

**Punjab State AIDS Control Society**

Prayass Building, 4<sup>th</sup> Level, Sector-38-B, Chandigarh.Tel. No. 0172-2625718 Fax. No. 0172-2636791

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**Public Notice-Recruitment**

Applications on prescribed performa are invited for filling up of following vacant posts on Contractual Basis under National AIDS Control Programme in District Integrated Strategy for HIV/AIDS (DISHA) clusters of Punjab State AIDS Control Society (PSACS):-

Name of the post	No. of Vacancies	Category to be filled as per Punjab Govt. Roaster	Vacant at	Salary (In Rs.)
Cluster Programmers Manager (CPM)	04	SC (1), SC(Female-1) Gen-2	Jalandhar, Patiala,	54,300/-
Clinical Services Officer (CSO)	04	SC (1), SC(Female-1) Gen-2 )	Bathinda, Ferozpur	46,800/-
Data Monitoring and Documentation Officer (DMDO)	04	SC-1 (Female) Gen (2), Gen (Female-1)		37,500/-

**Before you apply, please ensure that you fulfill the eligibility in terms of following terms & conditions, educational qualification & experience (see below) and age.**

- 1) Interested candidates having the qualification mentioned against the posts may submit their application by **13-01-2023** in the office of Punjab State AIDS Control Society, Prayaas Building, 4<sup>th</sup> Floor, Sector-38-B, Chandigarh on the prescribed format along with the attested copies of the relevant academic certificates/experience certificates/other relevant documents/testimonials and two recent passport size photographs.
- 2) Last date for receipt of applications is **13-01-2023 (till 05:00 pm)**. Applications received after closing date will not be entertained.
- 3) The number of posts is subject to increase or decrease as per the decision of the Project Director, Punjab State AIDS Control Society.
- 4) The details of maximum age limit for above said posts are as under:-

Name of the post	Maximum Age Limit
Cluster Programmers Manager (CPM)	50 years
Clinical Services Officer (CSO)	45 years
Data Monitoring and Documentation Officer (DMDO)	45 years

- 5) The SC/BC Category certificate should be in accordance with the instructions of the Department of Welfare Punjab.
- 6) These posts are purely contractual and temporary for one year, extendable on the basis of work performance and conduct.
- 7) Reservation policy of Punjab Govt. will be followed in the recruitment of above posts.
- 8) **Incomplete applications will be rejected.**
- 9) **Kindly send the applications by Registered/Speed/Ordinary post or in person at the O/o PSACS. Applications send through email will not be accepted.**

- 10) Educational qualifications must be from a recognized University/Board. Candidates must pass the requisite educational qualification on or before last date of filing the application.
- 11) There will be written test (50% minimum passing marks) and interview for the above mentioned posts.
- 12) There will also be computer typing (English) (30 wpm) and computer knowledge test (50%) as qualifying criteria for the above mentioned posts.
- 13) Short listed eligible candidates will be called for document verification. Original certificates/testimonials will be checked at the time of document verification.
- 14) The candidate should have passed Punjabi upto Matric standard or its equivalent standard from any recognized institution/Board or should have passed the Punjabi Language Proficiency Test conducted by the Department of Languages, Government of Punjab
- 15) Any candidate is found not to be fulfilling the eligibility/selection criteria at any point of time in the entire recruitment process by the screening or selection committee, his/her candidature will be cancelled/rejected for the said post.
- 16) Candidates will not be paid any TA/DA for document verification.
- 17) Project Director, Punjab State AIDS Control Society reserves the right to cancel/amend/change/modify the entire recruitment process at any stage without issuing any notice.

**-Sd/-**  
**Project Director**  
**Punjab State AIDS Control Society**

## Details of Qualification & Requisite Experience

Sr No.	Name of post	Eligibility Criteria
1.	Cluster Programme Manger (CPM)	<p><b>1. Essential Qualification:-</b></p> <ul style="list-style-type: none"> <li>● Bachelors in Degree in Medical or Allied Health Sciences/Master Degree in Public Health/Healthcare Mangement/HealthCare Administration/Social Science/Psychology/Applied Epidemiology/Demography/Statistics/Population Science or similar fields.</li> </ul> <p><b>2. Experience :-</b></p> <ul style="list-style-type: none"> <li>● Three years experience for candidates with Master’s Degree in Public Health/HealthCare Management, HealthCare Administration/Applied Epidemiology</li> <li>● Five years experience in Public Health for Bachelor’s Degree in Medical and Allied Sciences/ Masters in Social Science/Psychology/Demography/Statistics/Population Sciences, including a minimum two years of experience in the HIV/AIDS sector.</li> </ul> <p><b>3. Age limitation: -</b></p> <ul style="list-style-type: none"> <li>● Maximum 50 years of age. Crucial date for determining the age limit will be the closing date of receipt of the application.</li> </ul> <p><b>4. Desirable:-</b></p> <ul style="list-style-type: none"> <li>● The suitable candidate should be familiar with the organization and functions of the state and local public health system/State AIDS Control Societies.</li> <li>● Excellent written and verbal communication skills in the local languages and English (Speaking, Reading and Writing).</li> <li>● Strong analytical, advocacy and negotiation skills.</li> <li>● Willingness to travel extensively.</li> </ul> <p><b>5. Other expertise includes:-</b></p> <ul style="list-style-type: none"> <li>● Program Management Skills</li> <li>● Good Knowledge of computers</li> <li>● Coordination and leading teams</li> </ul>

<p>2.</p>	<p><b>Clinical Services Officer (CSO)</b></p>	<ol style="list-style-type: none"> <li>1. <b>Essential Qualification :-</b> <ul style="list-style-type: none"> <li>● Bachelors Degree in Medical or Allied Sciences/Master’s Degree in Public Health/Healthcare Management/HealthCare Administration/Social Science/Psychology/Applied Epidemiology/Demography/Statistics/Population Sciences</li> </ul> </li> <li>2. <b>Experience:-</b> <ul style="list-style-type: none"> <li>● One year’s experience for the candidates with a Master’s Degree in Public Health/Health care Management / Health Care Administration/Applied Epidemiology.</li> <li>● Three years experience in Public Health with a Bachelors Degree in Medical or Allied Sciences/Masters in Social Science/Psychology/Demography/Statistics/Population Sciences, with minimum of One year of experience in the HIV/ AIDS sector.</li> </ul> </li> <li>3. <b>Age limitation:-</b> <ul style="list-style-type: none"> <li>● Maximum 45 years of age. Crucial date for determining the age limit will be the closing date of receipt of the application.</li> </ul> </li> <li>4. <b>Desirable:-</b> <ul style="list-style-type: none"> <li>● The suitable candidate will be familiar with the organization and functions of the state and local public health systems/State AIDS Control Societies.</li> <li>● Excellent written and verbal communication skills in the local languages and English (Speaking, Reading and Writing).</li> <li>● Strong analytical, advocacy and negotiation skills.</li> <li>● Willingness to travel extensively.</li> </ul> </li> <li>5. <b>Other expertise includes:-</b> <ul style="list-style-type: none"> <li>● Program Management Skills.</li> <li>● Good Knowledge of computers.</li> <li>● Capacity building and team management.</li> </ul> </li> </ol>
<p>3.</p>	<p><b>Data Monitoring and Documentation Officer (DMDO)</b></p>	<ol style="list-style-type: none"> <li>1. <b>Essential Qualification:-</b> <ul style="list-style-type: none"> <li>● Master degree in Public Health/HealthCare Management /HealthCare Administration/Social Science/Applied Epidemiology/Demography/Statistics/Bio Statistics/Population Sciences/Mathematics/Economics.</li> </ul> </li> <li>2. <b>Experience:-</b> <ul style="list-style-type: none"> <li>● One year experience for candidate with a Master’s Degree in Public Health/Health care management/HealthCare Administration /Applied Epidemiology.</li> <li>● Three years experience in Public Health for Bachelor’s Degree in Medical and Allied Sciences/Masters in Social Science/Psychology/Demography/Statistics/Bio-Statistics/Population Sciences with a minimum of one year of experience in the HIV / AIDS sector.</li> </ul> </li> <li>3. <b>Age limitation:-</b> <ul style="list-style-type: none"> <li>● Maximum 45 years of age. Crucial date for determining the age limit will be the closing date of receipt of the application.</li> </ul> </li> </ol>

		<p><b>4. Desirable :-</b></p> <ul style="list-style-type: none"><li>• The suitable candidate will be familiar with the organization and functions of the State and local public health system/State AIDS Control Societies.</li><li>• Excellent written and verbal communication skills in the local language and English (Speaking, Reading and Writing) and the ability to work well in an interdisciplinary team.</li><li>• Strong analytical, advocacy and negotiation skills.</li><li>• Willingness to travel extensively.</li></ul> <p><b>5. Other Expertise includes:</b></p> <ul style="list-style-type: none"><li>• Program management skills.</li><li>• Good Knowledge of computers.</li></ul>
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