

APPLICATION FORM FOR POST OF MO-ART Centre

PERSONAL INFORMATION

1. Name (in Capital Letter) : _____
2. Father's/Husband's Name : _____
3. Date of Birth (dd/mm/yyyy) : _____
4. Sex: Male Female

Paste your latest
color passport size
photo

5. Category(If any): UR SC ST OBC
Ex. Man

6. Address for Correspondence: _____

7. Permanent Address: _____

8. Email ID and Mobile No. _____

Academic and Professional Qualification

Institution	Affiliation/Recognition	Qualification acquired	Marks Obtained (%)

Experience, if any

Name of Institution	From	To	Total period

Checklist for certificates to be sent along application form:-

1. Matriculation
2. Graduation
3. Post graduation
4. Reserve category certificate (Where applicable)
5. Character certificate
6. A declaration to the effect that s/he is not a dismissed employee from the service of the State/ Central/ Local Bodies.
7. A declaration to the effect that no vigilance/ Police Inquiry is ongoing or held against me.

DECLARATION

I, _____ (Name of Candidate) do hereby solemnly affirm and verify that the above information given by me is correct and I understand and accept that providing false information deliberately, could result in termination of my service without any notice. It is further certified that I have not been suspended/ terminated from my duties by previous employers.

Place:

Signature of the candidate: _____

Date:

Name of the candidate: _____

Terms of Reference of Medical Officer (ART Centre) and selection criteria

Eligibility and selection criteria

- The ART Medical Officer (MO) should essentially be an MBBS trained NACO at one of the NACO designated training Center.
- S/He should not have been suspended/ terminated from his duty during his tenure.
- S/He should have clinical experience.
- This appointment shall be subject to Medical Fitness from a Medical Board constituted for this purpose by the Govt. of Himachal Pradesh.
- Recruitment age limit of MOs ART is 65 years
- Retirement age limit of MOs ART is 70 years
- Salary of New MOs will be Rs.50,000 PM as revised by NACO.
- The appointment against these posts will be purely on contract basis initially for a period one year, which can be extended further subject to satisfactory performance and requirement of the Deptt. as well as approval of the GOI for the same.
- The contract of appointment can be terminated from either side with one month's notice or in lieu of one month's salary thereof.
- Unsatisfactory services, misconduct or remaining on unauthorized absence from duty will result in removal/termination from service forthwith.
- No residential accommodation will be provided from the State Govt. Department pool.
- It will be a full time job. No part time employment/private practice will be allowed.
- A Contractual agreement shall have to be executed with the Department on Non judicial Papers of Rs. 100/- duly attested by the Executive Magistrate/Public Notary before joining the post.
- The candidate will not claim his/her rights for seniority, regularization and confirmation of his/her services.
- Any document(s) made available along with online application, if subsequently found to be false/forged, the services will be terminated at once without serving any notice.
- The candidate is required to serve in any part of the State.
- One day casual Leave per month will be admissible, which can be accumulated up to December and thereafter will lapse, if not availed.
- S/He will not be entitled for any other kind of leave except maternity leave as per the rules instructions of the State Govt. issued from time to time.
- All original relevant documents will be verified at the time of joining.
- Aptitude of candidates will be given due weight age.
- Committee constituted of CMO Kangra at Dharamshala / his representative, Principal Dr. RPGMC Tanda / his representative and Member from HP SACS.

Terms of Reference

1. S/He has to work under the guidance and supervision of the SMO/Nodal Officer.
2. S/He should examine the patients, advise required investigations, including CD4 count, review the investigations and prescribe the treatment (this includes ART, referral to other departments such as RNTCP centres for treatment of tuberculosis, treatment of STIs and prophylaxis and/or treatment of opportunistic infections).
3. Refer the cases to the Senior Medical Officer, Nodal Officer or any other specialist for further expert opinion and interventions including admission and inpatient care, if required.
4. S/He must also coordinate with the CCCs and LACs attached to the ART centre. Ensure drug adherence and counsel the patient towards safe sex, condom usage, proper nutrition and positive living.
5. Monitor the consumption and availability of ARV drugs, OI drugs, CD4 kits, other consumables, appraise the Senior Medical Officer for making necessary arrangements, check the ART Drug store, and sign in the register every fortnight.
6. S/He must update the prescribed columns in White cards and Green books and should assist Senior Medical Officer in supervising the staff at the centre, record keeping and reporting.
7. S/He must attend the Monthly coordination meetings held at the district level, ART - CCC coordination meetings, review meetings by NACO/ SACS and attend training programs conducted for the Medical Officers, whenever deputed.
8. S/He has to ensure that all the guidelines for running and maintaining the ART centre are abided by.
9. In case SMO is not there, he/ she is the focal point for EID for HIV exposed babies found "reactive" using DBS at ICTC and referred to the ART centre.
10. Besides all the above, any other duty assigned by ART Centre In-charge pertaining to ART services.

In addition to the existing responsibilities, the other responsibilities to be included are as follows:

1. Identify stable patients on ART and initiate Multi-Month Dispensation of drugs for the eligible stable patients.
2. Initiate Differentiated Service Delivery Model (DSDM) in high load ART centres.
3. Monitor Viral Load and refer the patients failing on first line drug regimen to ART, Plus centers or SACEP.
4. Medical officer of ART centre should conduct outreach activities at Link-ART Centres (LAC) in difficult terrain and hard-to-reach areas, where the access to the ART centre is a challenge for the patients.
5. OST Initiation, Dosing & Adherence monitoring.

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- S/He should have clinical experience.
- This appointment shall be subject to Medical Fitness from a Medical Board constituted for this purpose by the Govt. of Himachal Pradesh.
- Recruitment age limit of MOs ART is 65 years
- Retirement age limit of MOs ART is 70 years
- Salary of New MOs will be Rs.50, 000 PM as revised by NACO.
- S/He should be registered with Medical Council of India.
- The appointment against these posts will be purely on contract basis initially for a period one year, which can be extended further subject to satisfactory performance and requirement of the Deptt. as well as approval of the GOI for the same.
- The contract of appointment can be terminated from either side with one month's notice or in lieu of one month's salary thereof.
- Unsatisfactory services, misconduct or remaining on unauthorized absence from duty will result in removal/termination from service forthwith.
- No residential accommodation will be provided from the State Govt. Department pool.
- It will be a full time job. No part time employment/private practice will be allowed
- A Contractual agreement shall have to be executed with the Department on Non judicial Papers of Rs 100/- duly attested by the Executive Magistrate/Public Notary before joining the post.
- The candidate will not claim his/her rights for seniority, regularization and confirmation of his/her services.

- Any document(s) made available along with online application, if subsequently found to be false/forged, the services will be terminated at once without serving any notice.
- The candidate is required to serve in any part of the State.
- One day casual Leave per month will be admissible, which can be accumulated up to December and thereafter will lapse, if not availed.
- S/He will not be entitled for any other kind of leave except maternity leave as per the rules instructions of the State Govt. issued from time to time.
- The contract of this engagement ipso-facto shall be terminated automatically on the last date specified for which no formal notice or order will be required to be issued.
- The engagement of is purely on short and contract basis for and not be entitled to any claims, rights, interests of for further benefits in terms of regularization or consideration of further appointments to any post, including any claims for any casual, ad-hoc, temporary or regular service in the Government.
- In the event of any misconduct he/she shall be liable for immediate disengagement by the First Party. The expression misconduct for purpose of this agreement would mean improper or unprofessional behavior misdemeanor, misbehavior or misdeed.
- S/He shall not be entitled any kind of absence beyond authorized leave. if he/she remains absent with permission without leave at his/her credit or if he/she remains on unauthorized absence, proportionate amount his/her consolidated remuneration shall be deducted. Unauthorized absence for continues period of 15 days or more will automatically terminate this agreement and therefore his/her engagement.
- During the contract period, S/He will not be entitled to any kind of medical facilities, overtime allowance, ad hoc bonus, pension or any other payments
- All original relevant documents will be verified at the time of joining.
- Aptitude of candidates will be given due weight age.
- Committee constituted of CMO Kangra at Dharamshala / his representative, Principal Dr RPGMC Tanda / his representative and Member from HP SACS.

- S/He will have to produce the copies of the following certificates and declarations:-

1. Attested copy of Matriculation certificate.
2. Attested copy of Higher Secondary/10+2
3. Certificate of fitness from the Chief Medical Officer/ Senior Medical Superintendent.
4. Attested copy of reserve category (where applicable)
5. Character certificate from the Executive Magistrate or Gazetted officer to whom the candidate is known for last three years.
6. A declaration to the effect that s/he is not a dismissed employee from the service of the State /Central Govt. / Local Bodies.

CONTRACTUAL SERVICE AGREEMENT

Ref:

MEMORANDUM OF AGREEMENT MADE THIS BETWEEN **PRINCIPAL DRPGMC TANDA**, herein after referred to as (PRINCIPAL) and (contractual staff) hereinafter referred to as the signatory, whose address is _____

WHEREAS Principal ART Centre, DRPGMC Tanda desires to engage the services of the Signatory on the terms and conditions hereinafter set forth; and NOW THEREFORE, the parties here to **agree as follow:**

1. TERMS OF REFERENCE

The signatory will work as **Medical Officer** for ART Centre, DRPGMC Tanda. He will be based at office of ART Centre, DRPGMC Tanda. He will be under administrative control of **PRINCIPAL DRPGMC TANDA**

2. Responsibilities: Job responsibilities of (ART): (As laid down in ART Operational Guidelines)

3. DURATION OF AGREEMENT:

This agreement will be deemed to have come into effect from the date of joining at office of **PRINCIPAL DRPGMC TANDA**. i.e. _____ The contract shall initially be for a period of one year from the date of commencement of the agreement, and shall be extended by consent of parties subject to satisfactory performance of duties.

4. REMUNERATION:

a. As full consideration for the services performed by the Signatory under the terms of the Agreement, **HPSACS** shall pay the Signatory a sum of _____/-(Rupees Eight thousands only) consolidated per month.

b. The Signatory shall be accorded the following annual/accrued, sick and maternity leave provisions as applicable to the civil servants associated with the project/activity.

Annual Leave/Accrued leave : **30 days per annum (2 ½ days per month)**

Sick leave : **10 days per annum**

Working hours and holidays shall be those applying to the project/activity to which the Signatory is assigned.

5. STATUS OF THE SIGNATORY:

The signatory shall have the status of the contractual employee and shall not be considered in any respect as a regular staff of **Medical College Hospital**.

6. RIGHTS AND OBLIGATIONS OF THE SIGNATORY:

After the execution of this agreement or upon the selection of the signatory by **COMMITTEE** the - HPSACS will give instructions / training to the signatory for carrying out the aims of the SACS effectively. The instructions/timing shall not be divulged by the signatory to third parties or to other agencies. The rights and obligations of the signatory are strictly limited to the terms and conditions of this Agreement. Accordingly, the Signatory shall not be entitled to any benefit, payment, subsidy, compensation or pension from the SACS, except as expressly provided in this Agreement.

THE SIGNATORY SHALL NOT BE EXEMPTED FROM TAXATION AS PER INCOME TAX LAWS OF GOVERNMENT OF INDIA AND SHALL NOT BE ENTITLED TO REIMBURSEMENT OF ANY TAXES, WHICH MAY BE LEVIED ON THE REMUNERATIONS RECEIVED.

7. RESCISSION:

Either party may rescind this Agreement at any time by giving the other party at least one month notice in writing of its intention to do so.

8. TERMINATION:

In Case of improper conduct/ Poor work performance by the Signatory, the contractual employee will be terminated without assigning any reason therefore.

9. TITLE RIGHTS:

The title rights, copyrights and all other rights of whatsoever nature in any material produced in the framework of this Agreement shall be vested exclusively in **PRINCIPAL DRPGMC TANDA**.

10. UNPUBLISHED INFORMATION:

The Signatory shall exercise the utmost discretion in regard to all matters of official business. He shall not communicate to any person any information known to him/her by reason of his/her official position which has not been made public, except on written authorization of the **PRINCIPAL DRPGMC TANDA**. AT no time shall he/she in any way use to private advantage information known to him/her by reason of his/her official position. These obligations do not cease with expiry of this Agreement.

11. DISCLOSURE:

The Signatory shall disclose to **PRINCIPAL DRPGMC TANDA**, any business or professional employment or activity in which he may be engaged prior to or at any time in the course of the present Agreement. These activities shall not be incompatible with the performance of the present services. The Signatory shall apply for outside assignment only through **PRINCIPAL DRPGMC TANDA**

PERFORMANCE OF DUTIES AND STANDARDS OF CONDUCT:

In the performance of his/her duties under this Agreement, the signatory shall be exclusively responsible to **PRINCIPAL DRPGMC TANDA** and shall neither seek nor accept instructions from any Authority/external agency except DAPO/ CMO/ PD HPSACS. The Signatory shall not engage in any activity that is incompatible with the purposes/principles or the proper discharge of his/her duties for ART Centre, DRPGMC Tanda. He/She shall avoid any interaction with the press and in particular any kind of public pronouncement, which may adversely reflect on his/her integrity, independence and impartiality, which are required in his/her relationship with **PRINCIPAL DRPGMC TANDA**. Any favour, gift or remuneration from any source other than HPSACS shall not be accepted by him/her unless the SACS approval has been obtained beforehand.

12. SETTLEMENT OF DISPUTES:

Any claim or dispute relating to the interpretation of the execution of the present Agreement, which cannot be settled amicably or through conciliation procedures shall be settled by arbitration, unless the parties agree on another mode of settlement. The arbitration panel shall be composed of Hospital Steering Committee as per NACO Guidelines. The parties shall accept the arbitration award as final.

Signature
PRINCIPAL DRPGMC TANDA

Signature of the Contractual
Employee

Name:

Date: