

**PROGRAMME NAME: SEEK NEWBORN CARE UNIT(SNCU)**

**QUALIFICATION AND JOB RESPONSIBILITY**

No.	Name of Post	Total Vacant Post	Qualification	Fixed Salary Rs.	Upper Age Limit
1	Staff Nurse	4	B.Sc. Nursing / GNM	11,500/-	As Per Govt. Rules & Regulation

Post Name	Responsibility
Staff Nurse	<p>a. To assist Medical Officers in Management and follow-up of patients attending the Department.</p> <p>b. To counsel patients and their family members about risk factors.</p> <p>c. Any other job assigned by concerned officers.</p>

**PROGRAMME NAME : OBSTETRIC INTENSIVE CARE UNIT**

**QUALIFICATION AND JOB RESPONSIBILITY**

No.	Name of Post	Total Vacant Post	Qualification	Fixed Salary Rs.	Upper Age Limit
1	Staff Nurse	9	B.Sc. Nursing / GNM	11,500/-	As Per Govt. Rules & Regulation

Post Name	Responsibility
Staff Nurse	<p>a. To assist Medical Officers in Management and follow-up of patients attending the Department.</p> <p>b. To counsel patients and their family members about risk factors.</p> <p>c. Any other job assigned by concerned officers.</p>

**PROGRAMME NAME : OBSTETRIC INTENSIVE CARE UNIT**

**QUALIFICATION AND JOB RESPONSIBILITY**

No.	Name of Post	Total Vacant Post	Qualification	Fixed Salary Rs.	Upper Age Limit
1	Data Entry Operator	1	XII standard, Knowledge of MS office Gujarati Typing	8,000/-	As Per Govt. Rules & Regulation

Post Name	Responsibility
Data Entry Operator	<ol style="list-style-type: none"><li>a. Ensure regular entry of all relevant data in the computer pertaining to various aspects of program in a systematic manner to facilitate its analysis.</li><li>b. Analysis data and compile reports.</li><li>c. Maintenance and up keep of the computer and its accessories including virus defense.</li><li>d. Any other job assigned by concerned officers</li></ol>

**PROGRAMME NAME : ART CENTER**  
**QUALIFICATION AND JOB RESPONSIBILITY**

No.	Name of Post	Total Vacant Post	Qualification	Fixed Salary Rs.	Upper Age Limit
1	Staff Nurse	1	B.Sc. Nursing / GNM	11,500/-	As Per Govt. Rules & Regulation

Post Name	Responsibility
Staff Nurse	<ol style="list-style-type: none"> <li>1) Assist in all the clinical and paramedical functions of the centre as per requirement</li> <li>2) Perform baseline assessment of the patient including pulse, BP, weight, height etc</li> <li>3) Assess the physical, social and psychological needs of the patient.</li> <li>4) Provide need based nursing care and support to the patients</li> <li>5) Focal point for all issues related to pregnant positive women and HIV exposed child and early Infant Diagnosis (EID) incase counselor not there</li> <li>6) Maintain the daily OI summary sheet, compile it on monthly basis and give it to the data manager</li> <li>7) Coordinating and tracking the referrals made within the hospital by establishing linkages with various departments and in-patient wards</li> <li>8) Streamlining and guiding patients at the ART centre and helping in the efficient and orderly functioning of the centre</li> <li>9) Assist in record keeping and maintenance of patient documents</li> <li>10) Dispensing of ARV drugs in the absence of Pharmacist as and when required</li> <li>11) Counselling of patients as and when required</li> <li>12) Collection of blood samples for CD4 testing and arrange/perform its transportation to the linked lab during the absence of Lab technician as and when required</li> <li>13) Provide reports to the doctor and other members of the ART centre multidisciplinary team</li> <li>14) Ensure implementation of the UWP and proper waste disposal at the centre</li> <li>15) To monitor and ensure the implementation of various infection control measures.</li> </ol> <p><b>Role of nurses at the ART centre in HIV-TB coordination:</b></p> <ol style="list-style-type: none"> <li>1) Do regular screening of the patients for symptoms of pulmonary/extra pulmonary TB</li> <li>2) The lab form given to the TB suspect to be stamped by the nurse with the ART centre stamp to facilitate fast tracking of the patient for sputum testing</li> <li>3) Reinforce cough and hand hygiene practices among the suspects/diagnosed pulmonary TB cases</li> <li>4) Keep a record of the patients referred from ART centre to Designated Microscopy Centre (DMC) for the diagnosis of TB with the help of line list. Co-ordinate with STS to ensure completion of the line-list</li> <li>5) Attend the monthly RNTCP meeting along with the completed line list for the month to be shared with the concerned STS</li> <li>6) Maintain the TB/HIV register at the ART centre ensuring timeliness, accuracy and completeness</li> <li>7) Prepare and submit the monthly TB/HIV report to SACS through ART centre in charge.</li> </ol>

**PROGRAMME NAME : RASHTRIYA SWASTHYA BIMA YOJNA (RSBY)**

**QUALIFICATION AND JOB RESPONSIBILITY**

No.	Name of Post	Total Vacant Post	Qualification	Fixed Salary Rs.	Upper Age Limit
1	Data Entry Operator	1	XII standard, Knowledge of MS office Gujarati Typing	8,000/-	As Per Govt. Rules & Regulation

Post Name	Responsibility
Data Entry Operator	<ol style="list-style-type: none"><li>a. Ensure regular entry of all relevant data in the computer pertaining to various aspects of program in a systematic manner to facilitate its analysis.</li><li>b. Analysis data and compile reports.</li><li>c. Maintenance and up keep of the computer and its accessories including virus defense.</li><li>d. Any other job assigned by concerned officers</li></ol>

**PROGRAMME NAME: DISTRICT EARLY INTERVENTION CENTRE**  
**QUALIFICATION AND JOB RESPONSIBILITY**

No.	Name of Post	Total Vacant Post	Qualification	Fixed Salary Rs.	Upper Age Limit
1	Optometrist	1	Bachelor in Optometry or master in optometry from any recognized university	11,500/-	As Per Govt. Rules & Regulation

Post Name	Responsibility
Optometrist	<ul style="list-style-type: none"> <li>a. Work as a team along with other professionals and will help formulate an inclusive programme especially for the children with visual problems as a part of multiple disability</li> <li>b. Prescribe vision therapy, vision training or orthoptic treatment for children with learning problems or common binocular vision disorders, including strabismus and amblyopia</li> <li>c. Will detect or diagnose ocular conditions associated systemic health conditions, and refer them to appropriate health care professionals</li> <li>d. Offer counselling services to the families on preventive vision care.</li> <li>e. Prescribe the spectacle lenses including progressive, aspheric, and safety/protective spectacles based on the visual needs of the children.</li> <li>f. Referral to further genetic, neurological and endocrinal evaluation</li> </ul>

**PROGRAMME NAME: DISTRICT EARLY INTERVENTION CENTRE**  
**QUALIFICATION AND JOB RESPONSIBILITY**

No.	Name of Post	Total Vacant Post	Qualification	Fixed Salary Rs.	Upper Age Limit
1	Dental Technician	1	Bachelor in Optometry or master in optometry from any recognized university	11,500/-	As Per Govt. Rules & Regulation

Post Name	Responsibility
Dental Technician	<p>a. Work with dentists to create tooth restorations and orthodontic devices for pediatric patients.</p> <p>b. Fill prescriptions for pediatric patients; make custom bridges, crowns, dentures and orthodontic appliances based on tooth molds and impressions.</p> <p>c. Correct dental irregularities by manufacturing fixed or removable appliances.</p> <p>d. Dental technician's specialization includes bridges and crowns, partial or complete dentures, ceramics, implants and orthodontic appliances, such as braces.</p> <p>e. Replace missing facial and body tissues due to developmental abnormality by fabricating maxillo-facial prostheses.</p> <p>f. Construct prostheses by following the dentist's prescription; making models of the mouth and teeth from impressions of the patient's mouth taken by the dentist; building-up wax replicas of part or all of the mouth and/or teeth on the model; encasing the wax in a mould material and melting away the wax; replacing the wax with plastic, metal, or ceramic materials to make the replacement appliance; polishing and finishing the appliance prior to its being placed in the patient's mouth by the dentist.</p> <p>g. Document actions by completing forms, reports, logs, and records.</p>

**PROGRAMME NAME: DISTRICT EARLY INTERVENTION CENTRE**  
**QUALIFICATION AND JOB RESPONSIBILITY**

No.	Name of Post	Total Vacant Post	Qualification	Fixed Salary Rs.	Upper Age Limit
1	Speech-Language pathology and audiologist	1	Bachelor's Degree in Speech and language pathology from any recognized university in India	11,500/-	As Per Govt. Rules & Regulation

Post Name	Responsibility
Speech-Language pathology and audiologist	<ol style="list-style-type: none"> <li>a. Perform audio logical assessments and advice on hearing aids depending upon the severity of the child. He/she has to refer to the institutes where such aids are available.</li> <li>b. Guide and counsel the parents about the auditory training.</li> <li>c. Assess the level of receptive and expressive language</li> <li>d. Formulate treatment goals on the basis of needs of the child.</li> <li>e. Explain the parents and/ or caregivers the importance of speech therapy and demonstrate therapy to them so that they can carry out therapy at home in all the daily living activities.</li> <li>f. Maintain records of the follow-up of the child, note progress and doing reassessments wherever deemed necessary and at periodic intervals. The reports of the progress of the child and achievement of goals must be conveyed to the parents.</li> <li>g. Assess for speech disorders</li> <li>h. Work as a part of the DEIC team and liaison with other team members in formulating a comprehensive and inclusive programme for the holistic approach</li> <li>i. Provide services that focus on verbal and non-verbal communication skill development</li> <li>j. Assess the oro- motor skills required for feeding problems (sucking and swallowing) for the children with Neuro-motor impairment.</li> <li>k. Facilitate speech clarity (ability to produce and combine speech sounds and use the voice), facial expression, body language and gestures, alternative or augmentative communication (e.g., sign language, picture symbols and verbal output devices, PECT), pre-literacy skills.</li> <li>l. Ensure functionality of equipment/toys/furniture.</li> </ol>

**PROGRAMME NAME: NPPCD**

**QUALIFICATION AND JOB RESPONSIBILITY**

No.	Name of Post	Total Vacant Post	Qualification	Fixed Salary Rs.	Upper Age Limit
1	Audiologist	1	Bachelor in Audiology & Speech language pathology / B.S.C. (Speech and hearing) from recognized institute.	12,000/-	As Per Govt. Rules & Regulation

Post Name	Responsibility
Audiologist	<ul style="list-style-type: none"><li>a. Provision of audio logic services, speech – language assessment and rehabilitation &amp; prescribing hearing aids in collaboration with ENT surgeon.</li><li>b. Assist training programmes</li><li>c. Monitoring and evaluation of the programme</li><li>d. Maintenance of Database</li><li>e. Help DNO in quarterly submission of quarterly report</li><li>f. Monthly visit to accompany DNO/ENT Surgeon to CHC/PHC</li><li>g. Supervision of IEC activities/camps in collaboration with ENT surgeon/DNO</li></ul>