Coordinate regular meetings of key strategic stake holders and assist inter sectoral Coordination for effective IDSP implementation. • Organize and monitor timely collection, compilation and analysis of surveillance data from districts. • Regular visits for monitoring the IDSP implementation in the districts. • Supervising, monitoring and training state and district officers and liaison with them. • Initiate & guide outbreak investigations promptly following standard operating procedures. • Support effective operational investigation of disease control efforts based on surveillance data. • Quarterly performance report to be prepared for appraisal. • Performing other duties as required. • To carry out all IHIP-IDSP related activities in the State. • Any other work assigned by SSO as and when.
180	X- Ray Technician:	<ul style="list-style-type: none"> • Essential • Intermediate/ Higher Secondary with Science subject • Successful completion of training in Radiography from recognized institution • Desirable • Knowledge of Marathi 	<ul style="list-style-type: none"> • They should do routine and emergency x-ray. • Bed side x-ray if available portable x-ray machine. • Record maintenance cleanness and timely monthly reports. • Observing Hospital waste management guidelines for safe disposal of wastage. • Establishing linkage with agency for recovery of silver. • Ensuring safety or self, patient and relatives from unwanted / unwarranted exposure from radiation.



Sr. No	Designation	Qualification	Job responsibilities/ Key Deliverables
181	X-Ray Technician/ Radiographers:	<ul style="list-style-type: none"> • Essential • Intermediate/ Higher Secondary with Science subject • Successful completion of training in Radiography from recognized institution • Desirable • Knowledge of Marathi 	<ul style="list-style-type: none"> • Supervision of daily cleaning of the X-Ray Machines and Dark-Room. • Maintenance of Stock of stores and registers and making the indents (under the instruction from the Radiologist). • Reception of the patients, registration of the patients, distribution of suits, making new cases ready for opinion of medical officers. • Advice to patients (in consultation with Radiologists or Medical Officers), arrangement for therapy, recording the treatment in registers, and disposal of OPD patients (in consultation with medical Officer). • Taking the radiograph, processing of film, its washing, drying, labeling and placing it for reporting and subsequently dispatch of it after entering the cases in the registers. • Preparation of processing solution, keeping the dark Room accessories clean and keeping it in perfect working order. • In cases of Radiotherapy – to make radium tubes and needles ready for application by threading and cleaning as and when asked by the head of Deptt. to help in the use of radioactive isotopes. • To maintain a log book for each machine and indicate any defect noted in the log book, to be countersigned and also to note details in connection with the repairs of the instruments if any. • They should do routine and emergency x-ray. • Bed side x-ray if available portable x-ray machine. • Record maintenance cleanness and timely monthly reports. • Observing Hospital waste management guidelines for safe disposal of wastage. • Establishing linkage with agency for recovery of silver. • Ensuring safety of self, patient and relatives from unwanted / unwarranted exposure from radiation. • Any other duties of allied nature that may be assigned to them