

Advertisement No. XII-OSACS-Estt/11/2023/3652

Date: 26 / 09 / 2023

### RECRUITMENT NOTICE

Applications are invited from eligible candidates for the following posts on contractual basis (contract up to 31.03.2024, likely to be continued further on annual basis) in Orissa State AIDS Control Society (OSACS), Bhubaneswar. These positions are purely temporary and co-terminus with the Scheme / Project. The application on prescribed format should reach in the office of the **Project Director, Orissa State AIDS Control Society (OSACS), Oil Odisha Building, F-Nayapalli, Bhubaneswar-751012** on or before **13/10/2023** by submitting their bio-data in the prescribed format along with requisite documents during working hours **till 5.00 PM**.

Sl. No.	Name of the post	No. of Post	Remuneration p.m. (Rs.)
1.	Joint Director (Information Education & Communication and Mainstreaming)	01	67,900/-
2.	Deputy Director (Information Education & Communication and Mainstreaming)	01	50,680/-
3.	Deputy Director (Care Support & Treatment)	01	50,680/-
4.	Deputy Director (Basic Service Division / Integrated Counselling & Testing Centre)	01	50,680/-
5.	Deputy Director (Laboratory Services)	01	50,680/-
6.	Deputy Director (Strategic Information Management)	01	50,680/-
7.	Deputy Director (Prevention / Targeted Intervention)	01	50,680/-
8.	Assistant Director (Information Education & Communication)	01	35,000/-
9.	Assistant Director (Youth Affairs)	01	35,000/-
10.	Assistant Director (Prevention / Targeted Intervention)	01	35,000/-

The prescribed formats for submission of application and details of the posts, salary, qualification, experience, age, duties & responsibilities and other terms and conditions are available on the website **www.osacs.nic.in**.

The authority reserves the right to accept/reject any or all application(s) without assigning any reasons thereof.

*Osambisa*  
25/9/2023  
**Project Director**

## RECRUITMENT NOTICE

Applications are invited from eligible candidates for the following posts on contractual basis (contract up to **31/03/2024**, likely to be continued further on annual basis) in Orissa State AIDS Control Society (OSACS), Bhubaneswar. The application in prescribed format should reach in the office of the Project Director, OSACS at above mentioned address in time up to **13 /10/2023** during working hours till 5.00 PM.

### **1 Joint Director**

**(Information Education & Communication and 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 mediaplatforms and computer skills.
- Preference will be given to the candidate working in the field of HIV/ AIDS

### **2 Deputy Director**

**(Information Education & Communication and Mainstreaming)-01 Post (Contractual)**  
**Remuneration: ₹50,680/- p.m. (Consolidated)**

**Qualifications:** Masters degree from a recognized University in Mass Communication **OR** Post Graduate with PG Diploma in Mass Communication **OR** MBA in Mass Communication **OR** 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 communication including planning and implementation of IEC campaigns and engagement with key populations at National / State / District level with Govt./NGO/Development Partners implementing agencies/Private Sector. For candidates having Master's degree in social sciences (Social work / sociology / psychology) from a recognized University should have follow essential experience: - Prior 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:**

- Experience in the field of advertising.
- Experience in preparation of Audio Visual Aids and display material in a responsible position.
- Knowledge of AV Medica & proficiency in handling audio-visual aids for training purposes.
- Knowledge of modern training techniques.

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

### 3 Deputy Director

**(Care Support & Treatment)-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

**(Basic Service Division / Integrated Counselling & Testing Centre)-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

### 5 Deputy Director (Laboratory Services)-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) **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.

**6 Deputy Director (Strategic Information Management)-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 computer 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.

**7 Deputy Director (Prevention / Targeted Intervention)-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

**8 Assistant Director (Information Education & Communication)-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.

**9 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, socialmedia platforms and computer skills.

**10 Assistant Director (Prevention / Targeted Intervention)-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.

**ORISSA STATE AIDS CONTROL SOCIETY (OSACS)**  
(Department of Health & Family Welfare), Government of Odisha

**Eligibility Criteria & Terms of Reference (TOR) for the Advertised Posts under National AIDS Control Programme (Phase-V)**

Name of the post	No. of Post	Essential Qualification	Essential Experience	Desirable	Job responsibilities (SACS, District and Facility level staff will work in accordance to the operational and technical guidelines of NACO issued from time to time focusing on but not limited to the following activities)	Consolidated monthly remuneration (In Rs.)
1. Joint Director (Information & Education & Communication and Mainstreaming)	01	Masters from a recognized university in Mass Communication <b>OR</b> Post Graduate with PG diploma in mass communication <b>OR</b> MBA with PG diploma in mass communication	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.	<ul style="list-style-type: none"> <li>• Experience in the field of advertising</li> <li>• Experience in preparation of Audio Visual Aids and display material in a responsible position,</li> <li>• Knowledge of AV Media &amp; proficiency in handling audio-visual aids for training purposes.</li> <li>• Knowledge of modern training techniques.</li> <li>• Working knowledge of local language</li> <li>• Experience in</li> </ul>	<ul style="list-style-type: none"> <li>• Lead focal point for all activities related to Advocacy, Communication, Social Mobilisation, Partnerships and Mainstreaming Programme at State level under NACP.</li> <li>• Any other activity assigned under the Programme</li> </ul>	67,900/-

Name of the post	No. of Post	Essential Qualification	Essential Experience	Desirable	Job responsibilities (SACS, District and Facility level staff will work in accordance to the operational and technical guidelines of NACO issued from time to time focusing on but not limited to the following activities)	Consolidated monthly remuneration (In Rs.)
2. Dy. Director (Information & Communication and Mainstreaming)	01	Masters from a recognized university in Mass Communication <b>OR</b> Post Graduate with PG diploma in mass communication	<ul style="list-style-type: none"> <li>Experience of 5 years in the field of developmental/health communication including planning and implementation of IEC campaigns and engagement with key</li> </ul>	<p>handling Outdoor / mid-media / activities / event management etc.</p> <ul style="list-style-type: none"> <li>Sound knowledge of handling virtual meeting platforms, video conferencing, social media platforms and computer skills.</li> <li>Preference will be given to the candidate working in the field of HIV/AIDS</li> </ul>	<ul style="list-style-type: none"> <li>Focal point for all activities related to Advocacy, Communication, Social Mobilization at State level under NACP.</li> <li>Focal point for all activities related to Partnerships and Mainstreaming</li> </ul>	50,680/-

Name of the post	No. of Post	Essential Qualification	Essential Experience	Desirable	Job responsibilities (SACS, District and Facility level staff will work in accordance to the operational and technical guidelines of NACO issued from time to time focusing on but not limited to the following activities)	Consolidated monthly remuneration (In Rs.)
		<p><b>OR</b> MBA with PG diploma in masscommunication.</p> <p><b>OR</b> Master's degree in social sciences (Social work/sociology/psychology) from a recognized University.</p>	<p>populations and affected communities at National/State/District level with Govt./NGO/Development Partners implementing agencies/Private Sector.</p> <ul style="list-style-type: none"> <li>For candidates having Master's degree in social sciences (Social work / sociology / psychology) from a recognized University should have follow essential experience : - <ul style="list-style-type: none"> <li>Experience of 5 years in the field of developmental/health communication</li> <li>Prior experience of enabling Public Private Partnerships with government public health programmes, in coordination with MoHFW, and/or State Health Departments, is</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of AV Media &amp; proficiency in handling audio-visual aids training for purposes.</li> <li>Knowledge of modern training techniques.</li> <li>Working knowledge of local language</li> <li>Experience in handling Outdoor/mid-media activities/ event management etc.</li> <li>Sound knowledge of handling virtual meeting platforms, video conferencing, social media platforms and computer</li> </ul>	<p>Programme at State level under NACP.</p> <ul style="list-style-type: none"> <li>Any other activity assigned under the Programme</li> </ul>	



Name of the post	No. of Post	Essential Qualification	Essential Experience	Desirable	Job responsibilities (SACS, District and Facility level staff will work in accordance to the operational and technical guidelines of NACO issued from time to time focusing on but not limited to the following activities)	Consolidated monthly remuneration (In Rs.)
3. Dy. Director (Care Support & Treatment)	01	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 Microbiology.	essential <ul style="list-style-type: none"> <li>Working knowledge of MS Office.</li> </ul> 5 years' experience in Health sector (preferably HIV) Good working knowledge of MS Office.	<ul style="list-style-type: none"> <li>Preference will be given to the candidate working in the field of HIV/AIDS</li> </ul> -	<ul style="list-style-type: none"> <li>In the States where there is no JD (CST &amp; LS), the DD will be the in charge of CST &amp; LS</li> <li>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</li> <li>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.</li> <li>He/ She should visit each ART center at least once in 3months and LAC /CSC &amp;</li> </ul>	50,680/-

Name of the post	No. of Post	Essential Qualification	Essential Experience	Desirable	Job responsibilities (SACS, District and Facility level staff will work in accordance to the operational and technical guidelines of NACO issued from time to time focusing on but not limited to the following activities)	Consolidated monthly remuneration (In Rs.)
					<p>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.</p> <ul style="list-style-type: none"> <li>To compile the monthly ART center reports from all the centers and support JD CST in analyzing the same and take necessary action as per JD CST directions</li> <li>Compile and share data to NACO in prescribed formats under the guidance of JD CST</li> <li>Assist JD CST in implementation of ART services with active participation of NGOs and PLHIV networks</li> <li>Assess the need and organize training of various personnel involved in ART services under the guidance of JDCST</li> <li>Assist JD CST in identification and establishment of sites for</li> </ul>	

Name of the post	No. of Post	Essential Qualification	Essential Experience	Desirable	Job responsibilities (SACS, District and Facility level staff will work in accordance to the operational and technical guidelines of NACO issued from time to time focusing on but not limited to the following activities)	Consolidated monthly remuneration (In Rs.)
					<p>new ART centers and Link ART Centers as per NACO criteria</p> <ul style="list-style-type: none"> <li>Facilitate printing of registers, formats, records required for ART Centre and LAC as per NACO guidelines under the guidance of JD CST</li> <li>Coordinate within SACS to ensure linkages with ICTC, Lab and TI division for comprehensive HIV Care.</li> <li>Coordination with other National Health Programmes like NTEP, NHCP, NVBDCP, NCD etc.</li> <li>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.</li> <li>Focal point for Forecasting, supply and utilization of</li> </ul>	

Name of the post	No. of Post	Essential Qualification	Essential Experience	Desirable	Job responsibilities (SACS, District and Facility level staff will work in accordance to the operational and technical guidelines of NACO issued from time to time focusing on but not limited to the following activities)	Consolidated monthly remuneration (In Rs.)
4. Dy. Director (Basic Service Division / Integrated Counselling & Testing Centre)	01	<b>MBBS</b> <b>OR</b> Bachelor's Degree in Medical Sciences <b>OR</b> Post graduate diploma in Preventive and Social Medicine or Community Medicine or Skin and VD/STD/ Dermatology Venereology Leprology or Obstetrics Gynecologist	Working experience of 5 years in Public health programme with focus on EVTHS, HIV counselling and Testing services, early infant diagnosis and services engagement with key populations and affected communities at National/State/District level with Govt. /	M.Phil. (desirable PhD)  Work experience in field-based implementation.  Proficiency in data management.  Preference will be given to the	<b>Job responsibilities</b> (SACS, District and Facility level staff will work in accordance to the operational and technical guidelines of NACO issued from time to time focusing on but not limited to the following activities) ARV drugs, relocations and monitoring of stocks of ARV drugs and coordination with NACO to avoid any drug stock out or expiry of ARV drugs <ul style="list-style-type: none"> <li>• Monitor procurement, supply and availability of OI, PEP drugs and other ARV drugs as per requirements</li> <li>• Any other activity assigned under the Programme</li> <li>• Preparation of Annual Action Plan for CST</li> <li>• Implementation of all National Guidelines pertaining to CST.</li> </ul>	50,680/-

Name of the post	No. of Post	Essential Qualification	Essential Experience	Desirable	Job responsibilities (SACS, District and Facility level staff will work in accordance to the operational and technical guidelines of NACO issued from time to time focusing on but not limited to the following activities)	Consolidated monthly remuneration (In Rs.)
5. Dy. Director (Lab Services)	01	<p><b>OR</b></p> <p>MBA in Health Management or Master in Public Health or Master in Health Administration</p> <p><b>OR</b></p> <p>Master's degree in Psychology/ Social Work/ Sociology/ Clinical Psychology/ Medical Microbiology</p>	<p>NGO/Development Partners implementing agencies/Private Sector.</p> <ul style="list-style-type: none"> <li>• For Masters/ PG diploma: Minimum 5 years post PG</li> <li>• For MPhil: Minimum 4 year post M. phil</li> <li>• For PhD: Minimum 2 year post PhD</li> <li>• For Medical Graduate minimum of 3 yrs. Post qualification</li> <li>• For Medical Post graduate minimum of 1 yr. post PG qualification)</li> <li>• Working knowledge of MSO office.</li> </ul>	<p>candidate working in the field of HIV/AIDS</p>	<p><input type="checkbox"/> To act as a focal person for lab services in SACS</p> <p><input type="checkbox"/> To manage and administer facilitation of Lab Services Programme in the state as per operational and technical guidelines of NACO.</p> <p><input type="checkbox"/> To supervise the activities of AD (LS)</p> <p><input type="checkbox"/> To coordinate the release of funds for activities related</p>	50,680/-

Name of the post	No. of Post	Essential Qualification	Essential Experience	Desirable	Job responsibilities (SACS, District and Facility level staff will work in accordance to the operational and technical guidelines of NACO issued from time to time focusing on but not limited to the following activities)	Consolidated monthly remuneration (In Rs.)
			<p>experience of working in accredited labs or those labs who have applied for accreditation will be preferred.</p>		<p>to Lab Services</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> To facilitate achievement of physical, financial and facility target in the programme as per approved action plan</li> <li><input type="checkbox"/> To prepare annual action plan for Lab Services in the state</li> <li><input type="checkbox"/> To work closely with NRLs/ SRLs/ EID labs/ VL labs/ ICTCs for accreditation</li> <li><input type="checkbox"/> To visit 25% of all SRLs/ NRLs every quarter and submit report of the same to Project Director</li> <li><input type="checkbox"/> To facilitate appointment and capacity building of TO and LTs of SRLs, NRLs, EID and Viral Load labs</li> <li><input type="checkbox"/> To extend support to SRLs/ NRLs/ EID/ CD4/ Viral load lab as per approved Annual Action Plan</li> <li><input type="checkbox"/> To conduct periodic review meeting of the programme at state level to improve servicedelivery</li> <li><input type="checkbox"/> Look after STI and surveillance activities when required</li> <li><input type="checkbox"/> To maintain list of experts of microbiology in the state for consultation on</li> </ul>	

Name of the post	No. of Post	Essential Qualification	Essential Experience	Desirable	Job responsibilities (SACS, District and Facility level staff will work in accordance to the operational and technical guidelines of NACO issued from time to time focusing on but not limited to the following activities) technical issues	Consolidated monthly remuneration (In Rs.)
6. Dy. Director (Strategic Information Management)	01	Bachelor's Degree in Medical Sciences and MD/DNB (Community Medicine / Epidemiology) <b>OR</b> Master/ Post Graduation in Public Health/ Health Administration/Applied	5 years' experience in Public Health in surveillance/research/ M&E / Epidemiology. Working knowledge of computers including MS office package and SPSS.	Past experience of working in HIV/AIDS programme or projects under Government or bilateral/ multi-lateral agencies in India. Good working	<input type="checkbox"/> To ensure annual maintenance of contracts of laboratory equipment under use by the programme <input type="checkbox"/> To facilitate any other special laboratory related issue which requires coordination SACS <input type="checkbox"/> To look after all activities related to CD4 testing, trainings & logistics of kit <input type="checkbox"/> To look after all the activities related to viral load testing, trainings & logistics of kits <input type="checkbox"/> To monitor the dashboard closely of any software developed and take necessary action wherever necessary <ul style="list-style-type: none"> <li>Any other work assigned by PD</li> </ul>	50,680/-

Name of the post	No. of Post	Essential Qualification	Essential Experience	Desirable	Job responsibilities (SACS, District and Facility level staff will work in accordance to the operational and technical guidelines of NACO issued from time to time focusing on but not limited to the following activities)	Consolidated monthly remuneration (In Rs.)
7. Dy. Director (Prevention / Targeted Intervention)	01	Epidemiology or Diploma in Public Health/Masters in Demography/Statistics/Population Sciences/ Social Sciences/ Computer Application. (Two-years course) and similar streams from a Recognized University.	Good knowledge of epidemiological analysis and biostatistics. Working of knowledge of epidemiological analysis and other statistical packages. Preference will be given to the candidate working in the field of HIV/AIDS	M.Phil., Ph.D. Preference will be given to the candidate working in the field of HIV/AIDS	<ul style="list-style-type: none"> <li>Focal point for prevention programme including TI, LWS, OST at State level under NACP.</li> <li>Any other activity assigned under the Programme</li> </ul>	50,680/-



Name of the post	No. of Post	Essential Qualification	Essential Experience	Desirable	Job responsibilities (SACS, District and Facility level staff will work in accordance to the operational and technical guidelines of NACO issued from time to time focusing on but not limited to the following activities)	Consolidated monthly remuneration (In Rs.)
8. Asst. Director (Information & Communication)	01	Post graduate degree in Social Sciences/ Humanities or any other related field.	<ul style="list-style-type: none"> <li>• 3 yrs. Post qualification</li> <li>• For Medical Post graduate minimum of 1 yr. post PG qualification)</li> <li>• Minimum 3 years' experience in planning, implementing and monitoring of mid-media activities at State level</li> <li>• A good understanding of folk and traditional media, BTL and other mid media vehicles</li> <li>• Excellent written and oral communication skills in Hindi and English</li> <li>• Candidate is willing to undertake extensivetravel</li> <li>• Additional experience of designing communication aids on HIV/AIDS.</li> <li>• Sound knowledge of handling virtual meeting platforms, video conferencing, social media</li> </ul>		<ul style="list-style-type: none"> <li><input type="checkbox"/> Draw up an Annual Action Plan as per state specific ACSM strategy under NACP-V and ensure its implementation</li> <li><input type="checkbox"/> Ensure development of BCC materials and its dissemination through different media channels</li> <li><input type="checkbox"/> Coordinate with different stakeholders for implementation of BCC plan</li> <li><input type="checkbox"/> Ensure availability of IEC Materials at different service centres</li> <li><input type="checkbox"/> Sensitize and engage media and health journalists on issues pertaining to HIV/AIDS.</li> <li><input type="checkbox"/> Undertake supervisory visits in the field and ensure monitoring and evaluation of IEC/Mainstreaming programmes</li> </ul>	35,000/-

Name of the post	No. of Post	Essential Qualification	Essential Experience	Desirable	Job responsibilities (SACS, District and Facility level staff will work in accordance to the operational and technical guidelines of NACO issued from time to time focusing on but not limited to the following activities)	Consolidated monthly remuneration (In Rs.)
			platforms and computer skills.		<input type="checkbox"/> Compile and submit a monthly assessment report to NACO on programme implementation in the state	
9. Asst. Director (Youth Affairs)	01	Post graduate degree in Social Sciences/ Humanities or any other related field.	<ul style="list-style-type: none"> <li>• Member of NSS for 3 Years/C certificate holder of NCC.</li> <li>• Relevant professional work experience in programme implementation (preferably in adolescent and youth engagement), monitoring and evaluation.</li> <li>• Good knowledge of adolescent and youth engagement, human rights and gender.</li> <li>• Experience of working with youth network or NGO, preferably in the field of youth participation. Maximum Age 30 years.</li> </ul>	Sound knowledge of handling virtual meeting platforms, video conferencing, social media platforms and computer skills.	<input type="checkbox"/> Lead focal point for Youth activities under JD(IEC).  <input type="checkbox"/> Any other activity assigned under the Programme	35,000/-

Name of the post	No. of Post	Essential Qualification	Essential Experience	Desirable	Job responsibilities (SACS, District and Facility level staff will work in accordance to the operational and technical guidelines of NACO issued from time to time focusing on but not limited to the following activities)	Consolidated monthly remuneration (In Rs.)
10. Asst. Director (Prevention / Targeted Intervention)	01	Master/ Post Graduate Diploma in Social Sciences/ Public Health/ Health Care Administration and similar streams from a Recognized University.	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 yr. Post qualification)	Preference will be given to the candidate working in the field of HIV/AIDS	<input type="checkbox"/> Support Staff for prevention programme including TI, LWS, OST at State level under NACP. <input type="checkbox"/> Any other activity assigned under the Programme	35,000/-

## GENERAL TERMS & CONDITIONS

- 1 All posts are open to Indian Nationals only. Preference will be given to the candidates with proficiency in both Odia and English language.
- 2 Above posts are for Orissa State AIDS Control Society (OSACS), Bhubaneswar.
- 3 The entry level age for Joint Director, Deputy Director and Asst. Director should be up to **45 years** as on **31-08-2023**. But in case of Asst. Director (Youth Affairs) the entry level age should be up to **30 years**. The age relaxation and addition weightage of marks applicable for the eligible applicants who are employees of the OSACS.
  - a. To avail the benefit of age relaxation and weightage, the existing employee concerned should have completed at least three terms of contractual services (11 months 29 days) made with OSACS.
  - b. The remarks recorded in PAR of the employee concerned must be "Outstanding" or "Very Good" for the preceding 03 (three) terms of contractual services under OSACS.
  - c. The age relaxation for the applied post in respect of the existing employee of OSACS shall be allowed @ 1 year for each contractual term of service in the Society up to a maximum of 10 years, over and above the maximum age limit prescribed in the Advertisement for the said post, subject to an upper age ceiling of 55 years. In no case, such relaxation shall be applied to the employees those who have resigned / left / discontinued to service.
  - d. Candidates who is an employee of OSACS and has cleared all the steps in the recruitment process up to the final level of selection shall be eligible for award of grace marks to the extent of 01 percentage of the total marks of examinations for each completed term of services in the society up to a maximum of 10 percentage of the total marks which shall be added to the total marks secured by the said employee.
  - e. All the above provisions shall also be applicable for only one member of the family of a deceased employee of the Society, if eligible, as would have been applicable to the employee concerned.
- 4 Knowledge of Odia, English and computer proficiency is essential for all the posts.
- 5 The post is to be filled up on contractual basis with monthly-consolidated remuneration and subject to renewal as per terms and conditions fixed by NACO or OSACS from time to time.
- 6 The initial contract is for a period up to 31<sup>st</sup> March of the current financial year under NACP or till end of the project period whichever is earlier & extendable upon performance.
- 7 The position is purely temporary and co-terminus with the Scheme and recruitment will be made as per NACO Guidelines. Canvassing in any form will render the candidate disqualified for the position.
- 8 Interested candidates fulfilling the eligibility criteria are to apply in hard copies. System generated application form duly signed by the candidate with photographs along with self attested photocopies of all certificates and Mark sheets, in support of age, qualification and experience shall however be sent to the **Office of the Project Director, Orissa State AIDS Control Society (OSACS), Oil Odisha Building, F-Nayapalli, Bhubaneswar-751012. All the documents submitted by the applicant should be self-attested on bottom of each pages by putting the serial number starting from 01 (One). Total number of pages submitted shall be mentioned in the application form.**
- 9 Candidates, who are already working in Health Department either on regular or on contractual basis, have to submit 'No Objection Certificate' from the employer (appointing authority) at the time of submission of application. NOC issued by any other authority, other than appointing authority will not be accepted. NOC must be specific for the post, S/he applying and must be issued subsequent to issue of the advertisement.
- 10 The candidate has to exhibit requisite documents / experience certificates which shall clearly establish his/her eligibility as per conditions as above, without which his/her candidature shall be rejected. The experience certificate of the Employer/s

must clearly specify the period of incumbency, name of the post and nature of responsibility.

- 11 If any candidate is found to have suppressed any material information or furnished false information / documents, his/her case shall not be considered for the post applied for and in case already engaged on the basis of the said information / documents, his / her service shall be terminated from OSACS forthwith.
- 12 An undertaking should be submitted by the applicant while applying for the post applied for, that: -
  - a. She/ He has not been disengaged earlier from Government /OSACS / NHM/ OSH&FW Society /any other organization on administrative ground such as disobedience / poor performances / misbehaviour / criminal activity etc.
  - b. She/ He has not been terminated on the above ground / or due to vigilance or due to some major penalties or proceedings against himself/herself, if belongs from OHMS Cadre or from any Government Services.
- 13 In case the marks obtained are in the form of CGPA, OGPA, DGPA, GPA, CPI etc., a certificate for conversion as applicable to percentage of marks shall be submitted at the time of submission of application form. Certification towards AICTE / UGC recognition of Institutions / Universities shall also be submitted at the time of submission of application form, wherever applicable, without which the application shall not be considered & shall be rejected.
- 14 The application should reach to the above mentioned address only through speed post or registered post on or before **13/10/2023 (by 5.00 P.M.)**, clearly **mentioning the post on top of the envelope in BOLD letters**. The applications received after due date will not be considered. No application will be considered received through e-mail /hand or any other mode.
- 15 No personal correspondence / queries will be entertained. All communication will be made through E-mail / official website.
- 16 This office will not be held responsible for any postal delay.
- 17 No candidates should have the option to apply more than one post in one envelop at a time otherwise the application will be rejected.
- 18 Incomplete application in any form will be rejected. Non submission of certificate/documents along with the prescribed application format shall be liable for rejection.
- 19 The application(s) received beyond the stipulated date and time will be automatically rejected.
- 20 Candidates who are over aged, under qualified, not having requisite experience etc. need not apply.
- 21 Candidates are required to visit official website: - [www.osacs.nic.in](http://www.osacs.nic.in) at regular intervals for any notification, updates (objection invitation / different tests notices), results etc. relating to recruitment.
- 22 Only shortlisted candidates will be intimated and invited for interview for the above posts. Candidates will be selected on the basis of selection process as applicable.
- 23 No TA/DA will be admissible for the candidates for attending the selection procedure.
- 24 Candidate should be available for joining immediately, if selected.
- 25 In case of any dispute, the decision of the Project Director, OSACS will be final and bound on the parties concerned.
- 26 For any further enquiry applicants can contact society office on working hours only.
- 27 Number of vacancies / remunerations as mentioned under this advertisement may vary at the time of actual engagement.
- 28 The authority reserves the right to accept/reject any or all application(s) without assigning any reasons thereof.

  
25/9/2023  
Project Director

<b>Sl. No.</b>	<b>Name of the Position</b>	<b>No. of Post</b>	<b>Selection Procedure (Advt. No. 3652 dtd.26/09/2023/)</b>
1.	Jt. Director (IEC)	01	<b>Selection Procedure:</b> - (Written Test, Computer Test & Viva-voce Test).  After scrutinization of received applications, a list of eligible applicants will be prepared on the basis of eligibility criteria. The Short-listed candidates will be invited to attend written test. Qualified candidates in written test shall be invited for Computer test and Viva-voce test.
2.	Dy. Director (IEC & Mainstreaming)	01	
3.	Dy. Director (CST)	01	
4.	Dy. Director (ICTC)	01	
5.	Dy. Director (LS)	01	
6.	Dy. Director (SI)	01	
7.	Dy. Director (Prevention)	01	
8.	Asst. Director (IEC)	01	
9.	Asst. Director (Youth Affairs)	01	
10.	Asst. Director (Prevention)	01	

## APPLICATION FORM

<b>Post Applied for:</b>					Attested Photographs	
<b>1. Name of the Applicant:</b>						
<b>2. Father's Name:</b>						
<b>3. Date of Birth:</b>	<b>4. Age as on 31.08.2023:</b>			<b>5. Sex:</b>		
<b>6. Present Address with PIN and Contact No:</b>						
<b>7. Email ID:</b>						
<b>8. Permanent Address with PIN</b>						
<b>9. Languages spoken/written:</b>						
<b>10. Education Qualification: From High school onwards</b>						
Degree	Institute/Board & Location	Year	Marks			Full/Part Time/ Distance Learning
			Full Mark	Marks Secured	%	
Matriculation						
+2						
+3						
P.G.						
Addl. Qualification if any:						
<b>11. Employment Record:</b>						
Total year of experience						
<b>12. Present Employment: (Attach separate sheet for the purpose)</b>						
From Month / Year	To Month / Year	Organization	Position	Total period experience	Brief description of duties:	

<b>13. Previous Employment: (Attach separate sheet for the purpose)</b>					
<b>From Month / Year</b>	<b>To Month / Year</b>	<b>Organization</b>	<b>Position</b>	<b>Total period experience</b>	<b>Brief description of duties:</b>

**14. Total No. of Pages submitted: (Excluding application form)**

**NB:**

1. Attested photocopies from any Gazetted Officer / self-attested of all mark sheets, certificates, photographs & experience certificates shall be in the application form otherwise it will be rejected.
2. The candidates should mention the “**POST APPLIED FOR** \_\_\_\_\_” on the cover of the envelope.
3. Application without proper format shall be rejected.
4. Application through Fax /E-mail/Courier/Hand delivery shall not be accepted.
5. The applications received beyond the stipulated date and time will be rejected.
6. The application should reach the undersigned by Speed Post / Registered Post only on or before **13/10/2023 (05:00PM)**.
7. The posts are purely contractual and recruitment will be made as per NACO Guidelines.
8. No candidates should have the option to apply more than one post in one envelop at a time otherwise the application will be rejected.

**DECLARATION**

**I do hereby declare that the particulars furnished by me in this form are true to the best of my knowledge and belief. In case they are found false and fabrication my candidature shall be liable for rejection.**

**Date :**

**Place :**

**Signature of Applicant**