



Govt. of Jharkhand
Jharkhand State AIDS Control Society
Dept. of Health & Family Welfare
4th Floor Directorate Building, GVI Campus, Namkum, Ranchi-834010
Website – www.jsacs.org.in

Adv. No:-

Date:-

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 -

Sl.	Name of the Positions	Number of Posts	Remuneration Monthly	Type of Post
1.	Cluster Programme Manager(CPM)	03 (UR- 2, ST-1)	54,300.00	Contractual(each Position for Giridih (1), E. Singhbhum (1), Hazaribag(1)
2.	Clinical Service Officer(CSO)	05 (UR-3, ST-1, BC-1)	46,800.00	Contractual(Position for Giridih (2), E. Singhbhum (1),Hazaribag(2)
3.	Data Monitoring & Documentation Officer (DMDO)	05 (UR-3, ST-1, BC-1)	37,500.00	Contractual(Position for Giridih (2), E. Singhbhum (1),Hazaribag(2)

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 contractual agreement.
3. The contract shall not confer any rights or claim of extension/ absorption in the department. The candidate will have to produce an affidavit in the case.
4. These are all posts for Districtlevel.
5. The remuneration will be paid as per NACO norms/ order/guidelines.
6. Request for transfer will not be entertained and subsequently contract may be terminated.
7. 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.
8. No TA/DA will be admissible to appear for Written Exam/ Interview or both.
9. 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 or both.
10. 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.
11. The application form made available by offline/postal/hand/any other mode shall not be entertained and summarisely rejected.
12. **A non-refundable application fee for all Category is Rs.1,000/-(One Thousand rupees only) through online payment Gateway.**
13. **Disabled candidates (with at least 40% disability) are exempted from examination fees.**
14. Candidates wish to apply for more than one post will have to submit separate application along with application fee.
15. All disputes will subject to jurisdiction of Hon'ble High Court, Jharkhand.
16. Last date of receiving the online application is **05/08/2024 till 05.00 pm.**
17. 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.
18. Date of written Test/Interview will be entimated through email after screening of applications.Candidates are requested to mention their Email id in the application.All correspondence will done through email only.

How to Apply

1. Candidate will find the whole advertisement at bottam left side as **Latest Recruitment** of the <http://recruitment.jharkhand.gov.in>.
2. Candidate has to register herself/himself on recruitment portal using **Register** tab on the Home page of <http://recruitment.jharkhand.gov.in> .For which the whole process flow has been attached as **Annexure-I**
3. After successful online payment candidate will get payment receipt and his/her application process will be completed.Candidate should keep safely his/her Application Req.ID and password.
4. For any difficulty send e-mail on Jharkhand.recruitment@rediffmail.com at least day before closure of application deadline i.e **05/08/2024** till 05:00PM.

Sd/-
Project Director

Govt. of Jharkhand

Jharkhand State AIDS Control Society

Dept. of Health & Family Welfare

4th Floor Directorate Building, GVI Campus, Namkum, Ranchi-834010

Website – www.jsacs.org.in

Post Applied for :

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

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

5. Permanent Address (With PIN code):

6. Mobile No:

7. Email ID:

8. Category (ST/SC/BCI/BCII/GEN/Others):

9. Gender (Male/Female):

10. Are you Physically Handicapped :

11. Marital Status (Married/Unmarried):

12. Nationality:

13. Language Known:

14. Aadhar No:

15. Bank Demand Draft Detail:

16. Educational Qualification:

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

17. Professional Qualification:

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

18. Particulars of Experience:

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

19. Self Scoring of the candidate(follow the Note:1 to Note:3) mentioned in annexure-1

	Educational Qualification		Additional Qualification	Experience
	Graduation	Post Graduation		
Weightage	10	10	5	5

NOTE:- Enclose Self Attested Copies of:

- Proof of Age(Matriculation Certificate)
- Educational & Professional Qualifications Certificates.
- Experience Certificates
- 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 requisite, 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. Cluster Programme Manager (CPM)

Qualification, Experience & Age	Terms of Reference
<p>Eligibility Criteria</p> <p>Essential : Bachelor's Degree in Medical or Allied Health Sciences/ Master's Degree in Public Health/ Healthcare Management/ Healthcare Administration/ Social Science/ Psychology/ Applied Epidemiology / Demography / Statistics / Population Sciences or similar Fields.</p> <p>Experience: Three years' experience for candidates with Master's Degree in Public Health / Healthcare Management/ Healthcare Administration/ Applied Epidemiology ÿ Five years' experience in Public Health for Bachelor's Degree in Medical and Allied Sciences/ Masters in Social Science/ Psychology/ Demography / Statistics / Population Sciences including a minimum two years of experience in HIV/AIDS sector.</p> <p>Age: limitation Maximum 50 years of age. Crucial date for determining the age limit will be the closing date of receipt of the application.</p> <p>Desirable:</p> <ul style="list-style-type: none"> • The suitable candidate should be familiar with the organization and functions of the state and local public health systems/ State AIDS Control Societies. • Excellent written and verbal communication skills in local languages and English (Speaking, Reading, and Writing). • Strong analytical, advocacy and negotiation skills • Willingness to travel extensively. <p>Other expertise includes:</p> <ul style="list-style-type: none"> • Programme Management Skills • Good knowledge of computers • Coordination and leading team. 	<ul style="list-style-type: none"> • The CPM is a key lead position of the District Integrated Strategy for HIV/AIDS (DISHA) at the cluster level. The SACS will appoint the CPM on a contractual basis with the renewal of the position every year based on the performance. This position is equivalent to Deputy Director position in SACS. • The CPM will report to the Nodal Officer of DISHA i.e., the APD or In-charge SIMU in case there is no APD position, in SACS for all the Cluster level updates as well as administrative reasons, through the proper channel of DACO. • The leadership role of DISHA Unit at the district level is DACO and the thus CPM will report to all the DACO in the Cluster for the respective districts for all the updates and coordination. • Eight days of field visits every month are mandatory for CPM. • CPM will be responsible for monitoring and providing necessary support to the staff under DISHA Unit / DISHA Cluster

2. Clinical Services Officer (CSO)

Qualification, Experience & Age	Terms of Reference
<p>Qualification: Bachelor's Degree in Medical or Allied Sciences/ Master's Degree in Public Health/ Healthcare Management/ Healthcare Administration/ Social Science/ Psychology/ Applied Epidemiology / Demography / Statistics / Population Sciences.</p> <p>Experience:</p> <ul style="list-style-type: none"> • One year's experience for candidates with a Master's Degree in Public Health / Healthcare Management/ Healthcare Administration/ Applied Epidemiology. • Three years' experience in Public Health with a Bachelor's Degree in Medical or Allied Sciences/ Masters in Social Science/ Psychology/ Demography / Statistics / Population Sciences with minimum of one year of experience in the HIV/AIDS sector. <p>Age limitation: Maximum 45 years of age. Crucial date for determining the age limit will be the closing date of receipt of the application.</p> <p>Desirable:</p> <ul style="list-style-type: none"> • The suitable candidate will be familiar with the organisation and functions of the State and local public health systems/ State AIDS Control Societies. • Excellent written and verbal communication skills in local languages and English (Speaking, Reading, and Writing). • Strong analytical, advocacy and negotiation skills. • Willingness to travel extensively. 	<ul style="list-style-type: none"> • The CSO is an important position of the District Integrated Strategy for HIV/AIDS (DISHA). The position is appointed by SACS on a contract basis with renewal of the position every year based on performance. • This position is equivalent to the position of Assistant Director in SACS and will report to the CPM or to DPM (in case CPM is not present) in DISHA for all the cluster level updates as well as administrative reasons. • Ten days of field visits in a month are mandatory from CSO. Eligibility Criter

3. Data Monitoring and Documentation Officer (DMDO)

Qualification, Experience & Age	Terms of Reference
<p>Qualification: Master's degree in Public Health/ Healthcare Management/ Healthcare Administration/ Social Science/ Applied Epidemiology / Demography / Statistics / Bio Statistics/ Population Sciences/ Mathematics/ Economics.</p> <p>Experience:</p> <ul style="list-style-type: none"> • One year experience for candidates with Master's Degree in Public Health / Healthcare Management/ Healthcare 	<ul style="list-style-type: none"> • The DMDO is one of the key positions of District Integrated Strategy for HIV/AIDS (DISHA). The position is hired by SACS on a contract basis, with the renewal of the position every year based on performance. • This position is equivalent to the position of Assistant Director level in SACS and will report to the CPM or to DPM (in case CPM is not present) in DISHA for all the Cluster Level updates as well as administrative reasons. • Eight days of field visits in a month are mandatory from DMDO.

<p>Administration/ Applied Epidemiology.</p> <ul style="list-style-type: none"> • Three years' experience in Public Health for Bachelor's Degree in Medical and Allied Sciences/ Masters in Social Science/ Psychology/ Demography / Statistics / Bio-Statistics/ Population Sciences with a minimum of one year of experience in HIV/AIDS sector. <p>Age limitation: Maximum 45 years of age. Crucial date for determining the age limit will be the closing date of receipt of the application.</p> <p>Desirable:</p> <ul style="list-style-type: none"> • The suitable candidate will be familiar with the organization and functions of the State and local public health systems/ State AIDS Control Societies. • Excellent written and verbal communication skills in local languages and English (speaking, reading and writing) and the ability to work well in an interdisciplinary team. • Strong analytical, advocacy and negotiation skills. • Willingness to travel extensively. <p>Other Expertise include:</p> <ul style="list-style-type: none"> • Programme management skills • Good knowledge of computers 	
----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--

Selection Procedure

1. As per NACO letter (A11011/69/2007-NACO (A) dated 12.12.2007)the existing incumbents can also apply and a weightage has also been provided.Due weightage may be given to those who have been working in SACS for a minimum period of 3yrs in terms of experience.
2. Incase of candiadtes applying on deputation for contractual position and joins, one additional increment will be added in the present salary.
3. Written test and interview for all positions accept procurement – 70% weitage for written test and remening 30% for interview. Written test and educational qualification marks will be consider as given below –
 - a. The candidates who will be shortlisted for the interview their overall score will be considered with the score he/she will secure from the interview, Educational Qualification, written test and relevant experience.
 - b. The score will be assigned to the candidate based on the requisite educational qualification, additional educational qualification and relevant experience and interview marks and the pattern of score distribution will be 70:30 (30% will be secured for interview and rest 70% will be secured for educational qualification(25%), written test(30%) and relevant experience(10%);
 - c. The weightage pattern for the educational qualification & Experience -

Indicator	Graduation	Post Graduate	Additional Qualification	Experience	SACS Employee Experience
Weightage	10(Marks)	10(Marks)	5(Marks)	5(Marks)	10(Marks)
			Computer Skills, Proficiency in data management/DCA & other relevant qualification	Relevant experience 5 Marks	Relevant supporting document

Note-1: Marks will be allocated based on the total marks secure in the examination- e.g- if the individual secure 67% marks in the graduation then weightage will be- 6.7

Note- 2: Additional marks will be given based on the relevant qualification and the certificate must be produced. Against the relevant qualification 5 Marks will be given.

Note-3:Experience- Beyond qualifying years marking pattern will be –Qualify-0; Qualifying Experience + per every year-1 mark; e.g-

Qualifying experience + 1 year- 1; Qualifying experience+ 2 years-2; Qualifying experience + 5 years- 5; Qualifying experience + 7 years- 5; Maximum marks will be 5

Note-4: The employee working with SACS for 3 years will be considered for SACS Employee Experience; e.g.- Completion of 3 years-2; up to 5 years-5; up to 7 years-10; Maximum marks will be 10.

4. The Merit list will be prepared based on the Marks obtained in the different segments of the selection procedure and the following structure will be followed to prepare the final list of the candidate-

Sl No	Name of the Candidate	Educational Qualification		Additional Qualification	Experience	SACS Employee Experience	Written Test	Interview
		Graduation	Post Graduation					
Weightage	-	10	10	5	5	10	30	30

Note: The syllabus of the written test will be include the General Current Affairs pertaining to State/National/ International affairs,There may be questions from the relevant field in which candidate has applied for.