

As approved by Municipal Commissioner (Memo No-CTO/kol/Adm/03/2017 dated 09.02.2017) Kolkata District TB control Society will conduct recruitment initially of One (UR-1) Data Entry Operator & five Laboratory Technicians (UR-3, SC-1& ST-1) against vacancies purely on Contractual basis initially for a period of one year. (Renewable on performance). The details will be available at KMC website (www.kmcgov.in) and Tangra Notice Board, 15/1 Gobinda Khatick Road Kolkata 700046. **The salaries of the recruited staffs will be provided from Kolkata RNTCP fund.**

1. Data Entry Operator 1 post (UR) pay Rs-13560/-month.
Age: Maximum 62 yrs
2. Laboratory Technicians 5 posts (UR-3, SC-1& ST-1) pay Rs-16860/ month
Age: Maximum 62 yrs

Recruitment will be processed as per CTD guidelines:

1. Advertisement will be given in local dailies (one in English and one in regional language) and also through website of KMC.
2. Selection Committee will frame selection Criteria based on essential / preferential qualification and experience etc.
3. A panel (1:5) for 1 year will be prepared based on the marks obtained on essential / preferential qualification and experience etc. as per TOR of CTD.
4. The walk-in-interview will be held on 12.04.2017 at 11.00 AM at CTO Office, Tangra Chest Clinic, 15/1, Gobinda Khatick Road, Kolkata-700 046. Candidates are requested to attend CTO Office on the same day of interview at 9.30 AM. for scrutiny of testimonials.

Srl No	Category / Job title	Essential Qualification/ Requirements	Preferential Qualification	Job Specification/ responsibilities
1	Data Entry Operator	<p>1. 10+2 with Diploma in computer application or equivalent recognized by the Council for Technical education/ DOEACC</p> <p>2. Typing speed of 40 w.p.m in English and local language.</p> <p>3. Should be well conversant with various computer programming including MS Word, Excel and simple statistical packages.</p>	<p>1. At least one year experience in related field</p>	<p>1. To receive mails to the District TB Office, sort and produce before the District TB Officer at least on a daily basis</p> <p>2. To e-file the mails and attached documents.</p> <p>3. To send e-mails to the addressees as per the instruction of District TB Officer.</p> <p>4. To maintain and update the contact details of all program stakeholders.</p> <p>5. To facilitate change management with respect to use of ICT & Nikshay tools for concerned data entry, validation & its use for public health action</p> <p>6. To enter the data in the prescribed formats, Nikshay and epicentre as instructed by the District TB Officer.</p> <p>7. To build the capacity of sub-district level staff/officers/agency in ICT applications related to RNTCP and TB surveillance</p> <p>8. Monitor and troubleshoot the usage of RNTCP ICT applications by the sub-district</p> <p>9. To maintain computer, peripherals and connections assigned.</p> <p>10. To install and regularly update antivirus soft ware</p> <p>11. To take periodic back up of data stored in the system.</p> <p>12. Any other job assigned as per programme need</p>
2.	RNTCP Lab Technician / Sputum Microscopis	<p>1. Intermediate (10+2) and Diploma or certified course in Medical Laboratory Technology or equivalent.</p>	<p>1. One year experience in RNTCP or Sputum smear microscopy</p> <p>2. Candidates with Higher qualification (for example Graduates) shall be preferred</p>	<p>1. Follow the standard operating procedures for sputum smear microscopy, including sputum collection, smear-making, staining and reading the smears, etc.</p> <p>2. Maintain the Laboratory Register and report the results to the Medical Officer managing the patient.</p> <p>3. Coordinate with other staff to ensure that patients with productive cough for two weeks or more and symptomatic contacts of TB patients undergo sputum examination and receive sputum containers and necessary instructions.</p> <p>4. Promote AFB microscopy as primary tool for diagnosis of TB.</p> <p>5. Assist the MO-PHI in identification of MDR-Suspect and ensure collection and transportation of sputum specimens for Culture and DST as per guidelines.</p> <p>6. Organize and supervise the disposal practices of contaminated lab material as detailed in the Laboratory Manual.</p> <p>7. Assist STLS in implementation of RNTCP Lab Quality Assurance</p> <p>8. Assist in implementation of new TB Diagnostic Tools in RNTCP</p> <p>9. To facilitate change management with respect to use of ICT & Nikshay tools for concerned data entry, validation & its use for public health action</p> <p>10. Any other job assigned as per program need</p>