



Punjab State AIDS Control Society
NATIONAL AIDS CONTROL PROGRAMME
(Department of Health & Family Welfare)
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OFFICE ORDER

Recruitment Notice of DISHA posts

The Punjab State AIDS Control Society (PSACS) invites Applications on prescribed proforma for filling up of vacant posts on a Contractual Basis under the National AIDS Control Programme in District Integrated Strategy for HIV/AIDS (DISHA) clusters of Punjab State AIDS Control Society (PSACS).

Number of vacancies: Four vacancies are to be filled under the DISHA programme strictly based on the reservation roster. Table 1 below provides the total and the category-wise number of vacancies. Candidates from other categories shall not be considered.

Table 1: Total and category-wise number of vacancies

Name of the post	No. of Vacancies	Category to be filled as per Punjab Govt. Roster
Cluster Programmers Manager (CPM)	01	SC(Female-1)
Clinical Services Officer (CSO)	02	SC (1) SC-1 (Female)
Data Monitoring and Documentation Officer (DMDO)	01	SC-1 (Female)

Salary:

Table 2: Salary

Name of the post	Salary (In Rs.)
Cluster Programmers Manager (CPM)	54,300/-
Clinical Services Officer (CSO)	46,800/-
Data Monitoring and Documentation Officer (DMDO)	37,500/-

Maximum age limit:

Table 3: Maximum age limit for above said posts is 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

Qualifications and experience: The essential and desirable qualifications and the essential experience for the above-said posts are shown in Table 4.

Table 4: Qualifications and Experience for the posts of DISHA programme

Name of the post	Qualification
<p>Cluster Programme Manger (CPM)</p>	<p>1. Essential Qualification:-</p> <ul style="list-style-type: none"> • Bachelors in Degree in Medical or Allied Health Sciences/Master Degree in Public Health/Healthcare Management/HealthCare Administration/Social Science/Psychology/Applied Epidemiology/Demography/Statistics/Population Science or similar fields. <p>2. Experience :-</p> <ul style="list-style-type: none"> • Three years experience for candidates with Master’s Degree in Public Health/HealthCare Management, HealthCare Administration/Applied Epidemiology • 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. <p>3. Age limitation: -</p> <ul style="list-style-type: none"> • Maximum 50 years of age. The closing date of receipt of the application is the crucial date for determining the age limit. <p>4. Desirable:-</p> <ul style="list-style-type: none"> • The suitable candidate should be familiar with the organization and functions of the state and local public health system/State AIDS Control Societies. • Excellent written and verbal communication skills in the local languages and English (Speaking, Reading, and Writing). • Strong analytical, advocacy, and negotiation skills. • Willingness to travel extensively. <p>5. Other expertise includes:-</p> <ul style="list-style-type: none"> • Program Management Skills • Good Knowledge of computers • Coordination and leading teams
<p>Clinical Services Officer (CSO)</p>	<p>1. Essential Qualification :-</p> <ul style="list-style-type: none"> • 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 <p>2. Experience:-</p> <ul style="list-style-type: none"> • One year’s experience for the candidates with a Master’s Degree in Public Health/Health care Management / Health Care Administration/Applied Epidemiology. • 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 a minimum of One year of experience in the HIV/ AIDS sector. <p>3. Age limitation:-</p> <ul style="list-style-type: none"> • Maximum 45 years of age. The closing date of receipt of the application is the crucial date for determining the age limit. <p>4. Desirable:-</p> <ul style="list-style-type: none"> • The suitable candidate will be familiar with the organization and functions of the state and local public health systems/State AIDS Control Societies. • Excellent written and verbal communication skills in the local languages and English (Speaking, Reading, and Writing).

	<ul style="list-style-type: none"> • Strong analytical, advocacy and negotiation skills. • Willingness to travel extensively. <p>5. Other expertise includes:-</p> <ul style="list-style-type: none"> • Program Management Skills. • Good Knowledge of computers. • Capacity building and team management.
Data Monitoring and Documentation Officer (DMDO)	<p>1. Essential Qualification:-</p> <ul style="list-style-type: none"> • Master degree in Public Health/HealthCare Management /HealthCare Administration/Social Science/Applied Epidemiology/Demography/Statistics/Bio Statistics/Population Sciences/Mathematics/Economics. <p>2. Experience:-</p> <ul style="list-style-type: none"> • One year experience for candidate with a Master's Degree in Public Health/Health care management/HealthCare Administration /Applied Epidemiology. • 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. <p>3. Age limitation:-</p> <ul style="list-style-type: none"> • Maximum 45 years of age. The closing date of receipt of the application is the crucial date for determining the age limit. <p>4. Desirable :-</p> <ul style="list-style-type: none"> • The suitable candidate will be familiar with the organization and functions of the State and local public health system/State AIDS Control Societies. • Excellent written and verbal communication skills in the local language and English (Speaking, Reading and Writing) and the ability to work well in an inter-disciplinary team. • Strong analytical, advocacy and negotiation skills. • Willingness to travel extensively. <p>5. Other Expertise includes:</p> <ul style="list-style-type: none"> • Program management skills. • Good Knowledge of computers.

Last date for receipt of applications: 07-08-2023 (till 05:00 pm). Applications received after the closing date will not be entertained.

Selection Criteria:

- There will be a written test (50% minimum passing marks) and an interview for the above-mentioned posts.
- There will also be computer typing (English) and computer knowledge tests for the above-mentioned posts.

Other important terms and conditions:

- Interested candidates having the qualification mentioned against the posts may submit their application in the office of Punjab State AIDS Control Society, Prayaas Building, 4th Floor, Sector-38-B, Chandigarh in 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.

- b. The candidate should have passed Punjabi up to 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.
- c. Kindly send the applications by Registered/Speed/Ordinary post/Courier or in person at the O/o PSACS. **Applications sent by email will not be accepted.**
- d. Incomplete applications will be rejected.
- e. The number of posts is subject to increase or decrease as per the decision of the Project Director, PSACS.
- f. These posts are purely **contractual and temporary for one year**, extendable based on work performance and conduct.
- g. Educational qualifications must be from a recognized University/Board. Candidates must pass the requisite educational qualification on or before the last date of filing the application.
- h. Short-listed eligible candidates will be called for document verification. Original certificates/testimonials will be checked at the time of document verification.
- i. If a 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 canceled/rejected for the said post.
- j. Candidates **will not be paid any TA/DA** for document verification.
- k. Project Director, PSACS, reserves the right to cancel/modify the entire recruitment process at any stage without issuing any further notice.

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Project Director
Punjab State AIDS Control Society