



**Punjab State AIDS Control Society**  
**NATIONAL AIDS CONTROL PROGRAMME**  
(Department of Health & Family Welfare)  
Level IV, Prayaas Building, Sector-38 B, Chandigarh  
Ph.No: 0172-2625718, 2636805,  
E-mail: [punjabacs@gmail.com](mailto:punjabacs@gmail.com)



**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 Contractual Basis under National AIDS Control Programme in District Integrated Strategy for HIV/AIDS (DISHA) clusters of Punjab State AIDS Control Society (PSACS).

**Number of vacancies:** There is one vacancy to be filled under 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. Roaster
Data Monitoring and Documentation Officer (DMDO)	01	SC (Female)

**Salary:**

**Table 2: Salary**

Name of the post	Salary (In Rs.)
Data Monitoring and Documentation Officer (DMDO)	37,500/-

**Maximum age limit:**

**Table 3: Maximum age limit for above said posts are as under:-**

Name of the post	Maximum Age Limit
Data Monitoring and Documentation Officer (DMDO)	45 years

**Qualifications and experience:** The essential and desirable qualification 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
Data Monitoring and Documentation Officer (DMDO)	<ol style="list-style-type: none"><li><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><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</li></ul></li></ol>

	<p>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> <p><b>3. Age limitation:-</b></p> <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> <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 inter-disciplinary 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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**Last date for receipt of applications: 08-12-2023 (till 05:00 pm).** Applications received after closing date will not be entertained.

**Selection Criteria:**

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

**Other important terms and conditions:**

- a. Interested candidates having the qualification mentioned against the posts may submit their application 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.
- 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 send through 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 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.

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