



**GOVERNMENT OF ANDHRA PRADESH  
NATIONAL HEALTH MISSION  
HEALTH MEDICAL & FAMILY WELFARE DEPARTMENT**



**Notification No:180/NTEP/NHM/2023, Dt.21.08.2023**

Applications are invited from the eligible candidates for filling up of posts of Medical Officer, HIV-TB Coordinator, DR-TB Coordinator, Secretarial Assistant, Senior Lab Technician and Pharmacist on contract/outsourcing basis under National TB Elimination Program, National Health Mission, Andhra Pradesh.

2. The application form is will be available on the Official Website of Commissioner of Health & Family Welfare i.e., [www.cfw.ap.nic.in](http://www.cfw.ap.nic.in) from 21.08.2023. The applicants shall download the application form (Annexure-III) and submit the filled in application along with Demand Draft in favour of **9156 PFMS IA HMF NRHM AP115 STATE NTEP DBT** (Payable at Vijayawada) & necessary enclosures in the O/o Joint Director (TB), 3rd Floor, PHYCARE Building, Plot no 9, Survey No 49, Near Visalandra Printing Press, IT Park, Mangalagiri, Guntur - 522503 by register post or personally. The last date for submission of application is 04.09.2023, no other modes of application will be entertained.

3. The applicants are required to visit the official website of Commissioner of Health & Family Welfare to keep themselves updated on all steps/results until the completion of the recruitment.

4. Details of posts, i.e., number of posts notified, educational qualifications and experience required are shown at Annexure I & II.

5. Fee (Demand Draft): Rs.500/- (General) / Rs.250/- (EWS, BC, SC, ST, PH).

6. Candidates shall submit their application with the following documents:

- a. Passport size photograph (affix to application).
- b. Copy of SSC Certificate.
- c. Copy of Caste Certificate
- d. Copy of Intermediate Certificate
- e. Copy of certificate of qualifications mentioned against post applied in column 3 of table in Annexure II
- f. Copy of Marks memos of qualification mentioned against post applied in column 3 of table in Annexure II
- g. Copy of registration certificate of respective council
- h. Copy of Experience certificate as per column 4 of Annexure II
- i. Copy of PH Certificate/ Ex Serviceman Certificate, if applicable.

7. Selection will be based on the merit obtained in the qualifying exam and Experience as per the recruitment matrix in Annexure IV.
8. Recruitment process will be conducted by the committee appointed by Commissioner of Health & Family Welfare for this purpose.
9. Appointments will be initially for period of one year.
10. Schedule for recruitment process

|                                       |            |
|---------------------------------------|------------|
| Start date of receipt of applications | 21.08.2023 |
| Last date for receipt of applications | 04.09.2023 |

Date:21.08.2023.  
Mangalagiri.

  
For Director of Health & Family Welfare  
and Mission Director, NHM

**Annexure - I**

| <b>Sl. No</b> | <b>Name of the Post &amp; Place of posting</b>      | <b>Division</b> | <b>No. of Vacancies</b> | <b>Salary per month</b> |
|---------------|---|-----------------|-------------------------|-------------------------|
| <b>1</b>      | <b>2</b>  | <b>3</b>        | <b>4</b>                | <b>5</b>                |
| 1             | State Medical Officer, State TB Cell, Vijayawada    | NTEP            | 01                      | Rs. 61,960/-            |
| 2             | State HIV-TB Coordinator, State TB Cell, Vijayawada | NTEP            | 01                      | Rs. 61,960/-            |
| 3             | State DRTB Coordinator, State TB Cell, Vijayawada   | NTEP            | 01                      | Rs. 61,960/-            |
| 4             | Secretarial Assistant, State TB Cell, Vijayawada    | NTEP            | 01                      | Rs. 20,678/-            |
| 5             | Senior Lab Technician, IRL, Visakhapatnam           | NTEP            | 03                      | Rs. 25,830/-            |
| 6             | Pharmacist, State Drug Stores, Visakhapatnam        | NTEP            | 01                      | Rs. 23,393/-            |

**Annexure - II**

**(Terms of References - attached)**

**ANNEXURE III**

**Government of Andhra Pradesh  
National TB Elimination Program (NTEP), NHM  
Notification No:180/NTEP/NHM/2023, Dt.21.08.2023**

Recruitment for the posts of Medical Officer, HIV-TB Coordinator, DR-TB Coordinator, Secretarial Assistant, Senior Lab Technician and Pharmacist on contract/outsourcing basis under National TB Elimination Program, National Health Mission, Andhra Pradesh.

Affix Pass port size  
latest colour  
photograph

|    |   |        |
|----|---|--------|
| 1  | Name of the Candidate   |        |
| 2  | Gender / Sex  |        |
| 3  | Father's Name   |        |
| 4  | Date of Birth<br>(DD-MM-YYYY)   |        |
| 5  | Social Status<br><br>(OC/OC-EWS / SC / ST/<br>BC-A,B,C,D,E)   |        |
| 6  | Whether claiming for<br>service weightage for<br>Contract / Outsourcing<br>service (enclose contract /<br>outsourcing service<br>certificate) | Yes/No |
| 7  | Whether Physically<br>Handicapped<br>(VH/HH/OH) (SADAREM<br>Certificate to be enclosed)   |        |
| 8  | Whether Ex-Servicemen<br>(enclose service certificate)  | Yes/No |
| 9  | Mobile Number & e-mail<br>ID of the applicant   |        |
| 10 | Address for communication   |        |

**DETAILS OF CERTIFICATES:**

| Sl. No | Copy of the Certificate                             | Enclosed (Yes/No) |
|--------|---|-------------------|
| 1      | SSC/X   |                   |
| 2      | Intermediate / 10+2                                 |                   |
| 3      | Diploma Certificate (If applicable)                 |                   |
| 4      | Diploma Marks Memo (If applicable)                  |                   |
| 5      | Degree/MBBS Certificate                             |                   |
| 6      | Degree Marks Memos                                  |                   |
| 7      | PG Certificate(If applicable)                       |                   |
| 8      | PG Marks Memos(If applicable)                       |                   |
| 9      | Registration certificate from respective council    |                   |
| 10     | Experience certificates from employer               |                   |
| 11     | Caste Certificate (If applicable)                   |                   |
| 12     | PH Certificate/ Ex-army certificate (if applicable) |                   |

**DECLARATION**

I, Smt/Kum/Sri/Dr ..... D/o or S/o or W/o.....do hereby declare that, above particulars furnished by me are true to the best of my knowledge. I agree that in the event of any of the details furnished above being found to be incorrect or false at a later date, my candidature will be forfeited summarily.

Signature of the applicant

**EDUCATIONAL DETAILS:**

| <b>Sl. No</b> | <b>Class</b>      | <b>Name of the Course</b> | <b>Year of passing</b> | <b>School/ College Studied</b> | <b>District</b> |
|---------------|-------------------|---------------------------|------------------------|--------------------------------|-----------------|
| 1             | SSC/X             |                           |                        |                                |                 |
| 2             | Intermediate      |                           |                        |                                |                 |
| 3             | Diploma           |                           |                        |                                |                 |
| 4             | Graduation / MBBS |                           |                        |                                |                 |
| 5             | Post Graduation   |                           |                        |                                |                 |

**DETAILS OF MARKS:**

| <b>Name of the Diploma/ Degree/PG</b> | <b>Maximum Marks/ Grade</b> | <b>Marks obtained / Grade Obtained</b> | <b>Percentage</b> |
|---------------------------------------|-----------------------------|--|-------------------|
|                                       |                             |  |                   |
|                                       |                             |  |                   |

**WORK EXPERIENCE DETAILS:**

| <b>Sl. No</b> | <b>Name of the Organization</b> | <b>Type of Organization (Govt./Private/ NGO)</b> | <b>Position held</b> | <b>Period of works (From .... to ...)</b> |
|---------------|---------------------------------|--|----------------------|---|
|               |                                 |  |                      |   |
|               |                                 |  |                      |   |

## ANNEXURE IV

### RECRUITMENT MATRIX:

| Sl. No | Designation              | Weightage for Qualification | Weightage for Experience | Total |
|--------|--------------------------|-----------------------------|--------------------------|-------|
| 1      | State Medical Officer    | 70                          | 30                       | 100   |
| 2      | State HIV-TB Coordinator | 70                          | 30                       | 100   |
| 3      | State DRTB Coordinator   | 70                          | 30                       | 100   |
| 4      | Secretarial Assistant    | 70                          | 30                       | 100   |
| 5      | Senior Lab Technician    | 70                          | 30                       | 100   |
| 6      | Pharmacist               | 70                          | 30                       | 100   |

### WEIGHTAGE FOR EXPERIENCE:

1. One mark for each year from the date of passing qualifying exam (Maximum 10 marks).
2. Marks per year for experience (in implementation of National / State Health Programmes/ Health Care Service Delivery) for a maximum of 20 marks.

| Sector  | Marks per year |
|---|----------------|
| Central / State Government<br>(in implementation of National/ State Health Programmes)                    | 6              |
| Central / State Government<br>(other than implementation of Health Programmes)                            | 5              |
| NGOs working for TB in the state of AP (RDT Bathalapalli, DFIT Nellore, AMG International, TB Alert, etc) | 4              |

| Sl.No | Category/ Job title      | Essential Qualification/ Requirements  | Preferential Qualification   | Job Specification/ responsibilities  |
|-------|--------------------------|--|--|--|
| 2     | Medical Officer (MO-STC) | MBBS or equivalent degree from institution recognized by Medical council of India.; Must have completed compulsory rotatory internship | <ol style="list-style-type: none"> <li>1. Diploma / M</li> <li>2. One year experience in NTEP</li> <li>3. Working knowledge</li> </ol>   | <ol style="list-style-type: none"> <li>1. To assist the State TB officer and APO in Programme management activities like planning, budgeting, implementing, monitoring, supervising evaluating and reporting.</li> <li>2. To assist the State TB Officer and APO in establishing systems for TB Surveillance (through NIKSHAY, and other MIS)</li> <li>3. To assist the STO in planning regular State Internal Evaluations and compilation/analysis of SIE data</li> <li>4. To conduct supervisory visits of the districts(including SIEs) and report to State TB Officer</li> <li>5. To link state TB cell with stake holders of the Programme within and outside the state.</li> <li>6. To assist State TB Officer in establishing inter sectoral and interdepartmental coordination for TB control and prevention.</li> <li>7. To assist state TB Officer in maintaining updated data base of district, sub district, peripheral level Programme managers and stakeholders.</li> <li>8. To assist State TB Officer in state/district level human resources management.</li> <li>9. To manage the public grievance redressal mechanism in the State TB Office.</li> <li>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.</li> <li>11. Any other job assigned by the reporting officer.</li> </ol> |
| 3     | State HIV-TB Coordinator | MBBS or equivalent degree from institution recognized by Medical council of India; Must have completed compulsory rotatory internship  | <ol style="list-style-type: none"> <li>1. Diploma / M</li> <li>2. Certificate course in HIVmedicine</li> <li>3. One year experience in NTEP</li> <li>4. Working knowledge</li> </ol> | <ol style="list-style-type: none"> <li>1. Assist STO in implementation of TB-HIV, TB-DM, TB-COPD, TB-Nutrition, TB-Tobacco and other related co-morbidities as well as TB-pregnancy, RBSK, RKSK and Health &amp; Wellness centre (HWC) collaborative activities in the state.</li> <li>2. Establish linkages with State AIDS Control Society, State NCD Cell, State NTCP cell, State MCH cell, State HWC cell, ICDS Cell, RBSK, RKSK Cell and State TB Control Society, other relevant cells at State level, collaborating NGOs and hospitals of the state by visits and dialogue.</li> <li>3. Assist and co-ordinate with SACS, NCD cell, NTCP cell, MCH cell, HWC cell, ICDS Cell, RBSK, RKSK Cell and others to ensure regular conduct of State TB-comorbidity coordination committee and Technical working group meetings.</li> <li>4. Monitor the conduct of District TB-Comorbidity coordination committee meetings and monthly co-ordination meetings.</li> <li>5. Provide technical support to district level "DRTB TB- Comorbidities coordinator".</li> <li>6. Prepare and maintain a mapping of ICTCs and ART Centers, NCD Clinics, Tobacco Cessation clinics, ANC clinics, HWCs of the state and collaborating with NTEP and a</li> </ol>   |

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| Sl.No | Category/ Job title | Essential Qualification/ Requirements | Preferential Qualification | Job Specification/ responsibilities   |
|-------|---------------------|---------------------------------------|----------------------------|---|
|       |                     |                                       |                            | <p>line listing of NGO's, hospitals, medical colleges and private practitioners working in HIV, DM, Tobacco deaddiction, ANC and TB control in the districts of the state.</p> <ol style="list-style-type: none"> <li>7. Assist state and districts in organizing TB-Comorbidity training of state and district staff.</li> <li>8. Supervision of TB-comorbidity co-ordination activities, compiling and analysing monthly and quarterly reports and administrative data on NACP- NTEP, NPCDCS- NTEP, NTCP- NTEP, Maternal Health-NTEP, HWC-NTEP, RBSK,RKSK-NTEP,ICDS-NTEP and other relevant programs co-ordination.</li> <li>9. Evaluate referral systems between ICTCs, ART Centers, NCD cell, TCC, ANC clinics, HWCs RBSK,RKSK, and NTEP and promote providing feedback to the referring center.</li> <li>10. Monitor IEC activities related to TB, NCD, NTCP, MCH,ICDS, Maternal Health and HIV programmes in the state.</li> <li>11. To assist State TB Officer in supply chain management of drugs for CPT and IPT and modified TB regimen for PLHA with TB on second line ART .</li> <li>12. Visit the districts for at least 10 days a month including Joint TB-Comorbidity visits, on a tour programme approved by STO.</li> <li>13. To assist the State TB officer in Programme management activities related to TB Comorbidity collaborative activities like planning, budgeting, implementing, monitoring, supervising evaluating and reporting</li> <li>14. To assist State TB Officer in supply chain management of drugs for CPT and IPT and modified TB regimen for PLHA with TB on second lineART</li> <li>15. To support district Programme Managers in operating NGO schemes forTBHIV.</li> <li>16. To facilitate change management with respect to use of ICT &amp;Nikshay tools for concerned data entry, validation &amp; its use for public health action</li> <li>17. To ensure quality of reports by data validation and data verification at source.</li> <li>18. Any other job assigned by the reporting officer</li> </ol> |



| Sl.No | Category/ Job title | Essential Qualification/ Requirements  | Preferential Qualification  | Job Specification/ responsibilities   |
|-------|---------------------|--|---|---|
| 18    | DR-TB Coordinator   | <ol style="list-style-type: none"> <li>1. MBBS or equivalent degree from institution, recognized by Medical council of India</li> <li>2. One year experience of working in NTEP</li> </ol> | <ol style="list-style-type: none"> <li>1. MD Community Medicine/ Diploma or Master in Public Health / Community Health Administration (CHA)/ Tuberculosis &amp; Chest diseases</li> <li>2. Preference to candidates who have experience in PMDT</li> <li>3. Working knowledge of computers</li> </ol> | <ol style="list-style-type: none"> <li>1. To handle day-to-day correspondence in State TB Office and ensure a prompt response to the directions received from Central TB Divisions pertaining to PMDT.</li> <li>2. To maintain updated database of C&amp;DST laboratories, N/DDR-TB centres, DR-TB centre committee members, Senior DR-TB TB-HIV supervisors of all districts, sub-district level supervisors, specimen collection centres, district wise mechanism of specimen collection and transportation and supply chain management agencies engaged for transportation of second line drugs and to coordinate with them for diagnosis and management of DR-TB.</li> <li>3. To ensure health facility master data management, monitor real-time data updation and validation of DR-TB data in Nikshay and provide feedback to the districts.</li> <li>4. To analyze the data and use dashboards in Nikshay to monitor the all programmatic and quality indicators of DR-TB services and provide district wise feedback for improving quality of DR-TB services in the districts and TB Units.</li> <li>5. To facilitate change management with respect to use of ICT tools, Nikshay &amp; Nikshay-Aushadhi for concerned data entry, validation &amp; its use for public health action</li> <li>6. To ensure quality of reports by validation and verification at source in Nikshay.</li> <li>7. To conduct supervisory visits to DR-TB service sites and report to State TB Officer.</li> <li>8. To monitor second line drug supply chain and to ensure their availability at DR-TB management sites.</li> <li>9. To support in organizing and facilitating trainings on PMDT and to conduct review meetings with senior DR-TB TB-HIV supervisors.</li> <li>10. To organize meetings and workshops related to PMDT.</li> <li>11. To assist the State TB Officer in reviewing the district and TB Unit performance in DR-TB.</li> <li>12. To provide a monthly activity report to STO.</li> <li>13. Any other job assigned by reporting officer.</li> </ol> |

| Sl.No | Category/ Job title   | Essential Qualification/ Requirements  | Preferential Qualification   | Job Specification/ responsibilities  |
|-------|-----------------------|--|--|--|
| 7     | Secretarial Assistant | <ol style="list-style-type: none"> <li>10+2 or Equivalent Knowledge of Short hand and Typing with speed of 80 wpm and 40 wpm, respectively.</li> <li>At least 2 years experience as Office Assistant in Govt./Public Sector/Recognized Society/ Institution</li> </ol> | At least 6 months diploma/certificate in computer applications from an institute recognized by Govt. | <ol style="list-style-type: none"> <li>1. Dictation and transcription on typewriter/computer.</li> <li>2. Systematic maintenance of records/files.</li> <li>3. Timely submission of papers/Dak.</li> <li>4. Drafting of letters of routine nature.</li> <li>5. Maintaining record of receipt and issue of letters.</li> <li>6. Maintaining appointment diary and attend the visitors.</li> <li>7. Attending telephonic calls in a tactful manner and keep their records.</li> <li>8. Maintain database of addresses, telephone nos. of the persons/organizations frequently required to be contacted.</li> <li>9. Proper maintenance of office equipments of personal section.</li> <li>10. Keep track of important documents.</li> <li>11. To facilitate change management with respect to use of ICT &amp; Nikshay tools for concerned data entry, validation &amp; its use for public health action</li> <li>12. Any other job assigned by reporting officer</li> </ol> |

|    |                              |  |  |   |
|----|------------------------------|--|--|---|
| 12 | Senior Laboratory Technician | <ol style="list-style-type: none"> <li>1. M.Sc. Medical Microbiology / Applied Microbiology /General Microbiology/ Biotechnology/ Biochemistry with or without DMLT (or)</li> </ol>  | <ol style="list-style-type: none"> <li>1. Three years of work experience in TB Bacteriology (or)</li> <li>2. Five years of work experience in TB Bacteriology</li> </ol> | <ol style="list-style-type: none"> <li>1. To perform laboratory tests including Culture &amp; DST as well as molecular detection of drug resistance.</li> <li>2. To manufacture panel testing slides for EQA of sputum smear microscopy.</li> <li>3. To assist the Microbiologist during On Site Evaluation / assessment visits and logistics.</li> <li>4. To facilitate laboratory training programmes.</li> <li>5. To coordinate with state labs (C &amp; DST, NAAT &amp; DMCs) for prompt submission of performance indicators and validate.</li> <li>6. To monitor laboratory performance (for all technologies) in States/UTs and compile laboratory data for analysis and submission to state and NRL.</li> <li>7. To maintenance laboratory equipment and perform periodic calibration.</li> </ol> |
|    |                              | <ol style="list-style-type: none"> <li>2. B.Sc. Microbiology / Biotechnology/Biochemistry/Chemistry / Life Science with or without DMLT</li> <li>3. M.Sc. Medical Microbiology / Applied Microbiology /General Microbiology/ Biotechnology/ Biochemistry with or without DMLT (or)</li> <li>4. B.Sc. Microbiology / Biotechnology/Biochemistry/Chemistry/ Life Science with or without DMLT</li> </ol> |  | <ol style="list-style-type: none"> <li>8. To facilitate data entry of CDST labs into NIKSHAY/ LIMS</li> <li>9. Any other tasks assigned by reporting officer.</li> </ol>  |



| Sl.No | Category/ Job title | Essential Qualification/ Requirements                    | Preferential Qualification   | Job Specification/ responsibilities   |
|-------|---------------------|--|--|---|
| 16    | District Pharmacist | Degree/ Diploma in Pharmacy from a recognized university | <p>One year experience in managing drug store in a reputed hospital/health center recognized by Govt</p> <p>Candidate should be well conversant with various computer programming including MS, Word, Excel &amp; simple statistical packages.</p> | <ol style="list-style-type: none"> <li>1. To handle day to day communications pertaining to drug logistics.</li> <li>2. To maintain registers, vouchers, issue receipts, payment receipts, physical verification reports and maintenance records.</li> <li>3. Regular recording and reporting of drugs &amp; lab consumables in Nikshay Aushadhi software</li> <li>4. Regular monitoring &amp; analysis of drugs &amp; lab consumables available at DDS and sub-levels.</li> <li>5. To maintain district level drugs stock as per Programme guidelines.</li> <li>6. To follow "First Expiry First Out" principle at district drug store and monitor the same in sub level stores.</li> <li>7. To facilitate change management with respect to use of ICT &amp; Nikshay tools for concerned data entry, validation &amp; its use for public health action</li> <li>8. To assist District TB Officer in imparting drug logistic training to district level pharmacists &amp; sub levels.</li> <li>9. To analyze drugs and logistics report of district &amp; sub levels through Nikshay Aushadhi</li> <li>10. To conduct supervisory visits to sub stores and report to District TB Officer</li> <li>11. Review of Nikshay Aushadhi performance of sub levels</li> <li>12. Conduct review meeting with TUs &amp; PHIs</li> <li>13. To prepare monthly patient wise boxes of second line drugs.</li> <li>14. To monitor recording and maintenance of store temperature where 2nd line drugs are stored and to suggest actions for proper storage of drugs at all levels.</li> <li>15. To maintain the computer and peripherals in the District Drug Store.</li> <li>16. Any other job assigned as per Programme need.</li> </ol> |