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भारत सरकार
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राष्ट्रीय एड्स नियंत्रण संगठन
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Government of India
Ministry of Health & Family Welfare
National AIDS Control Organisation
9th Floor, Chandralok Building
36 Janpath, New Delhi-110001
D.O. No. T-11027/03/2021-NACO (PMR)
27th December 2024

Subject: Revised educational qualification, work experience and age limit of State Prevention Officer, Cluster Prevention Officer, Cluster Program Manager, Clinical Services Officer, Data Monitoring and Documentation Officer – reg

Sir/Madam,

NACO had received representation from various SACS/DACS for review of the educational qualification and work experience for the positions of State Prevention Officer, Cluster Prevention Officer, Cluster Program Manager, Clinical Services Officer, Data Monitoring and Documentation Officer.

2. In this regard, as per instructions of AS&DG (NACO) a Committee was constituted under Shri. Nikhil Gajraj (Joint Secretary NACO) to review the same.
3. Based on the inputs and feedback received from various SACS and DACS, the educational qualification, work experience and age limit for these positions has been revised. The revised criteria are attached as Annexure. These revised criteria will be applicable from 27th Dec 2024 for new recruitments to be done by SACS/ DACS and will not be applicable for recruitments already completed.
4. Further, the State Prevention Officer will report to the Joint Director (Prevention/ TI) at SACS level and the Cluster Prevention Officer will report to Cluster Program Manager at Cluster level.

This issues with the approval of AS&DG (NACO).

Yours sincerely,

(Dr. U.B. Das)

To,

Project Directors of all State and District AIDS Control Societies

Copy for information

1. PSO to AS & DG (NACO)
2. PPS to JS (NACO)
3. All HoDs (NACO)

Revised ToRs of State and District level Staff under NACP

1	State Prevention Officer (SPO) Education Qualification and work experience: Essential Qualification: Master degree in public health/social sciences/management with minimum 7 Years of Work Experience out of which 3 Years of experience at supervisory level in State or District in any Health Program. Age Limit: 50 Years Work Experience: Candidates with technical knowledge on HIV-AIDS will be given preference. Candidate should possess excellent reporting and analytical abilities, communication and negotiation skills in English and local language. The candidate should be familiar with working of Civil Society Organizations, Community based organizations, State Health Department/ Public Health Programmes. Candidate should be proficient in the use of computers and internet along with willingness to travel extensively. Previous experience of working in the State/UT is desirable. Salary: Rs.65000/- per month
2	Cluster Prevention Office (CPO) Education Qualification and work experience: Essential Qualification: Master degree in Social Sciences/ Public Health/Management with 3 years of work Experience, out of which 2 Years of experience at supervisory level in State or District in any Health Program Age Limit: 45 Years Work Experience: The candidate should be familiar with the organization and functions of the state and local public health systems/ State AIDS Control Societies. He should have excellent written and verbal communication skills in local languages and the ability to work well in an inter-disciplinary team. knowledge of Local language and English (Speaking, Reading and Writing) is desirable. Previous experience in the State/ UT is desirable. Well versed in Computer and Internet (Word, Excel, Power Point, Internet etc.) Strong analytical and negotiation skills Willingness to travel extensively Salary: Rs.45000/- per month
3	Cluster Programme Manager (CPM) Education Qualification and work experience: Essential Qualification 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 with 3 years of work Experience, out of which 2 Years of experience at supervisory level in State or District in any Health Program Age Limit: 45 Years Desirable criteria: • 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. • Other Expertise include: ◦ Programme Management Skills ◦ Good knowledge of computers Coordination and leading teams Salary: Rs.54000/- per month
4	Clinical Services Officer (CSO) Education Qualification and work experience: 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 Experience: 3 years of work Experience, out of which 2 Years of experience at supervisory level in State or District in any Health Program. Age Limit: 45 Years Desirable: • 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). • Strong analytical, Advocacy and negotiation skills • Willingness to travel extensively. • Other Expertise include: ◦ Programme Management Skills ◦ Good knowledge of computers ◦ Capacity building and Team management Salary: Rs.46800/- per month
5	Data Monitoring and Documentation Officer: (DMDO) Education Qualification and work experience: Essential Qualification • Master's degree in Public Health/ Healthcare Management/ Healthcare Administration/ Social Science/ Applied Epidemiology / Demography / Statistics / Bio Statistics/ Population Sciences/ Mathematics/ Economics

Experience**One year of Experience in Health or Development Sector****Age Limit: 45 Years****Desirable:**

- 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) and the ability to work well in an inter-disciplinary team.
- Strong analytical, Advocacy and negotiation skills
- Willingness to travel extensively.
- Other Expertise include:
 - Programme Management Skills

Good knowledge of computers

Salary: Rs.37500/- per month