

NATIONAL TB ELIMINATION PROGRAMME

Terms of Reference

Medical Doctor post (2 Numbers)	Job Description	Details
<p><u>Medical Officer - State TB Cell: Epidemiologist</u></p> <p>Qualification: MBBS, MPH, MD(Internal Medicine)</p> <p style="text-align: center;">Or</p> <p>MBBS, MD (Pulmonary Medicine)/ (Respiratory Medicine)</p> <p style="text-align: center;">Or</p> <p>equivalent siddha, Dental, Must be postgraduate in Community Medicine and or MPH</p>	<ol style="list-style-type: none"> 1) To assist the District TB Officer in programme management activities:(CDST, DRTB, TPT and others) Planning, budgeting, implementing, monitoring, supervising, evaluating and reporting 2) To assess the training needs and facilitate sensitization for the medical college faculties PGs, interns and paramedical staff. Also will be incharge of organising the conduct of Death audit meetings or TBDSR Project 3)To conduct supervisory visits to the Tus, DMCs, PHIs, HWCs, treatment support centres, other TB care sites including private sector and report to State TB Officer. 4)To facilitate in establishing inter - sectoral and inter-departmental coordination for TB control and prevention 5) To manage the public grievance redressal mechanism and replies to requests under right to information in the District TB Officer. 6) To manage the public relations in the State TB Office and assist State TB Officer in compiling information required for reports to state and district administration. 7) To undertake TB Death mortality audit, surveillance and response. 8) Supervision of Intermediate Reference Laboratory, C&DST Lab and State Drug Store 	<p style="text-align: center;">Monthly Emoluments Rs.60,000/- Per month</p> <p>Place of posting will be Chennai Mandatory Touring of the State for Inspection. Contractual Post - Period of contract 11 months</p>

Senior Laboratory Technician (6 Numbers)	Job Description	Monthly emoluments in Rs.
<p>B.SC. Microbiology/ Biotechnology/Biochemistry/ with or without DMLT</p> <p>Or</p> <p>M.Sc. Medical Microbiology/ Applied Microbiology/ General Microbiology/ Biotechnology/Biochemistry with or without DMLT</p>	<p>1) To perform laboratory tests including Culture & DST as well as molecular detection of drug resistance.</p> <p>2) To manufacture panel testing slides for EQA of sputum smear microscopy and to assist the Microbiologist during On Site Evaluation/assessment visits and logistics.</p> <p>3) To facilitate laboratory training programmes and to coordinate with state lab(C&DST, NAAT & DMCs) for prompt submission of performance indicators and validate</p> <p>4) To monitor laboratory performance (for all technologies) in States/Uts and Compile laboratory data for analysis and submission to state and NRL.</p> <p>5) To maintenance laboratory equipment and perform periodic calibration and to facilitate data entry of CDST labs into NIKSHAY/LIMS</p> <p>6) To perform RTPCR/IGRA tests and anyother tasks assigned by Reporting officer</p>	<p>Rs.25,000/- per month</p>

Nikshay Operator (2 Numbers)	Job Description	Monthly emoluments in Rs.
<p>10+2 with Diploma in Computer Application And Typing speed of 40 w.p.m. in English and Tamil</p> <p>should be well conversant with various computer programming including MS Word, Excel, and simple statistical package</p>	<p>1) To receive mails to the STO, sort and classify and deliver to the concerned programme officer and To track the responses from the stakeholders on the communications sent from STO.</p> <p>2) To e-file mails. Segregate and store soft copies of attached documents of mails according to the topics and retrieve them whenever needed.</p> <p>3) To send e-mails to the addresses as per instruction of the concerned programme officer and to enter data in the prescribed formats as instructed by the respective officers in STC.</p> <p>4) To maintain and update contact details of all programme stakeholders. Track mails that has remained undelivered or bounced back and make sure communications reach the destinations</p> <p>5) To check and validate from time to time entries in Nikshay regarding Directories, staff details, infrastructure details and to facilitate training of district data entry operators on Nikshay entry e-mail policies/etiquettes, maintenance of systems and data security.</p> <p>6) To maintain computers, peripherals and connections assigned. Maintain inventory of computer accessories in the office. To take periodic backup of the data stored in the system and to perform data entry of CDST labs into the TB ICT application (NIKSHYA/LIMS) in coordination with DR-TB Centres</p> <p>7) Any other tasks assigned as per program needs</p>	<p>Rs.15,500/- per month</p>