

Basic Service Division

Position	Essential Qualification	Essential Experience	Desirable	Job responsibilities
JD- BSD	MBBS with Post graduate diploma/Degree in Preventive and Social Medicine or Community Medicine or Skin and VD/ STD/ Dermatology Venereology Leprology OR MBBS with Public Health Experience. OR MBA in Health Management or Master in Public Health or Master in Health Administration. OR Masters degree in Psychology/Social Work/Sociology/Clinical Psychology/Medical Microbiology	Working experience of 7 years in Public health programme with focus on STI/RTI management, EVTHS, HIV counselling and Testing services, early infant diagnosis services and engagement with Communities and affected communities at National/State/District level with Govt. / NGO/Development Partners implementing agencies/Private Sector. (• For Masters/ PG diploma: Minimum 8 years post PG • For MPhil: Minimum 6 year post MPhil • For PhD: Minimum 4 year post PhD • For Medical Graduate minimum of 5 yrs. Post qualification • For Medical Post graduate minimum of 3 yrs. post PG qualification) • Working knowledge of MS Office.	Work experience in field based implementation. Proficiency in data management. Preference will be given to the candidate working in the field of HIV/ AIDS	(All SACS, district and facility level staff will work in accordance to the operational and technical guidelines of NACO issued from time to time focussing on but not limited to the following activities) ☐ Lead focal point for all preventive services especially HCTS, EVTHS at State level under NACP. In the absence of JD STI, will also be lead focal point for STI and Sampoorana Suraksha Strategy. ☐ Any other activity assigned under the Programme

CST Division

Position	Essential Qualification	Essential Experience	Job responsibilities
JD- CST	MBBS with Master Degree/ Diploma in Public Health/Health Management from a recognized university Or Master Degree in Public Health	7 year of experience in Health Sector 1 year for MD candidates and 3 years of experience for diploma holders. For Master Degree in PH-7 years Working knowledge of MS Office	(All SACS, district and facility level staff will work in accordance to the operational and technical guidelines of NACO issued from time to time focussing on but not limited to the following activities) ☐ All administrative and file work pertaining to CST services in the state including facilitating the staff appointment, salary, appraisals, officer orders to ART centres etc. ☐ To ensure implementation of CST Services as per prescribed NACO Guidelines for CoE, pCoE, ART plus, ART centres, LAC plus, LAC, CSC and any other site dispensing /refilling ART. ☐ Mentoring and supportive supervision to all ART facilities including CoE, pCoE, ART plus, ART centres, LAC plus, LAC, CSC and any other site dispensing /refilling ART. ☐ Should visit each ART centre at least once in 3 months and LAC /CSC & other refilling sites once in 6 month) as per NACO Guidelines and submit the visit report to NACO. ☐ Adherence to the highest standards of quality excellence in patient care and clinical practices also ensure PLHIV are not discriminated in the hospital and are not denied admission/ care. ☐ To analyze the monthly ART centre reports from all the centres and send to NACO by the 1st week of every month as per the NACO prescribed formats and take necessary actions. ☐ To analyze the monthly drug summary sheets from all the ART centres and send to NACO by the 1st week of every month as per the NACO prescribed format and to manage SCM and take necessary actions as per requirement. ☐ Identification and establishment of sites for new ART centres and Link ART Centres as per NACO criteria. ☐ To develop Annual Action Plan and ensure optimum utilization of funds allocated. ☐ Organize training of various personnel involved in ART services. ☐ To develop clear targets with time lines, determine resource requirements and monitor the program management and information systems as part of the comprehensive HIV/AIDS Care and treatment programme. ☐ Coordination with Principals/Deans of Medical Colleges and Medical Superintendents/Director of District Hospitals/Other Hospitals for smooth implementation of ART Services. ☐ Coordinate within SACS to ensure maximal linkages with ICTC, Lab and TI division for comprehensive HIV Care. ☐ Coordination with other National Health Programmes like NTEP, NHCP, NVBDCP, NCD etc. ☐ Coordination with the Regional Coordinator (CST)/ Technical expert (CST) in the planning and implementation of ART Services ☐ Coordination along with mentoring and monitoring of Regional Supply Chain Managers ☐ Coordination with local stakeholder and technical partners ☐ Ensure implementation of ART services with active participation of NGOs and PLHIV networks ☐ Focal point for forecasting supply, and utilization of ARV drugs, relocations and monitoring of stocks of ARV drugs and coordination with NACO to avoid any drug stock outs or expiry of ARV drugs ☐ Monitor procurement, supply and availability of OI, PEP drugs and other ARVs as per requirement. ☐ Conduct quarterly review meeting of ART Centres and other facilities providing ART Services ☐ Ensure SGRC meetings are conducted quarterly. ☐ Focal Point for Inter State and Inter District LFU Tracking activity as per NACO guidelines ☐ Printing of registers, formats, records required for ART Centre and LAC as per NACO guidelines. ☐ Participate as SACEP member at COE every week and at ART Plus centres once in fortnight ☐ Implementation of National Guidelines pertaining to CST Division. ☐ Any other activity assigned under the Programme

Position	Essential Qualification	Essential Experience	Desirable	Job responsibilities (All SACS, district and facility level staff will work in accordance to the operational and technical guidelines of NACO issued from time to time focussing on but not limited to the following activities)
DD-STI	MBBS OR Bachelors Degree in Medical Sciences OR MBA in Health Management or Master in Public Health or Master in Health Administration	Working experience of 5 years in Public health programme with focus on STI/RTI management /programme and engagement with key populations and affected communities at National/State/District level with Govt. / NGO/Development Partners implementing agencies/Private Sector. Working knowledge of MS Office. (• For Masters/ PG diploma: Minimum 5 years post PG • For MPhil: Minimum 4 year post Mphil • For PhD: Minimum 2 year post PhD • For Medical Graduate minimum of 3 yrs. Post qualification • For Medical Post graduate minimum of 1 yrs. post PG qualification)	Work experience in field based implementation. Proficiency in data management. Preference will be given to the candidate working in the field of HIV/ AIDS	☐ Focal point for STI Programme at State level under NACP. Reporting to JD STI wherever a position exists separately and in the absence, reporting to JD BSD. ☐ Any other activity assigned under the Programme

Procurement Division

Position	Essential Qualification	Essential Experience	Job Responsibilities
JD-PROC	MBA in Material Management/ Supply Chain Management/Finance	7 years of experience in Procurement & Logistics	(All SACS, district and facility level staff will work in accordance to the operational and technical guidelines of NACO issued from time to time focussing on but not limited to the following activities) ☐ Monitoring of overall activities of Procurement ☐ To see that budgetary allocations are appropriated to the respective end-users and thus, ensure timely and effective implementation. ☐ Implementation of Procurement Management System, as per the Govt. of India instructions/guidelines issued from time to time. ☐ Ensuring adhering to quality and timelines of procurement management i.e. procurement planning & execution of goods and services. ☐ Reporting to NACO periodically on the subject matter. ☐ Any other activity assigned under the Programme
DD (PROC)	Post Graduate in Management/Public Health/Health & Hospital Administration/Commerce/C A/CAI or Degree in Engineering	Minimum 5 years experience in managing procurements. Thorough knowledge of Central/State Govt. Finance rules related to procurement. Well versed with World Bank Guidelines. Knowledge of MS office.	☐ Prepare and/or review the procurement plan for the implementation of NACP. ☐ Preparation & vetting of Bid-Documents independently, complying to standard guidelines & framework. ☐ Ensure adherence to Procurement guidelines issued by Govt. of India from time to time in all purchases. ☐ Provide methodological guidance and know how to procurement staff in procuring goods and services in compliance of the country's Govt. laws/Public Procurement and the procurement procedures of the donors. ☐ Build procurement capacity in the Procurement team and the beneficiaries through hands-on training. ☐ Initiate the procurement processes, including those for National and Local Competitive bidding procedures, ensuring compliance of agreed procurement methods' thresholds, prior review requirements specific to the project. ☐ Any other activity assigned under the Programme

Position	Essential Qualification	Essential Experience	Desirable	Job responsibilities (All SACS, district and facility level staff will work in accordance to the operational and technical guidelines of NACO issued from time to time focussing on but not limited to the following activities)
DD-BSD X	MBBS OR Bachelors Degree in Medical Sciences OR Post graduate diploma in Preventive and Social Medicine or Community Medicine or Skin and VD/ STD/ Dermatology Venereology Leprology or Obstetrics Gynaecologist OR MBA in Health Management or Master in Public Health or Master in Health Administration. OR Masters degree in Psychology/Social Work/Sociology/Clinical Psychology/Medical Microbiology	Working experience of 5 years in Public health programme with focus on EVTHS, HIV counselling and Testing services, early infant diagnosis services and engagement with key populations and affected communities at National/State/District level with Govt. / NGO/Development Partners implementing agencies/Private Sector. (• For Masters/ PG diploma: Minimum 5 years post PG • For MPhil: Minimum 4 year post Mphil • For PhD: Minimum 2 year post PhD • For Medical Graduate minimum of 3 yrs. Post qualification • For Medical Post graduate minimum of 1 yrs. post PG qualification) • Working knowledge of MS Office.	M.Phil. (desirable PhD) Work experience in field based implementation. Proficiency in data management. Preference will be given to the candidate working in the field of HIV/ AIDS	☐ Focal point for HCTS, EVTHS and Sampoorna Suraksha at State level under NACP. ☐ Any other activity assigned under the Programme

Position	Essential Qualification	Essential Experience	Job Responsibilities
AD (PROC)	Graduate with PG in Material Management/Supply Chain Management/M.Com or Inter CA with 3-5 years experience in procurement matters. Strong computer knowledge is essential.		(All SACS, district and facility level staff will work in accordance to the operational and technical guidelines of NACO issued from time to time focussing on but not limited to the following activities) ☐ Handling all procurement matters related to SACS. ☐ Forecasting of commodities. ☐ Identify sources and notifying the potential bidders and consultants of bidding opportunities through advertisements and letters, e-mails, etc. ☐ Maintaining rosters of Expressions of Interest of the consultants and bidders. ☐ Monitor contract implementation including ensuring timely receipt of the goods and consultant's monthly status reports; confirming acceptability of goods delivered, and also acceptability of consultants' reports as reviewed, and also recommending payments to the services providers i.e. suppliers and consultants, as they fall due. ☐ Ensure Inventory Control of all commodities. ☐ Resolve/sort out all issues related to procurement & supply chain, including Inventory Management Software. ☐ Co-ordinating with Regional Procurement & Logistics Coordinator (RPLCs)
Stores officer	Graduate	3-5 years experience in Store Management, Inventory Control. Well versed with documentation required for logistical operation. Strong computer knowledge.	☐ Assist AD(Proc.) in effective Store Management ☐ Ensure Inventory control of all commodities at facility level. ☐ Maintenance of registers/records. ☐ Warehouse management. ☐ Implementation of Inventory Management Software. ☐ Capacity Building of Logistics & Warehouse staff through hands-on training. ☐ Any other activity assigned under the Programme

Position	Essential Qualification	Essential Experience	Job Responsibilities (All SACS, district and facility level staff will work in accordance to the operational and technical guidelines of NACO issued from time to time focussing on but not limited to the following activities)
Finance Assistant	Graduate preferably in Finance & Account/B.Com	3-5 yrs. post qualification experience or experience in state accounts cadre/organized accounts Govt. of India. Working knowledge of computer including experience of working in accounting software and MS Office package - essential.	☐ Smooth and timely conduct of internal audit and statutory audit ☐ Review reports of DACS ☐ Budgeting ☐ Smooth and timely release of funds to field units ☐ Preparation and submissions of reimbursement claims ☐ Complying with reporting requirements ☐ Receipt and scrutiny of claims received from the DACS ☐ Consolidation (through CFMS) for sending it to NACO ☐ To carry out other tasks as assigned by controlling officer. ☐ Logistic and inventory management ☐ Any other activity assigned under the Programme

Detailed Eligibility Criteria & TOR- BTS Position

1.	Asst Director (Quality Manager)	1	Regular post on deputation	9300-34800-4800	M.Sc/ B.Sc (Microbiology, Biochemistry, Biotechnology, Biomedical Sciences, Zoology, Medical lab Technology, pharmacy) with 5 years experience if B. Sc and 3 years experience if M.Sc..	1. Management and administrative facilitation of the Blood Transfusion Services programme in the state with specific emphasis on quality and standards of blood transfusion services as per operational and technical guidelines of NACO /NBTC. 1 Responsible for physical, financial and facility target achievement in the programme as per approved annual action plan. 2 Liaise with blood bank Medical Officer/CMS of the hospital/state drug authority for reviewing the status of licensing of blood banks and facilitate their periodic renewal 3 To prepare Quarterly Visit Schedule for NACO supported blood banks by Core Blood Bank Committee including blood bank experts, representatives of SBTC & State Drug Control Department 4 Visit 25% of NACO supported blood banks each quarter to monitor the adherence to standards, blood access, linkages and TTI sero-positivity. 5 Conduct field visits to poor performing districts of the state 6 Monitor the blood bank technicians with respect to performance of all procedures and tests as per protocol. 7 Coordinate actively with State Blood Transfusion Council, State Drug Control Department and Blood Banks to identify areas of constraints in blood banks for licensing purpose and recommend necessary corrective measures 8 Facilitate release and monitor the financial expenditure for organizing capacity building trainings of service providers in blood bank 9 Facilitate state level procurement of commodities for NACO supported Blood Banks 10 Support JD/DD in streamlining and strengthening SIMS reporting from NACO supported Blood Banks 11 Participate in conduction of periodic review of the programme at state level 12 Maintain supply chain and logistics of commodities supplied under the programme through NACO to the NACO supported Blood Banks 13 Establish and maintain referral linkages between Blood Banks to ICTC/ DSRC/ OPD for referral of sero-positive donors 14 Submit periodic reports on Blood safety activities to NACO 15 Take up any other work as assigned by the Project Director from time to time
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F. No. AB.14017/28/2014-Estt.(RR)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training
North Block, New Delhi

Dated: 2.7.2015

OFFICE MEMORANDUM

Subject: Revised Bio-data / Curriculum Vitae (CV) proforma for submission by the candidate for appointment by deputation – issue of instructions – regarding.

The consolidated instructions on the procedure to be followed in cases where appointment is to be made by transfer on deputation / transfer basis (now termed as deputation / absorption) issued by this Department vide OM No. AB-14017/71/89 – Estt. (RR) dated 3.10.89. In terms of para 4.8 of the instruction, while calling for application for appointment on deputation/absorption basis, Ministries/ Departments are required to call for Bio-data / Curriculum Vitae (CV) of the candidates in the proforma at Annexure A of the OM dated 3.10.89.

2. The revised Bio-data / Curriculum Vitae (CV) proforma was issued by this Department vide OM No. AB-14017/10/2000 – Estt. (RR) dated 29.8.2005. The proforma has been reviewed by UPSC, keeping in view the changes took place due to implementation of 6th Pay Commission recommendation and with the objective to reflect the complete profile of the candidate. The revised proforma suggested by the Commission is at Annexure-I.
3. The modified Bio-data / Curriculum Vitae (CV) proforma is enclosed with the request that this modified proforma may be utilized while calling for applications for appointment on deputation / absorption basis. The administrative Ministries / Departments are also advised to pay attention towards the points indicated in Annexure-II at the time of inviting application and preparation of the deputation proposal before sending the same for the consideration of the Commission.
4. It is requested that these instructions may be circulated to all the subordinate formations of the Ministries / Departments.
5. Hindi version will follow.


(Shukdeo Saini) ES
Under Secretary (RR-II)

*(Link: Circular → Establishment → Recruitment Policies)

To

- (1) All the Ministries/Departments (As per the standard list).
- (2) The President's Secretariat, New Delhi
- (3) The Vice-President Secretariat, New Delhi
- (4) The Prime Minister's Office, New Delhi
- (5) The Cabinet Secretariat, New Delhi
- (6) The Comptroller and Auditor General of India, New Delhi
- (7) The Secretary, Union Public Service Commission, New Delhi

Copy to:-

- (1) Rajya Sabha Secretariat/Lok Sabha Secretariat, New Delhi
- (2) All the attached offices under the Ministry of Personnel, Public Grievances & Pension.
- (3) Establishment Officer and AS.
- (4) Secretary, National Council (JCM), 13, Ferozeshah Road, New Delhi
- (5) All Staff Members of the Departmental Council (JCM), Ministry of Personnel, PG and Pensions
- (6) NIC (DoP&T) for placing this Office Memorandum on the Website of DoP&T.


(Shukdeo Sah)

Under Secretary to the Government of India

7. Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.

Office/Institution ✓	Post held on regular basis ✓	From ✓	To ✓	*Pay Band and Grade Pay/Pay Scale of the post held on regular basis ✓	Nature of Duties (in detail) highlighting experience required for the post applied for ✓

***Important:** Pay-band and Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade Pay/ Pay scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band and Grade Pay where such benefits have been drawn by the Candidate, may be indicated as below;

Office/Institution	Pay, Pay Band, and Grade Pay drawn under ACP / MACP Scheme	From	To

8. Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent or Permanent			
9. In case the present employment is held on deputation/contract basis, please state-			
a) The date of initial appointment	b) Period of appointment on deputation/contract	c) Name of the parent office/organization to which the applicant belongs.	d) Name of the post and Pay of the post held in substantive capacity in the parent organisation
9.1 Note: In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/ Department along with Cadre Clearance, Vigilance Clearance and Integrity certificate. 9.2 Note: Information under Column 9(c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/ organization but still maintaining a lien in his parent cadre/ organisation			

10. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.		
11. Additional details about present employment:		
Please state whether working under (indicate the name of your employer against the relevant column)		
a) Central Government b) State Government c) Autonomous Organization d) Government Undertaking e) Universities f) Others		
12. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.		
13. Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale		
14. Total emoluments per month now drawn		
Basis Pay in the PB	Grade Pay	Total Emoluments
15. In case the applicant belongs to an Organisation which is not following the Central Government Pay-scales, the latest salary slip issued by the Organisation showing the following details may be enclosed.		
Basic Pay with Scale of Pay and rate of increment	Dearness Pay/interim relief /other Allowances etc., (with break-up details)	Total Emoluments
16. Additional information, if any, relevant to the post you applied for in support of your suitability for the post. (This among other things may provide information with regard to (i) additional academic qualifications (ii)		

professional training and (iii) work experience over and above prescribed in the Vacancy Circular/Advertisement) (Note: Enclose a separate sheet, if the space is insufficient)	
16.B Achievements: The candidates are requested to indicate information with regard to; (i) Research publications and reports and special projects (ii) Awards/Scholarships/Official Appreciation (iii) Affiliation with the professional bodies/institutions/societies and; (iv) Patents registered in own name or achieved for the organization (v) Any research/ innovative measure involving official recognition vi) any other information. (Note: Enclose a separate sheet if the space is insufficient)	
17. Please state whether you are applying for deputation (ISTC)/Absorption/Re-employment Basis.# (Officers under Central/State Governments are only eligible for "Absorption". Candidates of non-Government Organizations are eligible only for Short Term Contract)	
# (The option of 'STC' / 'Absorption'/'Re-employment' are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment").	
18. Whether belongs to SC/ST	

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification/ Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/ details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/ withheld.

(Signature of the candidate)

Address _____

Date _____

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Certification by the Employer/ Cadre Controlling Authority

The information/ details provided in the above application by the applicant are true and correct as per the facts available on records. He/she possesses educational qualifications and experience mentioned in the vacancy Circular. If selected, he/she will be relieved immediately.

2. Also certified that;

- i) There is no vigilance or disciplinary case pending/ contemplated against Shri/Smt. _____
- ii) His/ Her integrity is certified.
- iii) His/ Her CR Dossier in original is enclosed/photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed..
- iv) No major/ minor penalty has been imposed on him/ her during the last 10 years Or A list of major/ minor penalties imposed on him/ her during the last 10 years is enclosed. (as the case may be)

Countersigned

(Employer/ Cadre Controlling Authority with Seal)

Points to be noted by the Borrowing/ Parent Department/ Office to be highlighted in DOP&T circular for compliance by the Ministries/ Departments]

1. Vigilance Clearance will not normally be granted for a period of 3 years after the currency of punishment, if a minor penalty has been imposed on an officer. In case of imposition of a major penalty, Vigilance Clearance will not normally be granted for a period of 5 years after the currency of punishment in terms of DOP&T O.M. No.11012/11/2007-Estt.(A) dated 14.12.2007.
2. While forwarding applications in respect of officers who are about to complete their 'cooling-off' period shortly the instructions of DOP&T as contained in O.M. No.2/1/2012-Estt.(Pay.II) dated 04.01.2013 may be strictly adhered to.
3. A copy of the Application format may be provided by the Borrowing Department in their website in a downloadable form as *Word Document* along with the advertisement.
4. In the case of a vacancy already existing at the time of issue of communication inviting nominations/ publication in the Employment News, the eligibility may be determined with reference to the last date prescribed for receipt of nominations in the concerned administrative Ministry/Department. In the case of an anticipated vacancy, the crucial date for determining eligibility should be the date on which the vacancy is expected to arise.
5. It shall be prominently mentioned in the vacancy circular/ advertisement that the applications/CV not accompanied by supporting certificates/ documents in support of Qualification and Experience claimed by the candidates would not be processed for determining the eligibility of the candidates for the selection.
6. Crucial date for determining the eligibility of the applicants will be counted after excluding the first date of publication of the vacancy/ post in the Employment News. ie., For the vacancy published in the Employment News of 18-24 Jan. 2014, the crucial date will be counted from the 19th Jan. 2014 (excluding the first date of publication).
7. To facilitate determination of eligibility of the applicants working in Public Sector Undertakings/ Autonomous organizations not following the Central Government Scales, their equivalent scales of pay/posts may be confirmed by the borrowing Department. Where necessary, details in this regard may also be ascertained from the lending Department.