



**Govt. of Jharkhand**  
**Jharkhand State AIDS Control Society**  
**Dept. of Health & Family Welfare**  
**Sadar Hospital Campus, Purulia Road, Ranchi**  
**Tel/Fax – 2211018, Website – [www.jsacs.org.in](http://www.jsacs.org.in)**



Adv. No:- 01/JSACS/2019

Date:- 03.07.2019

**VACANCY NOTICE**

Jharkhand State AIDS Control Society, Dept. of Health & Family Welfare, Govt. of Jharkhand invites application from those candidates having requisite qualification and experience as mentioned below for filling up the post of Lab Technician & Counsellor for Blood Bank/ICTC/PPTCT/STI Centre, purely on contractual basis in prescribed format:

S. No	Name of the Position	Number of Vacancies	Remuneration	Categorywise vacancies
1.	Lab Technician (Blood Bank)	8	Rs. 13,000/-	ST - 05 SC - 02 Economically weaker section - 01
2.	Counsellor (Blood Bank)	3	Rs. 13,000/-	Gen - 02 SC - 01
3.	Lab Technician (ICTC)	61	Rs. 13,000/-	Gen - 20 ST - 24 SC - 06 BC2 - 01 Economically weaker section - 10
4.	Counsellor (ICTC)	67	Rs. 13,000/-	Gen - 21 ST - 24 SC - 08 BC2 - 03 Economically weaker section - 11
5.	Counsellor (STI)	15	Rs. 13,000/-	Gen - 06 ST - 03 SC - 02 BC1 - 02 BC2 - 01 Economically weaker section - 02

**The details regarding Qualification & Experience, Terms of Reference are available on the website of Jharkhand State AIDS Control Society i.e. [www.jsacs.org.in](http://www.jsacs.org.in).**

**Note:-**

1. The appointment will be purely on contract basis for a period of one (1) year, which may be extended after the annual review of performance, output and desired impacts. However, the contract may be terminated in the case of unsatisfactory service.
2. These are all District level posts.

3. The remuneration will be paid as per NACO norms/ order/guidelines.
4. Request for transfer will not be entertained and subsequently contract may be terminated.
5. The successful candidate will have to sign a contract agreement.
6. The contract shall not confer any right or claim of extension/absorption in the department. The candidate will have to produce an affidavit for the same.
7. Candidature of the applicant is liable to be cancelled if any discrepancy is found in the documents submitted at any stage and legal action will be taken for the same.
8. No TA/DA will be admissible to appear for Written Exam/Interview.
9. The maximum age limit will be 62 years for all categories.
10. The selection of the candidate will be completely on the basis of Requisite Qualification, Requisite Experience and on the basis of merit list prepared after Written Exam/Interview.
11. The Project Director, Jharkhand State AIDS Control Society, Ranchi reserves the right to cancel/postpone the recruitment wholly or partially if so required. No claim will be admissible in case of such cancellation/postponement.
12. The candidates who fulfill the above criteria (Qualification/Experience/Terms of Reference/Age limit etc) may send their application through **Registered/Speed Post only** (with attested copy of the proof of age, qualification and experience from Gazetted Officer with contact details & email Address) in the prescribed format on the following address.

**The Project Director**

**Jharkhand State AIDS Control Society, Dept. of Health & Family Welfare, Govt. of Jharkhand, Sadar Hospital Campus, Purulia Road, Ranchi – 834001**

13. Last date of receiving the application is 24/07/2019 till 5:00 pm.
14. The envelop containing the application should be super-scribed as “Application for the Post of .....”.
15. Application form received after the last date will not be considered. JSACS will not be responsible for any postal delay.
16. All disputes will subject to jurisdiction of Hon’ble High Court, Jharkhand.
17. **Application fee is Rs. 500/- (Rs. Five hundred only) through Bank Draft in favour of Jharkhand State AIDS Control Society, Ranchi.**
18. Candidates wish to apply for more than one post will have to submit separate application along with application fee.

**Sd/-  
Project Director**

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Post Applied for:-

1. Full Name (In Block Letters) :
2. Father's Name:
3. Date of Birth:
4. Address for correspondence (With PIN code):

Affix recent  
passport size  
colour photograph  
with signature  
covering the  
application and  
photo

5. Permanent Address (With PIN code):

6. Mobile No:
7. Email ID:
8. Category (ST/SC/BCI/BCII/GEN/Others):
9. Gender (Male/Female):
10. Marital Status (Married/Unmarried):
11. Nationality:
12. Language known:
13. Aadhar No:
14. Educational Qualification:

Examination Passed	Name of the Institute/University	Subject Studied	Month & Year of Passing	% of aggregate mark

15. Professional Qualification:

Examination Passed	Name of the Institute/University	Subject Studied	Month & Year of Passing	% of aggregate mark

16. Particulars of Experience:

Name of the Department /Organization served	Designation	Period of Service		Experience		Exact Job Responsibilities
		From	To	Years	Months	
Total Experience						

NOTE:- Enclose Self Attested Copies of:

- a) Proof of Age
- b) Educational & Professional Qualifications Certificates.
- c) Experience Certificates
- d) Other Certificates

**DECLARATION**

*I hereby declare that all statements made in this application are true, complete and correct to the best of my knowledge and belief. In the events of any information being found false or incorrect at any stage or not satisfying the eligibility criteria according to the requirement, my application may be summarily rejected. I am physically sound to discharge the duty to be assigned & undertake to abide by all the terms & conditions of the recruitment as decided by the competent authority.*

Place:

Date:

Signature of the Candidate

**THE DETAILS OF REQUIRED ESSENTIALS**  
**QUALIFICATION, EXPERIENCE & TERMS OF REFERENCE**

**1. LAB TECHNICIAN (BLOOD BANK)**

<b>Qualifications &amp; Experience</b>	<b>Terms of Reference</b>
<p>Degree in Medical Laboratory Technology (M.L.T.) or Diploma in Medical Laboratory Technology (M.L.T.)            Should have completed 10+2 before obtaining diploma or degree.            The degree or diploma should be from a University/Institution recognized by the Central Government or State Government.            The candidate should be registered with the concerned Para-Medical Council.            Knowledge of computers.</p> <p><b>Desirable:</b>            Post Graduate degree.            Proficiency in MS Office.</p> <p><b>Experience:</b>            Minimum two years after degree and three years after diploma.            Degree holders must have minimum six months experience in blood banking;            Diploma holders must have minimum one year's experience in blood banking.</p>	<p><b>BASIC BLOOD BANKING TESTING METHODOLOGY:</b>            Understand blood bank methods, demonstrates knowledge of testing processes which includes blood grouping, cross matching, weak-D testing, antibody screening, TTI screening.            Organize work by matching blood requests with test tube labelling; sorting samples; checking labelling; logging samples; cross matching and reserving units ready for issue, keeping work surfaces clean and orderly.</p> <p><b>QUALITY MAINTENANCE:</b>            Maintain quality results by running standards and controls, verifying equipment function through routine equipment maintenance and advanced trouble shooting; calibrating equipment utilizing approved testing procedures; monitoring quality control measures and protocols.            Pre-transfusion viral screening and confirmatory tests to ensure the safety of blood.</p> <p><b>BLOOD COMPONENTIZATION:</b>            Help in blood component separation and quality control of blood components produced and perform the necessary quality check on the blood components.</p> <p><b>TRAINING:</b>            Serve as technical resource by participating in staff training.</p> <p><b>RECORD- KEEPING AND REPORTING:</b>            Document all the necessary information in the required blood bank registers.            Identify and communicate abnormal test reports by alerting supervisory personnel.            Ensure the patient receives compatible blood/blood components by completing blood typing, antibody screening, compatibility testing, and antibody identification procedures.            Assure future retrieval of patient transfusion information by preparing donor and patient.            Maintaining blood bank database.            Maintain donor/patient confidence by keeping laboratory information confidential.            Reporting data in SIMS.</p>

## 2. COUNSELLOR (BLOOD BANK)

Qualifications & Experience	Terms of Reference
<p>Post-Graduate in Social Work / Sociology / Psychology/Anthropology / Human Development</p> <p><b>Desirable:</b> Knowledge of computers. Proficiency in MS Office.</p> <p><b>Experience:</b> Minimum two years after essential qualification</p>	<p><b>DONOR EDUCATION:</b> To explain the blood donor of the entire blood donation process. To ensure that the donor understands all questions and responds accurately to the donor questionnaire. To inform the donor that his/her blood will be tested for blood group serology and markers of TTI and the test results will be given to the donor. To ensure that the donor is able to give informed consent to donate and recognizes that his/her signature is an affirmation that responses provided to the questionnaire are accurate and the donor is willing to be informed of their test results.</p> <p><b>DONOR EDUCATION REGARDING BLOOD DONATION PROCESS:</b> To ensure that donors feel comfortable during blood donation process, including the venepuncture. To reduce donor anxiety and minimize the risk of any adverse donor reactions, such as fainting. To give post-donation advice, including care of the venepuncture site. To secure donors' cooperation in the confidential unit exclusion or post-donation information process. To clarify doubts or concerns raised by donors. To alleviate donors' anxiety.</p> <p><b>DONOR EDUCATION REGARDING TTI POSITIVITY:</b> To keep the donor informed about the health implications of the positive TTI test results for the donor and the donated blood (discard) and the suitability of the donor for future blood donations. To guide and help the blood donor with positive screening results in further investigation, management, treatment and care, if necessary To encourage donors to provide all relevant information, including the possible source of infection. To explain the test results, the need for confirmation of the results, the health implications for the donor and the donated blood (discard) and the suitability of the donor for future blood donation. To provide information on precautions for preventing the transmission of infection to others.</p> <p><b>DONOR DEFERRAL AND PREVENTIVE HEALTH EDUCATION:</b> To explain and clarify the nature of the deferral (permanent or temporary)Example: Donor with low haemoglobin: refer to a health-care institution for haematological investigation and further management, and provide information on nutrition</p>

To encourage temporarily deferred donor to return for future blood donations after the defined deferral period  
To keep the donor informed about the donor deferral period: i.e. until screening test is non-reactive on follow-up  
To encourage individuals to self-defer if they are suffering from an infection, disease or health condition that may make them unsuitable to donate blood

**REFERRAL AND LINKAGES:**

To provide information and refer donors for further investigation, management, treatment and care, if necessary.

**ORGANIZING AND SCHEDULING BLOOD DONATION CAMPS:**

Mobilize communities for blood donation.

Organize and lead mobile blood donations in colleges, workplaces, etc.

Give blood donation lectures at workplaces, schools and voluntary organizations

Prepare donor cards and certificates to voluntary blood donors

Maintain effective communication and working relationship with team members, other health workers and clients.

Develop list of prospective donor groups by using organizational, professional, and industrial listings and directories.

Contact prospective donor groups to explain requirements and benefits of participation in blood donor program.

Visit prospective or participating blood donor group to discuss blood program.

Distribute promotional material and uses audio-visual aids to motivate groups to participate in blood-donor program.

Arrange specific date of blood collection for blood-donor group and confirms appointment in writing.

**DONOR IDENTIFICATION AND MOTIVATION:**

Identify donors with rare-type blood from blood-bank records, and telephone donors to solicit and arrange blood donation.

To increase donors' trust in the BTS and

encourage them to adhere to donor selection criteria while responding to the donor questionnaire

To foster donor trust and confidence for donor retention.

To reinforce the importance of healthy lifestyles for donors found to be non-reactive on blood screening and encourage regular blood donation

**REPORTING AND RECORD-KEEPING:**

Keep records of organizations, participating in program.

Record information for mobile blood-collection unit, such as space available, staffing required, and number of donors anticipated.

Consult and analyse blood bank records to answer questions, monitor activity, or resolve problems of blood donor groups.

Prepare reports of blood-donor program and recruitment activities.

**SELF MOTIVATION AND MONITORING:**

Develop and maintain continuing personal and professional development to

	meet the changing demands in the area of blood donor services. Monitor own performance against agreed objectives and standards. Keep up to date on job related issues as appropriate and keep log of own performance and in-service training log for purposes of appraisal
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### 3. LAB TECHNICIAN (ICTC)

Qualifications & Experience	Terms of Reference
<p>Graduate in Medical Laboratory Technology (B. Sc); with minimum 1 year experience after graduation.</p> <p>OR</p> <p>Diploma in Medical Laboratory Technology (DMLT); with minimum 2 years experience after diploma.</p> <p>The candidate should be registered with the concerned Para-Medical Council.</p> <p>Other expertise required:</p> <p>1. Working knowledge of computers.</p>	<ol style="list-style-type: none"> <li>1. Undertake HIV testing according to standard laboratory procedure.</li> <li>2. Keep the facility neat and clean at all times.</li> <li>3. Ensure that adequate stock of consumables and rapid HIV diagnostic kits are available in the ICTC.</li> <li>4. Keep a record of HIV test results as well as a stock of rapid HIV diagnostic kits and consumables.</li> <li>5. Ensure the maintenance of all laboratory equipment.</li> <li>6. Scrupulously follow internal and external quality assurance procedures.</li> <li>7. Follow universal safety precautions and strictly adhere to hospital waste management guidelines.</li> </ol>

### 4. COUNSELLOR (ICTC)

Qualifications & Experience	Terms of Reference
<p>Post Graduate degree/ diploma in Psychology/ Social work/Sociology/ Anthropology/ Human Development/ Nursing; with minimum 1 year experience after PG degree /diploma, of working in field of counseling in health sector; preferably in HIV/AIDS.</p> <p>OR</p> <p>Graduate in Psychology/ Social Work/ Sociology/ Anthropology /Human Development/Nursing; with minimum 3 years experience after graduation, of working in field of counseling in Health sector; preferably in HIV/AIDS.</p>	<ol style="list-style-type: none"> <li>1. <u>Preventive and health education</u> Ensure that each client is provided pre-test information/counseling, post test counseling and follow-up counseling in a friendly atmosphere. Be available in the ICTC as per the specified timings. Ensure that strict confidentiality is maintained. Ensure that all IEC material such as posters, etc. are displayed prominently in the ICTC. Ensure that communication aids in the form of flip books and condom demonstration models, fliers, etc are available in the ICTC.</li> <li>2. <u>Psychosocial support</u> Provide psychosocial support to help HIV-positive clients cope with HIV/AIDS and its consequences. Ensure that the extended family of the HIV-positive client is sensitized on how to deal with HIV-Positive members of the family. Conduct weekly visits after obtaining consent, to the homes of HIV-positive clients facing severe crisis.</li> <li>3. <u>Referrals and linkages</u></li> </ol>

<p>In the case of those recruited from the community of people infected with or affected by HIV/AIDS, the experience will be relaxed to a minimum of one year of experience in the field of HIV/AIDS.</p> <p>Other expertise required:</p> <ol style="list-style-type: none"> <li>1. Working knowledge of computers.</li> </ol>	<p>Maintain effective coordination with the RCH and TB programmes as well as with the antiretroviral therapy (ART) programme, and visit key persons in the facilities run by these programmes once in a fortnight so as to strengthen linkages and minimize loss of clients during referrals.</p> <ol style="list-style-type: none"> <li>4. <u>Supply and logistics</u> Report to the ICTC manager on the adequacy of stocks of condoms and prophylactic nevirapine tablets and syrup available in the ICTC as well as in the facility.</li> <li>5. <u>Monitoring</u> Maintain counseling records and registers, and prepare monthly reports which are to be sent to the SACS. Facilitate the establishment of linkages and referrals to the ICTC from within and outside health – care settings.</li> </ol>
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## 5. COUNSELLOR (STI)

<b>Qualifications &amp; Experience</b>	<b>Terms of Reference</b>
<p>Post Graduate degree / diploma in Psychology/ Social Work/Sociology/ Anthropology/ Human development/ Nursing; with minimum 1 year experience after PG degree/ diploma of working in field of counseling in health sector; preferably in STI/ RTI and HIV.</p> <p>OR</p> <p>Graduate in Psychology/ Social Work/ Sociology/ Nursing; with minimum 3 years experience after graduation, of working in field of counseling in health sector; preferably in STI/RTI and HIV.</p> <p>In the case of those recruited from the community of people infected with or affected by HIV/AIDS, the experience will be relaxed to a minimum of one year of experience in the field of HIV/AIDS.</p> <p>Other expertise required:</p> <ol style="list-style-type: none"> <li>1. Working Knowledge of Computers.</li> </ol>	<ol style="list-style-type: none"> <li>1. <u>Preventive and health education</u> Provide health education and counseling, on need for treatment compliance, correct and consistent condom use, partner management, follow-up and motivate to attend ICTC and screening for syphilis.</li> <li>2. <u>Treatment Services</u> Counsellor is responsible for both Gynaecology OPD and STI OPD and provides services to optimum number of STI/RTI patients attending the health facility.</li> <li>3. <u>Referrals and linkages</u> Facilitate systematic referral systems and follow-ups.</li> <li>4. <u>Supply and logistics</u> Monitors the drug kit and condom consumption and place appropriate indent in consultation with Medical Officer in charge.</li> <li>5. <u>Monitoring</u> Maintain counseling records and registers, and prepare monthly reports in consultation with Medical Officer in Charge which are to be sent to the SACS.. Facilitate the establishment of DSRC's linkages and referrals to the ICTC from within and outside health – care settings</li> </ol>