

**As approved by Municipal Commissioner (Memo no-CTO/Kol/Adm/10/2017) dated-20/04/2017** Kolkata District TB control Society (KDTCS) will conduct recruitment of One (UR) MO-RNTCP and One (UR) Accountant against vacancies purely on Contractual basis initially for a period of one year. ( Renewable on performance). The details will be available at KMC website ([www.kmcgov.in](http://www.kmcgov.in)) and **Tangra Notice Board, 15/1 Gobinda Khatick Road Kolkata 700046. The salaries of the recruited staffs will be provided from Kolkata RNTCP fund.**

1. Medical Officer- RNTCP 1 post (UR) pay Rs-40000/-month.  
Age: Maximum 62 yrs
2. Accountant – 1 post ( UR-1) Pay Rs. 10000/- month  
Age: Maximum 62 yrs

Recruitment will be processed as per CTD guidelines:

1. Advertisement will be given in local daily, also through website of KMC and Tangra Notice Board, 15/1 Gobinda Khatick Road Kolkata 700046..
2. Selection Committee will frame the procedure of selection of walk in interview (Based on essential / preferential qualification and experience etc.)
- 3.A panel (1:5) for 1 year will be prepared based on the marks obtained on essential / preferential qualification and experience etc. as per TOR of CTD.
4. The walk-in-interview will be held on 03.05.2017 (MO-RNTCP & Accountant) at 10.00 AM at CTO Office, Tangra Chest Clinic, 15/1, Gobinda Khatick Road, Kolkata-700 046. Candidates are requested to attend CTO Office on the same day of interview at 9.00 AM. for scrutiny of testimonials.
5. In case of high attendance of applicants the walk in interview may extend to next day.

**Revised National Tuberculosis Control Program (RNTCP)  
Terms of Reference (TOR) for Appointment of Individual Consultants and Contractual Staff**

| <b>Sl.No</b> | <b>Category/ Job title</b>               | <b>Essential Qualification/ Requirements</b>   | <b>Preferential Qualification</b>  | <b>Job Specification/ responsibilities</b>  |
|--------------|--|--|--|---|
| 2            | Medical Officer (RNTCP), Medical College | 1. MBBS or equivalent degree from institution recognized by Medical council of India; Must have completed compulsory rotatory internship | 1. Diploma / MD Public Health/<br>PSM/Community Medicine/<br>CHA/Tuberculosis & Chest Diseases<br>2. One year experience in RNTCP<br>3. Basic knowledge of computers | <ol style="list-style-type: none"> <li>1. To assess the training needs and facilitate sensitization of the medical college faculty members, PGs, interns and paramedical staff. To maintain department-wise details of diagnosis and referral of TB patients to RNTCP single window system and present them in the core committee meetings.</li> <li>2. To categorize and start patients on treatment from the medical college DOT centre when indicated.</li> <li>3. Assist the chairman, RNTCP Core Committee in establishing systems for TB Surveillance(MIS &amp; Notification)</li> <li>4. To coordinate service linkages related to TB-HIV, Paediatric TB &amp; co-morbidities</li> <li>5. To prepare monthly and quarterly reports on program management and logistics in the medical college.</li> <li>6. To refer patients for treatment out of the medical college with necessary documents when indicated.</li> <li>7. To transfer-out patients registered in the parent TU of medical college when indicated.</li> <li>8. To collect and compile the feedback on the referred and transferred patients and intimate to the concerned department/District.</li> <li>9. To prepare necessary documents for the core committee meetings, minute the meeting and send to the District TB Officer.</li> <li>10. To supervise the TBHV and RNTCP Lab Technician of medical college.</li> <li>11. To coordinate with the DTC for necessary logistic support to the medical college RNTCP unit</li> <li>12. To facilitate change management with respect to use of ICT &amp; Nikshay tools for concerned data entry, validation &amp; its use for public health action</li> <li>13. Any other job assigned as per program need</li> </ol> |

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|--------------|--------------------------------|--|--|--|
| 2            | Accountant                     | 1. Graduate in commerce<br>2. Two years of experience in Maintenance of accounts on double entry system in a recognized Society or Institution<br>3. Experience in working with Accounting software for at least 2 years | 1. Familiarity with audit in a recognized society or institution<br>2. MBA/PGD in Financial management | 1. To handle all matters relating to accounts, budgeting and finance and management of accounting procedure pertaining to RNTCP in the district.<br>2. Coordinating with the finance personnel at DPMU with a view to ensure submission of consolidated financial reports like FMR, SFP<br>3. Accurate and timely submission of monthly/quarterly report on expenditure.<br>4. Preparing annual and quarterly budgets for the district.<br>5. Ensuring that adequate internal controls are in place to support the payments and receipts.<br>6. Ensure audit of accounts of RNTCP by the auditor appointed by the State/District Health Society<br>7. To facilitate change management with respect to use of ICT & Nikshay tools for concerned data entry, validation & its use for public health action<br>8. Prepare the plan of expenditure and facilitate its execution<br>9. Arrange accounts for audit and extend required help in the audit of the accounts<br>10. Ensure preparation and timely submission of the SOE, UC, Audit reports.<br>11. Any other job assigned as per program need. |