



Govt. of Jharkhand  
**Jharkhand State AIDS Control Society**  
 Dept. of Health & Family Welfare  
 Sadar Hospital Campus, Purulia Road, Ranchi  
 Tel/Fax – 2211018, Website – www.jsacs.org.in



Adv. No. - 01/2019

Last date of receipt of Application :- 18/06/2019

### **Vacancy Notice for OST Centres**

Jharkhand State AIDS Control Society, Department of Health & Family Welfare, Government of Jharkhand invites applications from suitable candidates for different positions in Opioid Substitution Therapy Centre (OST) at Sadar Hospital Jamshedpur and PMCH, Dhanbad under National AIDS Control Program in Jharkhand. The positions would be purely contractual in nature. Requirements for the posts are as follows-

#### **Name of the position and Number of posts:**

OST Centre	Post code	Name of the post	Total No. of Post	Consolidated Remuneration per month
Sadar Hospital, Jamshedpur	JSR-01	Doctor	1	45,000/- pm
	JSR-02	Counsellor	1	13,000/- pm
	JSR-03	Nurse	1	13,000/- pm
	JSR-04	Data Manager	1	13,000/- pm
PMCH, Dhanbad	DHN-01	Doctor	1	45,000/- pm
	DHN	Nurse	1	13,000/- pm

#### **2. Educational qualification & other desirables:**

Doctor	The doctor should have a minimum qualification of MBBS with valid registration from the medical council. Those with MD Psychiatry/Diploma in Psychiatry Medicine (DPM) will be preferred.
Counsellor	The counsellor should have a Bachelor's degree in psychology / social science / humanities. Those who have received training in counselling drug users and prior experience of working with drug users are preferred.
Nurse	The nurse should have a minimum qualification of ANM. Those with diploma nursing/ Bachelor of Science (Nursing) would be preferred
Data Manager	The data Manager should be a graduate and should have received a formal training in computer applications

#### **3. Age Limit - Up to 60 years of age and medically fit to work.**

Application should be sent through speed post/ registered post only and should reach to the below mention address on or before 18th June, 2019 –

Address of OST Centre, Jamshedpur	Address of OST Centre, Dhanbad
Civil Surgeon Sadar Hospital, Jamshedpur Khasmahal, Karandih Jamshedpur- 831002 District- East Singhbhum (Jharkhand)	Medical Superintendent Patliputra Medical College & Hospital Saraidhela, Jagjeeban Nagar Dhanbad- 826005 District- Dhanbad (Jharkhand)

**General information & instruction**

- a. Society reserves the right to cancel any or all position at any stage of recruitment process.
- b. At any stage of recruitment, if it is found that candidate does not fulfill the eligibility criteria and/or that he/she has furnished incorrect/false information/certificate/documents or has suppressed any material fact(s), his/her candidature will stand cancelled.
- c. The decision of the Society in any matter relating to the recruitment at any stage of the recruitment process will be final and binding upon the candidates. No correspondence or personal queries in this regard shall be entertained.
- d. Position applied for and Place must be mentioned on the top of the Envelop.
- e. Attach copies of all relevant certificates & documents attested by the Gazetted Officer.
- f. No TA/DA will be paid to the candidates for appearing interview.

Project Director  
Jharkhand State AIDS Control Society.

## **Format for Application**

**Advertisement No. - \_\_\_\_\_**

**Post Code:- .....**

N.B. - Candidates should fill in the application form in his/her own hand writing.

**INCOMPLETE APPLICATION OR APPLICATION WITH DEFECT IN ANY RESPECT WILL BE REJECTED.**

1 **Name of the Post applied for** : \_\_\_\_\_

2 **Name in full (in capital letters):** \_\_\_\_\_

3 **Father's name** : \_\_\_\_\_

4 **Date of Birth according to Matriculation or  
Equivalent examination certificate:** \_\_\_\_\_

5 **Sex (Male or Female)** : \_\_\_\_\_

6. **Nationality:** \_\_\_\_\_

7 (a) (i) **Mention Category:** \_\_\_\_\_ (SC/ST/BCI/ BCII/Gen)

(b) **Are you Physically Handicapped:** \_\_\_\_\_

(c) **If retired from any Government Organization/PSU, mention the Name of Organization  
with location:** \_\_\_\_\_

8 **Postal Address (in Capital Letter) to which  
Communication should be sent:  
(Mentioning Post Office,  
Dist. Pin Code with Contact number)**


9 **Permanent Address (in Capital Letters):**


10 **Academic Qualification:-**

Name of the Examination passed	Name of the Board / University/ Institute	% of Marks	Year of Passing

Paste recent  
passport size  
photograph duly  
signed by the  
candidate

12 If you have at any time been employed (including present assignment) give details:

Name of the post	Institution / Office where employed	Permanent or Temporary	Pay, Basic pay last drawn and total pay

13 No. & Date of Registration for Medical Officers (MCI/IMA):

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15 List of documents enclosed: All documents to be self-attested

- a.
- b.
- c.
- d.
- e.
- f.
- g.

#### **Declaration**

I hereby solemnly declare that the information furnished above are based on material records and are true to the best of my knowledge and belief. If any information furnished or any part of it is found to be incorrect, then, I truly believe and understand that my candidature for recruitment is liable to be cancelled without any further intimation.

Date: \_\_\_\_\_

Place: \_\_\_\_\_

\_\_\_\_\_  
Signature in full

#### **Terms of reference for the staff**

##### **1. Doctor**

The Doctor plays a pivotal role in the overall running of the OST programme. There shall be at least **one** doctor in every OST centre.

##### ***Qualifications:***

The doctor should have a minimum qualification of MBBS with valid registration from the medical council. Those with MD Psychiatry/Diploma in Psychiatry Medicine (DPM) will be preferred.

***Roles and responsibilities*** The doctor plays a lead role in the medical aspects of OST programme. The doctor is expected to provide the best possible medical care for OST as per the standard clinical practice guidelines developed by NACO.

- Assess patients for suitability of initiation into substitution therapy
- Prescribe suitable doses of OST medicine to appropriate patients, and conduct regular follow ups
- Provide routine health check and basic health-care including appropriate clinical management/referrals for wound/abscess, overdoses and STIs, as per the facilities available at the clinic.
- Documentation as per the NACO guidelines/ protocols.
- Provide basic information to the clients and family members about the treatment

process

- Referrals to ICTC for HIV diagnosis and other institutions for advanced care treatment
- Follow the NACO technical guidelines/protocols in all clinical practice
- Continuing professional development and sharing information between other care providers
- Help the centre in carrying out advocacy activities

**Remuneration:** Rs 45000/- per month

## 2. Nurse

The nurse plays a crucial role in dispensing medicines as well as maintaining stocks

/records of medications on a regular basis. There shall be at least one nurse for every 50 clients

### ***Qualification:***

The nurse should have a minimum qualification of ANM. Those with diploma nursing

/ Bachelor of Science (Nursing) would be preferred.

### ***Roles and responsibilities:***

- Maintain minimum standard guidelines as prescribed by NACO for the clinic
- Dispense medications as per NACO's treatment guidelines/ protocols
- Assist doctor in treating abscess, providing medication etc
- Maintain registers (daily stock and dispensing registers) as prescribed in NACO's practice guidelines for OST
- Regular communication with treating doctor
- Provide emergency first-aid services in the absence of doctors
- In addition, the following responsibilities shall be handled by nurse regarding the stocks of OST medicines
  - Receive the medicine stocks from the supplier
  - Count the medicines and confirm that the stocks supplied are in accordance with the consignment records sent by the supplier
  - Ensure that consignment note and form 6 are maintained properly as required by the NDPS act
  - Ensure that OST medicines are properly stored in the storage room at the hospital
  - Ensure that records of OST medicines are properly maintained as required by NACO/SACS
  - Alert the nodal officer/doctor-in-charge of the OST centre, if there is an impending stock-outs
  - Furnish stock position regularly as required by NACO/SACS

**Remuneration:** Rs 13000/- per month

## 3. Counsellor

There shall be at least one counsellor for an OST centre.

### ***Qualification:***

The counsellor should have a Bachelor's degree in psychology / social science / humanities. Those who have received training in counselling drug users and prior experience of working with drug users are preferred.

***Roles and responsibilities:*** The counsellor is primarily and directly responsible for individual clients' treatment and progress in the therapy.

- Counsel IDU clients primarily at the OST centre, and, if required, in the community or at home as well
- Provide different forms of counselling including motivational counselling, family counselling, group counselling
- Provide counselling to PLHIV
- Referrals for STIs, ICTC and other relevant services
- Maintain documentation as outlined in the practice guidelines for OST.

**Remuneration:** Rs 13000/- per month

#### **4. Data Manager**

There shall be one data Manager for an OST centre

##### ***Qualification:***

The data Manager should be a graduate and should have received a formal training in computer applications.

##### ***Roles and responsibilities:***

The data entry operator shall be responsible for maintaining the data in OST centre.

- Register patients in the OST centre on all work days
- Take out the client related files during every visit by the client for follow-up
- Ensure that the records are maintained by every staff
- Prepare and send monthly reports
- Analyse the reports and provide feedback on dropouts to the staff, especially Outreach Worker (ORW) for follow up
- Feed the data in the MIS as and when the centre is linked with the MIS

**Remuneration:** Rs 13000/- per month