



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:- 02/JSACS/19

Date:- 09.07.2019

VACANCY NOTICE

Jharkhand State AIDS Control Society, Dept. of Health & Family Welfare, Govt. of Jharkhand invites application from interested professional/candidates for the post mentioned below on purely contractual basis.

S. No	Name of the Posts	No. of Posts	Category	Monthly remuneration (Rs.)	Type of Post
1.	State Logistic Coordinator	1	GEN	Rs. 20,000/-	Contractual
2.	Divisional Assistant	2	ST	Rs. 17000/-	Contractual
3.	Procurement Assistant	1	GEN	Rs. 17000/-	Contractual

The details regarding Qualification & Experience, Terms of Reference are available on the website of Jharkhand State AIDS Control Society i.e. www.jsacs.org.in.

Note:-

1. The appointment of professionals will be purely on contract basis for a period of one (1) year, which may be extended after the annual review of performance, output and desired impacts. However, the contract may be terminated in the case of unsatisfactory service.
2. The successful candidate will have to sign a contract agreement.
3. The contract shall not confer any right or claim of extension/absorption in the department. The candidate will have to produce an affidavit for the same.
4. Candidature of the applicant is liable to be cancelled if any discrepancy is found in the documents submitted at any stage and legal action will be taken for the same.
5. No TA/DA will be admissible to appear for Written Exam/Interview.
6. The maximum age limit will be 62 years for all categories.
7. The selection of the candidate will be completely on the basis of Requisite Qualification, Requisite Experience and on the basis of merit list prepared after Written Exam/Interview.
8. The Project Director, Jharkhand State AIDS Control Society, Ranchi reserves the right to cancel/postpone the recruitment wholly or partially if so required. No claim will be admissible in case of such cancellation/postponement.
9. The professionals/candidates who fulfill the above criteria (Qualification/Experience/Terms of Reference/Age limit etc) may send their application through **Registered/Speed Post only** (with attested copy of the proof of age, qualification and experience from Gazetted Officer with contact details & email Address) in the prescribed format on the following address.

The Project Director

Jharkhand State AIDS Control Society, Dept. of Health & Family Welfare, Govt. of Jharkhand, Sadar Hospital Campus, Purulia Road, Ranchi – 834001

10. The envelopes containing the application should be super-scribed as "Application for the Post of".
11. Last date of receiving the application is 31/07/2019 till 5:00 pm.
12. Application form received after the last date will not be considered. JSACS will not be responsible for any postal delay.
13. All disputes will be subject to jurisdiction of Hon'ble High Court, Jharkhand.
14. **Application Fee will be Rs. 1,000/- (Rs. One thousand only) and will be deposited in the form of Bank Draft in favour of Jharkhand State AIDS Control Society, Ranchi and is non-refundable.**
15. Candidates who wish to apply for more than one post will have to submit separate application along with application fee.

**Sd/-
Project Director**

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

Application for the post of:

1. Full Name (In Block Letters) :
2. Father's Name:
3. Date of Birth:
4. Address for correspondence (With PIN code):

Affix his recent
passport size
colour photograph
with signature
covering the
application and
photo

5. Permanent Address (With PIN code):

6. Mobile No:
7. Email Address:
8. Category (ST/SC/BCI/BCII/GEN/OTHERS):
9. Gender (Male/Female):
10. Marital Status (Married/Unmarried):
11. Nationality:
12. Language known:
13. Aadhar No:
14. Educational Qualification:

Examination Passed	Name of the Institute/University	Subject Studied	Month & Year of Passing	% of aggregate mark

15. Professional Qualification:

Examination Passed	Name of the Institute/University	Subject Studied	Month & Year of Passing	% of aggregate mark

16. Particulars of Experience:

Name of the Department /Organization served	Designation	Period of Service		Experience		Exact Job Responsibilities
		From	To	Years	Months	
Total Experience						

NOTE:- Enclose Attested Copies of:

- a) Proof of Age
- b) Educational & Professional Qualifications Certificates.
- c) Experience Certificates
- d) Other Certificates

DECLARATION

I hereby declare that all statements made in this application are true, complete and correct to the best of my knowledge and belief. In the events of any information being found false or incorrect at any stage or not satisfying the eligibility criteria according to the requirement, my application may be summarily rejected. I am physically sound to discharge the duty to be assigned & undertake to abide by all the terms & conditions of the recruitment as decided by the competent authority.

Place:

Date:

Signature of the Candidate

THE DETAILS OF DESIRED QUALIFICATION, EXPERIENCE & TERMS OF REFERENCE

1. STATE LOGISTIC COORDINATOR

Qualifications & Experience	Terms of Reference
<p>Graduate degree in Science/ Pharmacy/ Commerce / management. Diploma Certification in supply chain / Operation / Material Management will be an added advantage. Minimum 2 years' experience in supply chain / operation management preferable in drug commodities. Proficiency in the usage of computer (MS office) Written and spoken proficiency in English and Hindi and local language.</p>	<ol style="list-style-type: none"> 1. Lead the Annual and Quarterly Forecasting Exercise in coordination with program divisions at SACS and RLC. 2. Lead the monthly Supply-Demand Planning, Allocation, Inventory management Relocation and Stock Reconciliation if required of all goods and commodities. 3. Responsible for monitoring the overall supply chain performance in the State Review and proactively manage the stock situation and identify bottlenecks in the state. 4. Responsible for overseeing the Variance Analysis Exercise at the State Level along with the SACS Program Officers 5. Responsible for identifying the optimal transportation option for the state along with the Store Officer 6. Build capacity and identify training required to address the bottlenecks either through short term or longer term interventions 7. Identify opportunities for optimization of supply chain through integration, upgrading systems and optimal stock management 8. Assess storage/ warehousing requirements of the supplies procured centrally by DAC / SACS and ensure Storage Quality of the warehouse; facilitate Store Officer to execute supply chain best practices

2. DIVISIONAL ASSISTANT

Qualifications & Experience	Terms of Reference
<p>Graduate degree in any discipline with ability to manage assigned task of the division. Basic knowledge of computer essential.</p>	<p>Help Divisional officers in file maintenance, initiate correspondence and all other work entrusted from time to time.</p>

1. PROCUREMENT ASSISTANT

Qualifications & Experience	Terms of Reference
<p>B. Com with 5 years experience preferably in skills procurement with Computer</p>	<p>Allocating the drugs to ART Centres as per requirement in line with the drug supplies</p>