

**GOVERNMENT OF ANDHRA PRADESH
HEALTH, MEDICAL AND FAMILY WELFARE DEPARTMENT**

**NOTIFICATION
FOR THE POST OF MEDICAL OFFICER AND DATA ENTRY OPERATOR**

Position: Medical Officer (MO-STC) State TB cell, Vijayawada.

No of Vacancies: 1

Essential Qualification: Must possess MBBS / equivalent degree from institution recognised by Medical council of India. Must have completed compulsory rotatory internship.

Preferential Qualification:

1. Diploma / MD in Public health or TB & Chest Disease.
2. One year experience in NTEP.
3. Working knowledge.

Age limit: Up to 40 years as on 01.08.2022 and five years relaxation (45 Years) in case of BC, SCs, STs, EWS and Physically Handicapped and 10 years for Ex-service man.

Method of Appointment: Appointment is purely on contract basis for a period of One year.

Remuneration: Rs.53,495/- per month.

Roles and Responsibilities:

1. To assist the State TB officer and APO in Programme management activities like planning, budgeting, implementing, monitoring, supervising evaluating and reporting.
2. To assist the State TB Officer and APO in establishing systems for TB Surveillance (through NI-KSHAY, and other MIS).
3. To assist the STO in planning regular State Internal Evaluations and Compilation / analysis of SIE data.
4. To conduct supervisory visits of the districts (including SIEs) and report to State TB Officer.

5. To link state TB cell with stake holders of the Programme within and outside the state.
6. To assist State TB Officer in establishing inter sectoral and interdepartmental coordination for TB control and prevention.
7. To assist state TB Officer in maintaining updated data base of district, sub district, peripheral level Program managers and stakeholders.
8. To assist State TB Officer in state/district level human resources management.
9. To manage the public grievance redressal mechanism in the State TB office.
10. To manage the public relations in the State TB Office and assist State TB Officer in compiling information required for reports to governments, legislative assembly, and replies to requests under right to information.
11. To assist effective Planning, Implementation and Monitoring of NTEP activities specifically Pradhan Mantri TB Mukh Bharat Abhiyaan i.e., Community Support to TB Patients.
12. To provide timely analysis of TB surveillance data and providing feedback to Hon'ble Governor's office/ Lieutenant Governor's Office.
13. To facilitate the identification and implementation of the best practice/s towards TB elimination.
14. To travel within State/UT to collaborate with NTEP staff.
15. To support the State in scaling-up all components of the National Strategic Plan to End TB (2017-2025) of GOI.

The above terms of reference may be modified, as required, from time to time, in the interests of the programme.

Position: Data Entry Operator.

No of Vacancies: 1

Essential Qualification:

1. 10+2 with Diploma in computer application or equivalent recognized by the council for technical education / DOEACC.
2. Typing speed of 40w.p.min English and local language.
3. Should be well conversant with various computer programming including MS word, Excel, and simple statistical packages.

Preferential Qualification: At least one year experience in related field.

Desirable Skills & Attributes:

1. Proven ability to communicate clearly in local language and spoken/written English Ability to work effectively in a Team.
2. Proficiency in computer applications.

Age limit: Up to 35 years as on 01.08.2022 and five years relaxation (40 Years) in case of BC, SCs, STs, EWS and Physically Handicapped and 10 years for Ex-service man.

Method of Appointment: Appointment is on outsourcing basis and paid through APCOS.

Remuneration: Rs.15,000/- per month.

Roles and Responsibilities:

1. To receive mails to the State TB Office, sort and classify and deliver to the concerned program officer.
2. To track the responses from the stakeholders on the communications sent from State TB office.
3. To e-file mails. Segregate and store soft copies of attached documents of mails according to the topics and retrieve them whenever needed.
4. To send e-mails to the addressees as per instruction of the concerned Programme officer.
5. To enter data in the prescribed formats as instructed by the respective officers in STC.

6. To compile / collate any data that comes from districts regularly or when asked for.
7. To maintain and update correct contact details (Address, phone numbers and emails) of all Programme stakeholders. Track mails that have remained undelivered or bounced back and make sure communications reach the destinations.
8. To check and validate from time-to-time entries in Ni-kshay regarding Directories (PHI, TU, District and State), staff details, and infrastructure details (User management pages).
9. To facilitate training of district data entry operators on Ni-kshay entry, e-mail policies / etiquettes, maintenance of systems and data security.
10. To maintain a help desk for the district data entry operators and provide remote desktop assistance when necessary.
11. To maintain computers, peripherals and connections assigned. Maintain inventory of computer accessories in the office. To take per iodic backup of the data stored in the system.
12. To install and update antivirus software as and when required.
13. To assist Medical Officer to compile the key performance indicators for NTEP implementation, especially Pradhan Mantri TB Mukh Bharat Abhiyaan i.e., Community Support to TB Patients. To assist Medical Officer for analysis of the data regarding TB to provide timely updates.
14. To support the Medical Officer in preparing feedback to Hon'ble Governor's office/ Lieutenant Governor's office.
15. To travel within State/UT to collaborate with NTEP Staff.
16. To liaison with all districts in State/UT for periodic receipt of updates on Key Performance Indicators for NTEP.

The above terms of reference may be modified, as required, from time to time, in the interests of the programme.

Selection criteria:

Selection of the candidates is based on the merit in the essential qualification examination marks for 80% and Preferential qualification examination marks for 20%.

Applicants Biodata (mobile no is compulsory) along with required documents should be mailed to: nhmrecruit2022@gmail.com.

NOTE: Last date of Submission of Application: 29.08.2022 5PM. Please apply at the earliest don't wait till the last date to avoid last minute rush.

NOTE: Merit list will be published on the website <http://hmfw.ap.gov.in/> and <https://cfw.ap.nic.in/>

Required Documents to be attached for Medical Officer (MO-STC):

- MBBS degree Certificate.
- Compulsory rotatory internship Certificate.
- Marks Memos.
- Permanent Medical council registration Certificate.
- PG degree Certificate & Marks Memos.
- Copy of Caste / Community Certificate in case of SC/ ST / BC (with categorization) / EWS issued by the Revenue authority's viz., Tahsildar / MRO Concerned. In the absence of proper caste certificate, the candidate will be treated as OC candidate.
- Copy of latest Physically Handicapped Certificate issued by SADAREM in respect of candidates claiming reservation under PH Quota.
- Copy of certificate of Ex-Service man if applicable.
- Experience certificate if any.

Required Documents to be attached for Data Entry Operator:

- 10+2 with Diploma in computer application Certificate/Marks Memo.
- Type lower Certificate along with marks.
- MS office Course Certificate.
- Experience certificate if any.

Sd/- J. Nivas, I.A.S.,
Director of Health & Family Welfare,
Mission Director, NHM.AP.