## **U.P. STATE AIDS CONTROL SOCIETY**

7th Floor, Mandi Parishad Bhawan, 16, A.P. Sen Road, Lucknow-226001 Ph: 0522-2638898. Website: www.upsacs.up.gov.in, E-mail:recruitupsacs@gmail.com

## RECRUITMENT NOTICE

Applications are invited from eligible candidates for the following posts on contract basis (contract up to 31.03.2024, likely to be continued further on annual basis) in U.P. State AIDS Control Society, Lucknow. The application on prescribed format should reach in the office of the Project Director at above mentioned address in time upto 14.08.2023 during working hours till 06:00 pm:-

1.	Joint Director (IEC & Mainstreaming)	01 Posts (Contract)
2.	Deputy Director (ICTC) / BSD	01 Posts (Contract)
3.	Deputy Director (CST)	01 Posts (Contract)
4.	Deputy Director (LS)	01 Posts (Contract)
5.	Deputy Director (SI)	01 Posts (Contract)
6.	Deputy Director (TI) / Prevention	01 Posts (Contract)
7	Deputy Director (Mainstreaming & IEC)	01 Posts (Contract)
8.	Assistant Director (SI)	01 Posts (Contract)
9.	Assistant Director (TI) / Prevention	01 Posts (Contract)
10.	Assistant Director (IEC)	01 Posts (Contract)
11.	Assistant Director (Youth Affairs)	01 Posts (Contract)
12.	Admin Officer (UPSACS)	01 Posts (Contract)
13.	Junior Accountant (SBTC)	01 Posts (Contract)
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For details like qualification, experience, TOR, Age limit and application form kindly visit society's website: <a href="www.upsacs.up.gov.in">www.upsacs.up.gov.in</a>

PROJECT DIRECTOR

## U.P. STATE AIDS CONTROL SOCIETY

7<sup>th</sup> Floor, Mandi Bhawan, 16 A.P. Sen Road, Charbagh, Lucknow Phone: 0522-2638898

Website: www.upsacs.up.gov.in, E-mail:recruitupsacs@gmail

#### **RECRUITMENT NOTICE**

Applications are invited from eligible candidates for the following posts on contract basis (contract up to 31.3.2024, likely to be continued further on annual basis) in U.P. State AIDS Control Society. The application on prescribed format should reach in the office of the Project Director at above mentioned address in time upto 14-08-2023 during working hours till 06:00 pm.

#### 1 Joint Director (IEC & Mainstreaming)-01 Post (Contractual)

Remuneration: ₹67,900/- p.m. (Consolidated),

Qualifications: Masters from a recognized university in Mass Communication or Post Graduate with PG diploma in mass communication Or MBA with PG diploma in mass communication Essential Experience: Experience of 7 years in the field of developmental/health communication including planning and implementation of IEC campaigns 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.

#### Desirable:

- Experience in the field of advertising
- Experience in preparation of Audio Visual Aids and display material in a responsible position,
- Knowledge of AV Media & proficiency in handling audio-visual aids for training purposes.
- Knowledge of modern training techniques.
- Working knowledge of local language
- Experience in handling Outdoor/mid-media activities/event management etc.
- Sound knowledge of handling virtual meeting platforms, video conferencing, social media platforms and computer skills.
- Preference will be given to the candidate working in the field of HIV/ AIDS

#### 2 Deputy Director-ICTC/BSD -01 Posts (Contractual)

Remuneration: ₹50,680/- p.m. (Consolidated),

Qualification: 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

**Essential Experience:** 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.

#### Desirable:

- 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

#### 3 Deputy Director –(CST)-01 Post (Contractual)

Remuneration: ₹50,680/- p.m. (Consolidated),

**Qualifications:** University degree in Medical Sciences or Masters/Diploma in Public Health/Health Management or Similar PG Courses in Health Care Management. Masters in Social Science/Social Work/Sociology/ Psychology/Clinical Psychology/ Medical Microbiology.

Essential Experience: 5 years experience in Health sector (preferably HIV) Good working knowledge of

MS Office

#### 4 Deputy Director (LS)-01 Post (Contractual)

Remuneration: ₹50,680/- p.m. (Consolidated),

Qualifications: M.Sc. (Microbiology/Biotechnology/Biochemistry/ Life Sciences/) OR B. Tech

(Biotechnology)

**Desirable Qualification:**PhD (Microbiology/Biotechnology/ Biochemistry/ Life Sciences) **Essential Experience:** 5 years of experience for candidates with M. Sc/ B.Tech (in the above subjects)

OF

3 years of experience of working in medical diagnostic laboratory for candidates with Phd.Candidates with experience of working in accredited labs or those labs who have applied for accreditation will be preferred.

#### 5 Deputy Director (SI)-01 Post (Contractual)

Remuneration: ₹50,680/- p.m. (Consolidated),

**Qualifications:** Bachelors Degree in Medical Sciences and MD/DNB (Community Medicine/ Epidemiology) **OR** Master/ Post Graduation in Public Health/ Health Administration/Applied Epidemiology or Diploma in Public Health/Masters in Demography/Statistics/ Population Sciences/Social Sciences/Computer Application. (Two year course) and similar streams from a Recognized University.

**Essential Experience:** 5 years experience in Public Health in surveillance/research/M&E/ epidemiology. Working knowledge of computers including MS office package and SPSS. Good working knowledge of epidemiological analysis and biostatistics.

**Desirable:** Past experience of working in HIV/AIDS programme or projects under Government or bilateral/multi-lateral agencies in India. Good working knowledge of Epidemiological analysis and other statistical packages. Preference will be given to the candidate working in the field of HIV/ AIDS

#### 6 Deputy Director (TI)/Prevention-01 Post (Contractual)

Remuneration: ₹50,680/- p.m. (Consolidated),

**Qualifications:** Master/ Post Graduate Diploma in Social Sciences/ Public Health/ Health Care Administration and similar streams from a Recognized University.

**Essential Experience:** Work experience 5 years in the Development sector, Health Programmes or Health systems in the field of HIV/AIDS at State/National level with experience of engagement with Community and civil society organizations.

(• 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)

#### Desirable:

- M.Phil., Ph.D.
- Preference will be given to the candidate working in the field of HIV/ AIDS

#### 7 Deputy Director – (Mainstreaming & IEC)-01 Post (Contractual)

Remuneration: ₹50,680/- p.m. (Consolidated),

**Qualifications:** Master's degree in social sciences (Social work/sociology/psychology) from a recognized University

**Essential Experience:** Experience of 5 years in the field of developmental/health communicationPrior experience of enabling Public Private Partnerships with government public health programmes, in coordination with MoHFW, and/or State Health Departments, is essential. Working knowledge of MS Office.

#### Desirable:

- Knowledge of modern training techniques.
- Working knowledge of local language
- Sound knowledge of handling virtual meeting platforms, video conferencing, social media platforms and computer skills.
- Preference will be given to the candidate working in the field of HIV/ AIDS

#### 8 Assistant Director (SI)-01 Post (Contractual)

Remuneration: ₹35,000/- p.m. (Consolidated),

**Qualifications:** Master/ Post Graduation in Public Health/ Health administration/Applied Epidemiology or Diploma in Public Health (Two year course) and similar streams from a Recognized University.**OR** Masters in Demography/Statistics/ Population Sciences/Social Sciences/Computer Application.

**Essential Experience:** Experience in Public Health in surveillance/research/M&E/epidemiology. Working knowledge of computers including MS office package and SPSS. Good working knowledge of epidemiological analysis and biostatistics.

**Desirable:** Past experience of working in HIV/AIDS programme or projects under Government or bilateral/ multi-lateral agencies in India. Good working knowledge of Epidemiological analysis and other statistical packages. Preference will be given to the candidate working in the field of HIV/AIDS

#### 9 Assistant Director (TI)/Prevention-01 Post (Contractual)

Remuneration: ₹35,000/- p.m. (Consolidated),

**Qualifications:** Master/ Post Graduate Diploma in Social Sciences/ / Public Health/ Health Care Administration and similar streams from a Recognized University

**Essential Experience:** Work experience 3 years in the Development sector, Health Programmes or Health systems in the field of HIV/AIDS at State/National level with experience of engagement with Community and civil society organizations.

- (• For Masters/ PG diploma: Minimum 3 years post PG
- For Medical Graduate minimum of 1 yrs. Post qualification)

**Desirable:** Preference will be given to the candidate working in the field of HIV/ AIDS

#### 10 Assistant Director (IEC)-01 Post (Contractual)

**Remuneration**: ₹35,000/- p.m. (Consolidated),

**Qualifications/Experience:** Post graduate degree in Social Sciences/ Humanities or any other related field.

**Essential Experience:** Minimum 3 years experience in planning, implementing and monitoring of mid-media activities at State level. A good understanding of folk and traditional media, BTL and other mid media vehicles Excellent written and oral communication skills in Hindi and English Candidate is willing to undertake extensive travel Additional experience of designing communication aids on HIV/AIDS. Sound knowledge of handling virtual meeting platforms, video conferencing, social media platforms and computer skills.

#### 11 Assistant Director (Youth Affairs)-01 Post (Contractual)

**Remuneration**: ₹35,000/- p.m. (Consolidated),

Qualifications/Experience: Post graduate degree in Social Sciences/ Humanities or any other

related field.

**Essential Experience**: Member of NSS for 3 Years/C certificate holder of NCC. Relevant professional work experience in programme implementation (preferably in adolescent and youth engagement), monitoring and evaluation. Good knowledge of adolescent and youth engagement, human rights and gender. Experience of working with youth network or NGO, preferably in the field of youth participation. Maximum Age 30 years.

Desirable: Sound knowledge of handling virtual meeting platforms, video conferencing, social

media platforms and computer skills.

#### 12 Admin officer-01 Post (Contractual)

**Remuneration**: ₹35,000/- p.m. (Consolidated),

Qualifications/Experience: Masters/Bachelors Degree in any discipline;

Essential Experience: At least 3 years professional work experience preferably in managing HR

tasks;

Desirable: Knowledge and experience in using appropriate software and other computerized

Microsoft office

#### 13 Junior Accountant (SBTC)-01 Post (Contractual)

**Remuneration**: ₹17,000/- p.m. (Consolidated),

Qualifications/Experience: (i) B.Com with computer proficiency (ii) Typing speed 25 words and

30 words per minute respectively in Hindi & English.

**Essential Experience**: Minimum 03 years' experience in accounts.

#### **IMPORTANT INFORMATION**

- 1 All posts are open to Indian Nationals only.
- 2 Above posts are for Uttar Pradesh State AIDS Control Society, Lucknow.

3Maximum age limit for contractual posts is 60 years as on the date of advertisement. 4-

Knowledge of Hindi, English and computer proficiency is essential for all the posts. 5-

Degree/Certificates from recognised Institution/University alone will be acceptable.

- 6 For the above posts applicants only with experience in Health and any similar projects should apply.
- 7 Attested copies of certificates pertaining to date of birth, educational qualification, experience etc. should be attached with the application.
- 8 The application should reach to the above mentioned address through speed/registered post only on or before 14-08-2023, clearly mentioning the post on envelope in bold letters. The applications received after due date will not be considered. No application will be accepted via e-mail.
- 9 Only shortlisted candidates will be intimated and invited for interview for the above posts. No TA/DA will be admissible.
- 10 Candidate should be available for joining immediately, if selected.
- 11 UPSACS reserves the right to reject all or any of the application without assigning any reason thereof.
- 12 UPSACS reserves the right to decrease/increase the number of posts mentioned above.
- 13 In case of any dispute, the decision of the Project Director, UPSACS will be final and bound on the parties concerned.
- 14 For any further enquiry applicants can contact society office on working hours.

# ELIGIBILITY CRITERIA & TERMS OF REFERENCE FOR NACP-V



				Job responsibilities
Position	Essential Qualification	Essential Experience	Desirable	(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	MBBS	Working experience of 5 years in Public health programme with	M.Phil. (desirable PhD)	☐ Focal point for HCTS, EVTHS and
		focus on EVTHS, HIV		Sampoorna Suraksha at Statelevel
		counselling and Testing services, early infant diagnosis	Work experience in field	under NACP.
	(Call 9)		based implementation.	
	Post graduate diploma in Preventive	key populations and affected communities at		☐ Any other activity assigned under the
			Proficiency in data	Programme
	IMedicine or Skin and VD/ STD/	Partners implementing	management.	
	Dermatology Venereology Leprology or	agencies/Private Sector.		
	Obstetrics Gynaecologist	Minimum 5 years post PG	Preference will be given	
	OR		to the candidate working	
	MBA in Health Management or Master	• For PhD: Minimum 2 year post	in the field of HIV/ AIDS	
	in a dollo ricalin or Master in ricalin	PhD		
	Administration.	<ul> <li>For Medical Graduate minimum of 3 yrs. Post</li> </ul>		
		qualification		
	Masters degree in Dayahalagy/Social	<ul> <li>For Medical Post graduate minimum of 1</li> </ul>		
	rrong cooleing yr chinical	yrs. post PG		
	Dayahalagy/Madical Microbiology	qualification) • Working knowledge		

of MS Office.

Position	Essential Qu	ualification	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)	
	Biotechnology/ Biochemistry/ Life Sciences/) OR B. Tech (Biotechnology) Desirable Qualification: • PhD (Microbiology/ Biotechnology/ / Biochemistry/ Life Sciences)  Piochemistry/ Life Sciences  Candidates with M. Sc/ B. Tech (in the above subjects)  OR  3 years of experience of working in medical diagnostic laboratory for candidates with Phd.  Candidates with M. Sc/ B.		candidates with M. Sc/ B. Tech (in the above subjects) OR 3 years of experience of working in medical diagnostic laboratory for candidates with Phd. Candidates with experience of working in accredited labs or those labs who have applied for accreditation will be preferred.	<ul> <li>□ To act as a focal person for lab services in SACS</li> <li>□ To manage and administer facilitation of Lab Services Programme in the state as per operational and technical guidelines of NACO.</li> <li>□ To supervise the activities of AD (LS)</li> <li>□ To coordinate the release of funds for activities related to Lab Services</li> <li>□ To facilitate achievement of physical, financial and facility target in the programme as per approved action plan</li> <li>□ To prepare annual action plan for Lab Services in the state</li> <li>□ To work closely with NRLs/ SRLs/ EID labs/ VL labs/ ICTCs for accreditation</li> <li>□ To visit 25% of all SRLs/ NRLs every quarter and submit report of the same to Project Director</li> <li>□ To facilitate appointment and capacity building of TO and LTs of SRLs, NRLs, EID and Viral Load labs</li> <li>□ To extend support to SRLs/ NRLs/ EID/ CD4/ Viral load lab as per approved Annual Action Plan</li> <li>□ To conduct periodic review meeting of the programme at state level to improve service delivery</li> <li>□ Look after STI and surveillance activities when required</li> <li>□ To maintain list of experts of microbiology in the state for consultation on technical issues</li> <li>□ To ensure annual maintenance of contracts of laboratory equipment under use by the programme</li> <li>□ To facilitate any other special laboratory related issue which requires coordination SACS</li> <li>□ To look after all activities related to CD4 testing, trainings &amp; logistics of kits</li> <li>□ To monitor the dashboard closely of any software developed and take necessary action wherever necessary</li> <li>□ Any other work assigned by PD</li> </ul>	
Position	Essential Qualification	Essential Experience	(All SACS, district an of NACO iss	Job responsibilities  Ind facility level staff will work in accordance to the operational and technical guidelines issued from time to time focussing on but not limited to the following activities)	
degree in experience in  Medical Health sector Sciences (preferably HIV) or Good working  To ensure implement centres, LAC plus, I Assist JD CST in me ART centres, LAC p			☐ To ensure implement centres, LAC plus, L☐ Assist JD CST in material ART centres, LAC plus, L☐ He/She should visit	there is no JD (CST & LS), the DD will be the in charge of CST & LS  ntation of CST Services as per prescribed NACO Guidelines for CoE, pCoE, ART plus, ART  LAC, CSC and any other site dispensing /refilling ART under guidance of JD CST  entoring and supportive supervision to all ART facilities including CoE, pCoE, ART plus,  blus, LAC, CSC and any other site dispensing /refilling ART.  each ART centre at least once in 3months and LAC /CSC & other refilling sites once in 6  O Guidelines. Prepare visit plan in coordination with JD CST and AD CST to avoid	

		Essential	Job responsibilities
Position	Essential Qualification	Experience	(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)
	degree in Medical Sciences or	experience in Health sector (preferably HIV) Good working knowledge of MS Office	□ In the States where there is no JD (CST & LS), the DD will be the in charge of CST & LS  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 under guidance of JD CST  Assist JD CST in 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.  He/She should visit each ART centre at least once in 3months and LAC /CSC & other refilling sites once in 6 months as per NACO Guidelines. Prepare visit plan in coordination with JD CST and AD CST to avoid duplication of visit.  To compile the monthly ART centre reports from all the centres and support JD CST in analyzing the same and take necessary action as per JD CST directions  Compile and share data to NACO in prescribed formats under the guidance of JD CST  Assist JD CST in implementation of ART services with active participation of NGOs and PLHIV networks  Assess the need and organize training of various personnel involved in ART services under the guidance of JD CST  Assist JD CST in Identification and establishment of sites for new ART centres and Link ART Centres as per NACO criteria  Facilitate printing of registers, formats, records required for ART Centre and LAC as per NACO guidelines under the guidance of JD CST  Coordinate within SACS to ensure linkages with ICTC, Lab and TI division for comprehensive HIV Care.  Coordination with other National Health Programmes like NTEP, NHCP, NVBDCP, NCD etc.  To support JD CST 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.  Focal point for Forecasting, supply and utilization of ARV drugs, relocations and monitoring of stocks of ARV drugs and coordination with third advantable and availability of OI, PEP drugs and other ARV drugs as per
			17

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-SI	Bachelors Degree in Medical	5 years experience in	Past experience of working	☐ Focal point for strategic information and information
	Sciences and MD/DNB	Public Health in	in HIV/AIDS programme or	technology at State level under NACP.
	(Community Medicine/	surveillance/research/M&E	projects under	Any other activity assigned under the Programme
	Epidemiology)	/epidemiology.	Government or bilateral/	
	OR		multi-lateral agencies in	
	Master/ Post Graduation in	Working knowledge of	India. Good working	
	Public Health/ Health	computers including MS	knowledge of	
	Administration/Applied	office package and SPSS.	Epidemiological analysis	
	Epidemiology or Diploma in		and other statistical	
	Public Health/Masters in	Good working knowledge	packages.	
	Demography/Statistics/	of epidemiological analysis		
	Population Sciences/Social	and biostatistics.	Preference will be given to	
	Sciences/Computer Application.		the candidate working in	
	(Two year course) and similar		the field of HIV/ AIDS	
	streams from a Recognized			
	University.			

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)
AD-SI	Master/ Post	Experience in Public Health in	Past experience of	☐ Support Staff for strategic information and
	Graduation in Public	surveillance/research/M&E/epide	working in HIV/AIDS	information technology at State level under
	Health/ Health	miology.	programme or projects	NACP.
	Administration/Applie	Working knowledge of computers	under Government or	☐ Any other activity assigned under the
	d Epidemiology or	including MS office package and	bilateral/ multi-lateral	Programme
	Diploma in Public	SPSS.	agencies in India. Good	
	Health (Two year	Good working knowledge of	working knowledge of	
	course) and similar	epidemiological analysis and	Epidemiological analysis	
	streams from a	biostatistics.	and other statistical	
	Recognized		packages.	
	University.		Preference will be given	
	OR		to the candidate working	
	Masters in		in the field of HIV/ AIDS	
	Demography/Statistic			
	s/ Population			
	Sciences/Social			
	Sciences/Computer			
	Application.			

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					Job responsibilities
Position	Essential Qualification	Essential Experi	ence	Desirable	(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- Prevention		Work experience 5 years in the		M.Phil., Ph.D.	☐ Focal point for prevention programme including TI, LWS, OST at State level
		sector, Health Programmes or the field of HIV/AIDS at State/N		Droforonoo will be siven t	
		experience of engagement with		Preference will be given t the candidate working in	under NACF.
		civil society organizations.	1 Community and	the field of HIV/ AIDS	☐ Any other activity assigned under the
	similar streams from a	orni cooloty organizatione.			Programme
	Recognized University.	(• For Masters/ PG diploma: M	nimum 5 years		
		post PG			
		• For MPhil: Minimum 4 year p	ost MPhil		
		<ul> <li>For PhD: Minimum 2 year pos</li> </ul>			
		For Medical Graduate minimum.	ım of 3 yrs.Post		
		qualification	minarum of 4 cm		
		<ul> <li>For Medical Post graduate mi post PG qualification)</li> </ul>	nimum or 1 yrs.		
AD-		1	Dovolonment	Proforance will be given to	Support Stoff for provention
Prevention	1	Work experience 3 years in the sector, Health Programmes or			□ Support Staff for prevention programme including TI, LWS, OST at
		the field of HIV/AIDS at State/N		the field of HIV/ AIDS	State level under NACP.
	Health/ Health Care	experience of engagement with	n Community and		
	Administration and	civil society organizations.			☐ Any other activity assigned under the
	similar streams from a				Programme
	Recognized University.	(• For Masters/ PG diploma: M	nimum 3 years		
		post PG			
		<ul> <li>For Medical Graduate minimu</li> </ul>			
			im of Tyrs. Post		
		qualification)	im of Tyrs. Post		Joh responsibilities
			im of Tyrs. Post		Job responsibilities
Position	Essential Qualification	qualification)		)esirable	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)
JD-IEC &	Essential Qualification  Masters from a recognize	equalification)  Essential Experience			(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
JD-IEC &		equalification)  Essential Experience	• Experience in the		(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)
JD-IEC &	Masters from a recognize	m Essential Experience  d Experience of 7 years in	• Experience in the Experience in p	ne field of advertising	(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 activities related
JD-IEC & MS	Masters from a recognize university in Mass Communication or	Essential Experience  d Experience of 7 years in the field of	Experience in the Experience in polyional Aids and corresponsible positions.	ne field of advertising preparation of Audio display material in a ion,	(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 activities related to Advocacy, Communication, Social
JD-IEC & MS	Masters from a recognize university in Mass Communication or Post Graduate with PG	d Experience of 7 years in the field of developmental/health communication including planning and	Experience in the Experience in polyional Aids and corresponsible posither Knowledge of A	ne field of advertising preparation of Audio display material in a ion, V Media & proficiency in	(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 activities related to Advocacy, Communication, Social Mobilisation, Partnerships and Mainstreaming Programme at State level under NACP.
JD-IEC & MS	Masters from a recognize university in Mass Communication or Post Graduate with PG diploma in mass	m Essential Experience  d Experience of 7 years in the field of developmental/health communication including planning and implementation of IEC	Experience in the Experience in polyique Aids and corresponsible posite Knowledge of Ahandling audio-vi	ne field of advertising preparation of Audio display material in a ion, V Media & proficiency in	(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 activities related to Advocacy, Communication, Social Mobilisation, Partnerships and Mainstreaming Programme at State level under NACP.  □ Any other activity assigned under the
JD-IEC & MS	Masters from a recognize university in Mass Communication or Post Graduate with PG diploma in mass communication	d Experience of 7 years in the field of developmental/health communication including planning and implementation of IEC campaigns and	Experience in the Experience in polyique of A handling audio-vipurposes.	ne field of advertising preparation of Audio display material in a ion, IV Media & proficiency in sual aids for training	(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 activities related to Advocacy, Communication, Social Mobilisation, Partnerships and Mainstreaming Programme at State level under NACP.
JD-IEC & MS	Masters from a recognize university in Mass Communication or Post Graduate with PG diploma in mass communication	d Experience of 7 years in the field of developmental/health communication including planning and implementation of IEC campaigns and engagement with key	Experience in the Experience in polynomial Aids and control of the Experience in polynomial Aids and control of the Experience in polynomial Aids and the Experience in t	ne field of advertising preparation of Audio display material in a ion, IV Media & proficiency in sual aids for training	(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 activities related to Advocacy, Communication, Social Mobilisation, Partnerships and Mainstreaming Programme at State level under NACP.  □ Any other activity assigned under the
JD-IEC & MS	Masters from a recognize university in Mass Communication or Post Graduate with PG diploma in mass communication	Essential Experience  d Experience of 7 years in the field of developmental/health communication including planning and implementation of IEC campaigns and engagement with key populations and affected	Experience in the Experience in polynomial Aids and corresponsible posite Knowledge of Alandling audio-vipurposes.     Knowledge of mandling audio-vipurposes.     Knowledge of mandling audio-vipurposes.	ne field of advertising oreparation of Audio display material in a ion, IV Media & proficiency in sual aids for training	(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 activities related to Advocacy, Communication, Social Mobilisation, Partnerships and Mainstreaming Programme at State level under NACP.  □ Any other activity assigned under the
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JD-IEC & MS	Masters from a recognize university in Mass Communication or Post Graduate with PG diploma in mass communication Or MBA with PG diploma in	Essential Experience  The developmental/health communication including planning and implementation of IEC campaigns 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	Experience in the Experience in policy of the Experience in policy of the Experience in policy of the Experience in	ne field of advertising preparation of Audio display material in a ion,  W Media & proficiency in sual aids for training prodern training adde of local language andling Outdoor/midevent management etc. ge of handling virtual s, video conferencing, forms and computer	(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 activities related to Advocacy, Communication, Social Mobilisation, Partnerships and Mainstreaming Programme at State level under NACP.  □ Any other activity assigned under the

Position  Essential Qualification  Essential Experience  Desirable  Desirable  (AII 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 in the field of developmental fine the field of developmental fine the field of anguage activities and staff programmes, in coordination with MoHFW.  AD-IEC  Post graduate degree in Social Sciences/ Humanities or any other related field.  AD-IEC  Post graduate degree in Social Sciences/ Humanities or any other related field.  AD-IEC  Post graduate degree in Social Sciences/ Humanities or any other related field.  AD-IEC  Post graduate degree in Social Sciences/ Humanities or any other related field.  AD-IEC  Post graduate degree in Social Sciences/ Humanities or any other related field.  AD-IEC  Post graduate degree in Social Sciences/ Humanities or any other in planning.  AD-IEC  Post graduate degree in Social Sciences/ Humanities or any other in planning and monitoring activities at State level A good understanding of folk and traditional media, BTL and other mid media webrices Excellent written and oral communication skills in Infinial and English Candidate is willing to understax excellent written and oral communication acts on a NIV/AIDS.  Additional experience of designing communication acts on a NIV/AIDS.  Additional experience of designing patrons, video representation speak media and relations social media patrons, video representation social media patrons, vide					Job responsibilities
Mainstream   sciences ( Social sciences ( Social work/sociology/psychology) from   experience of enabling   vork/sociology/psychology) from   experience of enabling   vork/sociology/psychology   vork/sociology/ps	Position	Essential Qualification			will work in accordance to the operational and technical guidelines of NACO issued from time to time focussing on but not
platforms and computer	(Mainstream ing & IEC)	sciences ( Social work/sociology/psychology) from a recognized University  Post graduate degree in Social Sciences/ Humanities or any other related field.	the field of developmental/health communicationPrior experience of enabling Public Private Partnerships with government public health programmes, in coordination with MoHFW, and/or State Health Departments, is essential.  • Working knowledge of MS Office.  Minimum 3 years experience in planning, implementing and monitoring of mid-media activities at State level A good understanding of folk and traditional media, BTL and other mid media vehicles Excellent written and oral communication skills in Hindi and English Candidate is willing to undertake extensive travel Additional experience of designing communication aids on HIV/AIDS.  • Sound knowledge of handling virtual meeting platforms, video conferencing, social media	techniques.  Working knowledge of local language Sound knowledge of handling virtual meeting platforms, video conferencing, social media platforms and computer skills.  Preference will be given to the candidate working in the field of HIV/	Partnerships and Mainstreaming Programme at State level under NACP.  Any other activity assigned under the Programme  Draw up an Annual Action Plan as per state specific ACSM strategy under NACP V and ensure its implementation Ensure development of BCC materials and its dissemination through different media channels Coordinate with different stakeholders for implementation of BCC plan Ensure availability of IEC Materials at different service centres Sensitize and engage media and health journalists on issues pertaining to HIV/AIDS. Undertake supervisory visits in the field and ensure monitoring and evaluation of IEC/Mainstreaming programmes Compile and submit a monthly assessment report to NACO on 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)
YOUTH	Post graduate degree in Social	Member of NSS for 3 Years/C certificate holder of	Sound knowledge of handling virtual	☐ Lead focal point for Youth activities under JD(IEC).
		relevant professional work experience in programme implementation (preferably in adolescent and youth engagement), monitoring and evaluation. Good knowledge of adolescent and youth engagement, human rights and gender. experience of working with youth network or NGO, preferably in the field of youth participation. Maximum Age 30 years.	meeting platforms, video conferencing, social media platforms and computer skills.	□ Any other activity assigned under the Programme

Position	Essential	Essential	Desirable	Job responsibilities
Position	Qualification		Desirable	Job responsibilities
	Quamication	Experience		(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)
Admin Officer	Degree in any	At least 3 years professional work experience preferably in managing HR tasks;	Knowledge and experience in using appropriate software and other computerized Microsoft office	<ul> <li>☐ HR /Administrative Officer shall work under the direct supervision of the PD/APD and carry out following responsibilities:</li> <li>☐ Coordinate staff recruitment and selection process in order to ensure timely filling of all posts;</li> <li>☐ Ensure performance assessment and annual raise is administered as per DAC guidelines;</li> <li>☐ Maintain data of all staff working at SACS and facility levels specifically related to nature of appointment, joining and leaving, skill set, annual increment, etc.</li> <li>☐ Implement human resources policies and procedures;</li> <li>☐ Manage administrative function and establish internal administrative systems and controls related to safety and security of the office, timely submission of bills, identification of new vendors, negotiation of prices and timely renewal of AMC's;</li> <li>☐ Liaison with various agencies for service and maintenance;</li> <li>☐ Provide regular progress report to the reporting officer and to DAC; and</li> </ul>
				<ul> <li>□ Carry out any other works as required by the project</li> <li>□ Dealing with the EPF related matter, ensuring minimum wages to the employees of DSACS, caretaking related work, court matters and any other responsibility assigned by the office time to time and any work assigned by this office time to time.</li> <li>□ Any other activity assigned under the Programme</li> </ul>



## U.P. STATE AIDS CONTROL SOCIETY

7th Floor, Mandi Bhawan, 16 A.P. Sen Road, Charbagh, Lucknow - 226 001 Phone: 0522-2638898

Website: www.upsacs.up.gov.in/, E-mail:recruitupsacs@gmail.com

## **APPLICATION FORM**

	(Application For App	ointment C	n Contract Basi	.s)	A &C D
1. Post applied f	for:				Affix Passport size photograph
2. Applicant's N	Jame:		Sex (M/F)		
3. Father's Nam	e:	M	Iother's Name		• • • • • • • • • • • • • • • • • • • •
4. Date of Birth (Attach proof)	:Age )	(as on date	of advertisement	t)	
5.Mailing Addr	ess:				
		•••••	PIN	•••••	
6. Permanent A	ddress:				
			PIN		•••••
7. Telephone No	o. :	Mobile l	No:		
8. E-mail ID:					
9. Educational, (Attach Certification)	Technical/Professional Q	ualification	s (High School ar	nd above)	:
Qualifications	Board/University/ Institutions	Passing Year	Percentage of Marks	Subj	ects
10. Computer S	kill:-				
i). Working k	knowledge of MS Office/	E-mail	-	Y	es/No
ii). Certifica	ate/Diploma/Degree Nar	ne	<b></b> -	Y	es/No
iii).Having kr	nowledge of Hindi/Englis	h Typing	-	Y	es/No

11. Experience (From present to previous):-

(Attach proof of previous experience like appointment letter, experience certificate, salary certificates etc.)

	Name of Institute/ Organization	Nature of Work	Work Durat		Name, designation and contract no. of
			From	to	Reporting officer
12. Any other	information:				
		<b>Declaration</b>			
I declar	e that the information g	given above is t			f my knowledge and
	formation, if found fals	e, will reject m	y candidat	ure.	
belief. Any int	formation, if found fals	e, will reject m	y candidat	ure.	
	formation, if found fals	e, will reject m	y candidat		plicant's Signature
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