

**Notification for the Recruitment of Medical officers at ART Centers  
and other Staff at PCoE and CoE**

Applications are invited from qualified and suitable candidates for the post of Medical Officer to work at ART Centers.

**Annexure –A (Vacancy position ART centers wise)**

<b>District</b>	<b>ARTC</b>	<b>Designation</b>	<b>No. of vacancies</b>
Hyderabad	Chest Hospital	Medical Officer	1
	Gandhi General Hospital	Medical Officer	2
	Osmania General Hospital	Medical Officer	1
Karimnagar	DH, Karimnagar	Medical Officer	2
	AH, Ramagundam	Medical Officer	2
	AH, Jagtial	Medical Officer	2
Khammam	AH, Bhadrachalam	Medical Officer	1
Mahabubnagar	GGH, Mahabubnagar	Medical Officer	2
Medak	DH, Sangareddy	Medical Officer	1
	GGH, Siddipet	Medical Officer	1
Nalgonda	GGH, Nalgonda	Medical Officer	1
Nizamabad	DH, Kamareddy	Medical Officer	2
Warangal	AH, Jangaon	Medical Officer	2
	<b>Total</b>		<b>20</b>

**Remuneration: Consolidated Pay of Rs. 72,000/-**

## **The Terms of Reference for Medical Officers**

### **Eligibility Criteria:**

ART Medical Officer (MO) should essentially be a MBBS, with working knowledge of computer, MS office, usage of Internet and Electronic mail (E-mail).

### **Job responsibilities Medical:**

1. He/she should conduct the initial evaluation of PLHIV (clinical and lab) and initiate PLHIV on ART.
2. He/she should conduct the clinical and lab monitoring of PLHIV initiated on ART (including CD4 count, adherence, viral load testing and other lab investigation).
3. He/she should identify PLHIV with advanced HIV disease and ensure management of all patients with advanced HIV disease at ART centre or must ensure referral and linkages to appropriate facilities e.g. Lab, In-patient departments etc.
4. He/she should refer difficult/ complicated cases to the Nodal Officer or other specialist for further expert opinion and interventions including admission and inpatient care, if required. It includes referrals to other departments for treatment of OIs, STI, etc.
5. He/she should provide OI prophylaxis and preventive treatment as per guidelines.
6. Prevention and management of TB co infection: He/she should perform 4S screening and take decision about TPT initiation or referral for TB diagnosis for all PLHIV attending ART centre. Initiation of ATT, CPT and ART should be ensured, as per National Guidelines for HIV Care and Treatment 2021.
7. He/she must update the prescribed columns in white cards and green books.
8. Ascertain eligibility for differentiated care (MMD, LAC, other DSD models).
9. He/she should refer “suspected/confirmed treatment failure” cases, “complicated cases” to the SACEP at the CoE/ART plus for screening and initiation/modification/switch of ART, if required. The Nodal Officer of the ART centre must countersign all such referrals.
10. He/she should act as focal point for care of exposed babies and EID for HIV exposed babies found “reactive” with DBS at ICTC and referred to ART centre.

### **Administrative responsibilities:**

1. He/she is the functional team leader of the ART centre under the overall guidance of the Nodal Officer. The SMO must supervise the administrative and medical functions of the ART centre on a day-to-day basis.
2. He/she should provide leadership to staff to work as a cohesive team and ensure implementation of National Operational and Technical Guidelines.
3. He/she should ensure implementation of national operational and technical guidelines at ART centres.
4. He/she should also coordinate and monitor the linkages with CSC, other NGO's and Networks.
5. He/she must co-ordinate and monitor the LAC/DSD models launched in the ART centre and ensure that the standard guidelines are being followed. Responsibilities with respect to Link ART centres/ LAC plus/ linked ART refill (DSD) sites:
  - He/she has to mentor and monitor the functioning, recording, and reporting of LAC/LAC plus/DSD site along with the nodal officer.
  - He/she must follow out-referral and in-referral of patients and communicate with the Link ART centre
  - He/she must take decision to link out willing patients to the nearest LAC based on eligibility criteria.
  - He/she must do the clinical review of patients referred back to the nodal ART centre from LACs.
6. He/she should monitor the consumption and availability of drugs (ARV, ATT, OI and other drugs), CD4/VL kits, other consumables and alert the concerned authorities in case of impending shortage well in advance so as to enable adequate replenishment without disruption of ART care and support to PLHIV. Ensure that there is adequate drug stock available for multi-month dispensation to patients.
7. He/she should verify the staff attendance register daily and get it approved by the Nodal Officer at the end of the month before forwarding the attendance to the SACS.
8. The SMO must assist the nodal officer in carrying out the annual performance appraisal of the contractual staff based on the PMDS format which should then be approved by the nodal officer.

9. He/she must attend or ensure appropriate representatives are sent for monthly coordination meetings held at the district level, ART centre CSC coordination meetings, HIV-TB meetings and DAPCU coordination meeting. The SMO must attend review meetings by NACO/ SACS and training programmes conducted for Medical Officers.
10. He/she must be aware of all communications sent from NACO/SACS to the ART centres and should update the Nodal Officer about them on a day to day basis.
11. He/she must ensure that all records, registers, cards and IMS software are updated daily and reports are sent to the concerned authorities on time. All reports should be checked by the SMO before taking approval from the nodal officer for sending them to the concerned authorities.

Besides all the above, any other work assigned by ART centre in-charge / SACS / NACO pertaining to ART services.

MO Eligibility Criteria in the order of preference

- 1) MD in Medicine or any other clinical discipline.
- 2) MO with MBBS + Fellowship in HIV Medicine/Diploma in Public Health.
- 3) Senior most MO by duration of service.

**Annexure – B (Staff required at CoE and PCoE)**

<b>Sl. No.</b>	<b>Name of the post</b>	<b>Qualification &amp; Eligibility</b>	<b>Consolidated remuneration per month (in Rs.)</b>	<b>No. of Posts vacant</b>
1	HIV Research Fellow (Clinical) COE & PCoE	<p><u>Preferred Qualification:</u> MD Medicine or any other clinical discipline / Community Medicine / Microbiology / Ph.D after M.B.B.S. <b>Or</b> <u>Alternative Qualification:</u> MBBS with Diploma in Medical Specialties, Public Health or Fellowship program in HIV with 3 years experience.</p>	<b>Rs. 72,000/-</b>	<b>One at CoE and one at pCoE</b>
2	SACEP Coordinator PCOE	<p><u>Preferred Qualification:</u> Post Graduate /Graduate (preferably with Data Management&amp; Accounting background) with Diploma in Computer Applications (from a recognized institute or university). 2 years experience in ART Centre</p>	<b>Rs.22,400/-</b>	<b>01</b>

**Research Fellow (Clinical):**

**Job responsibilities:**

1. Be involved in all research activities of the CoE: facilitate and monitor progress of the operational research projects, institutional research projects, multi-centre studies, collaborative projects undertaken with the CoE; PhD thesis, PG dissertations, etc.
2. Be involved in planning, data compilation, analysis and preparation of presentations / publications under the supervision and guidance of the Programme Director/Deputy Programme Director

3. Actively participate in training, mentoring and other capacity building programmes of the CoE
4. Facilitate and coordinate expert-consultation through telemedicine/case-based learning
5. Provide technical support for distance learning seminar
6. Be involved in screening of cases referred for SACEP review from attached ART centres, ART plus centres and will work closely with the Programme Director of CoE and SACEP coordinator in following the stipulated protocol for smooth functioning of SACEP and in providing appropriate alternative first line ART/second line/third line ART as per NACO guidelines; be responsible to follow-up, compile and provide SACEP feedback/recommendation to the referring centres
7. Function as the SMO/MO of ART centre
8. Be responsible to compile CoE reports for SACS and NACO
9. Monitor ART plus centres to execute regular SACEP and provide technical support to strengthen the technical competencies of the ART plus centre staff
10. Conduct site visit to ART plus /ART centre / CSC / LAC as directed by the Programme Director / SACS/ NACO
11. Perform any other job as assigned by the Programme Director/ Deputy Programme Director CoE

**SACEP Coordinator:**

**Job responsibilities:**

1. She/he will work in coordination with the research fellow of CoE
2. Screen and review all records and communications regarding referrals made to the SACEP
3. Maintain SACEP schedule for review and communicate with the referring centres to ensure complete patient details and lab reports are available before SACEP review
4. Organize SACEP meetings and coordinate with members of the SACEP
5. Communicate with referring ART centres to share SACEP recommendation and ensure follow-up of patients as per SACEP recommendation
6. Coordinate with pharmacist for patient drug transfers

7. Be responsible for registration of patients, maintenance of all forms and registers related to SACEP
8. Prepare and send SACEP reports to SACS and NACO
9. Coordinate activities of SACEP at ART Plus Centres in the region attached to the CoE
10. Be responsible for receiving and sending communications from and to the attached ART centres
11. Be responsible for all data entries, maintaining and updating all records, registers and files pertaining to the CoE
12. Assist the Programme Director and the Deputy Programme Director in receiving and sending all communications related to the CoE
13. Work in the ART centre and perform the duties of Data Manager, whenever required
14. Assist in procurements, maintaining accounts, audits, handling contingency and petty cash of the CoE
15. Assist the trainings and mentoring coordinator in communications and maintaining records
16. Perform any other job as assigned by the Programme Director / Deputy Programme Director

- **Interested candidates for positions** in ART centers should submit their filled in applications along with the self-attested Xerox copies of their educational qualification and experience at the **office of the respective ART Centers Hospital Superintendents.**
- All the above mentioned posts are purely on temporary / contractual and monthly consolidated pay basis initially for a period of one year.
- All these posts are nontransferable.
- Only shortlisted candidates will be contacted for certificate verification, written test and interview. The selection process will be based on academic qualification and experience and may also include written test and or skill test (wherever required), and interview as may be decided depending on the total number of eligible applicants.

- As per the necessity of the organization the above number of vacant posts mentioned in the notification may be increased or decreased by the Project Director, TSACS. Project Director TSACS has the right to cancel the notification at any time.
- The process of recruitment will be done only as per NACO guidelines and People living with HIV shall be given due priority.
- Fluency in Telugu language is mandatory and good Documentation skill in English Language is essential along with working computer knowledge.
- Canvassing in any manner is not appreciated and the person's candidature shall be rejected.
- **All the eligible and interested candidates may send / drop their filled in applications at the office of the respective ART Centers Hospital Superintendents in the format given below in a sealed cover super scribing the Name of the position for which they are applying. The applications should reach on or before 10.08.2023 by 4.00PM.**

**Note – No Application will be accepted at TSACS office**

**Note:** Any person who had been dismissed/ removed/ terminated from this office/ TSACS facilities is not eligible and also persons involved in court cases are not eligible to apply for the posts advertised.



**Job Application**  
**(with supporting testimonials and self attested Xerox copies of qualifications)**

Applying for Position :

Name :

Date of Birth :

Age :

Gender :

Contact Address :

Permanent Address :

E-mail ID :

PhoneNumber :

Educational qualifications :  
(Self attested Xerox copies to be enclosed)

Work Experience :  
(Self attested Supporting documents  
to be enclosed)

Skills :

Achievements / Tasks :  
(supporting documents to be enclosed)

Languages known :

Signature of the Candidate

**Rc.No.3083/ART/CST/TSACS/2020**

**NOTIFICATON**

**TELANGANA STATE AIDS CONTROL SOCIETY**

Applications are invited from qualified and suitable candidates for the posts of MOs at ART centres; Hyderabad & various districts, HIV Research Fellow (Clinical) at CoE; Research Fellow (Clinical) & SACEP Coordinator at PCoE; in Hyderabad in Telangana State. All the posts are purely on temporary / contractual and monthly consolidated pay basis only. The detailed information available on the website [www.tsacs.telangana.gov.in](http://www.tsacs.telangana.gov.in)