


**ADVERTISEMENT**

The Orissa State AIDS Control Society (OSACS) on behalf of the ART Plus Centre, ART Centres, Facility Integrated (FI)-ART Centres and Link ART Plus Centres invites applications from eligible candidates who are citizens of India to fill-up different category of posts as per the place of posting mentioned below to be posted on contractual basis for implementation of HIV/AIDS programme in the State under National AIDS Control Programme (NACP) as per the details mentioned below :

Sl. No.	Category of Post	Place of Posting	No. of Post	Monthly consolidated Remuneration (Rs.)
1	Senior Medical Officer	ART Plus Centre, SCB Medical College, Cuttack	01	45,000/-
2	Medical Officer	ART Plus Centre, SCB Medical College, Cuttack / ART Centre, MKCG Medical College, Berhampur / Veer Surendra Sai Institute of Medical Sciences & Research (VIMSAR), Burla, Sambalpur / DHH, Angul / Balangir / Bhadrak / Nabarangpur / Capital Hospital, Bhubaneswar / Rourkela Govt. Hospital, Rourkela / SDH, Bhanjanagar / FI-ART Centre, DHH, Nayagarh / Rayagada	12	36,000/-
3	Counsellor	ART Centre, DHH, Angul / Balasore / Puri	03	13,000/-
4	Lab. Technician	ART Centre, MKCG Medical College, Berhampur / DHH, Balangir / Bhadrak / Puri	04	13,000/-
5	Data Manager	ART Centre, Veer Surendra Sai Institute of Medical Sciences & Research (VIMSAR), Burla, Sambalpur / DHH, Angul / Balasore, Balangir / Capital Hospital, Bhubaneswar	05	13,000/-
6	Staff Nurse	ART Centre, MKCG Medical College, Berhampur / DHH, Nabarangpur / SDH, Bhanjanagar / FI-ART Centre, DHH, Rayagada / Link ART Centre Plus, CHC, Aska / Khallikote / Polasara	07	13,000/-
7	Care Coordinator	SDH, Bhanjanagar	01	6,000/-

Eligible candidates for the above mentioned posts with minimum age limit of 25 years & maximum age limit of 68 years as on 01.12.2019 for the post of SMO & MO and minimum age limit of 25 years & maximum age limit of 45 years for other category of posts may apply directly to the concerned Nodal Officer of ART Plus Centre, ART Centre & FI-ART Centre and Medical Officer I/C of Link ART Centre Plus through Registered Post / Speed Post only as per the address mentioned in the website by submitting their bio-data and other required documents in the prescribed format within 15 days of publication of advertisement in the newspapers. **The application(s) submitted to Orissa State AIDS Control Society (OSACS), Bhubaneswar office will summarily be rejected without assigning any notice thereof.**

The prescribed format for submission of application, remuneration, qualification, experience, duties & responsibilities, other terms and conditions along with the address to whom apply are available in the websites of [www.osacs.nic.in](http://www.osacs.nic.in) and [www.orissa.gov.in](http://www.orissa.gov.in). The authority reserves the right to accept / reject any or all application(s) without assigning any reasons thereof.

  
Project Director

**Address for submission of Application(s)**

Sl. No.	Name of the Centre	To whom apply	Date of submission	Mode of submission
1.	ART Plus Centre, SCB Medical College, Cuttack	Nodal Officer, ART Plus Centre, SCB Medical College, Cuttack, PIN: 753007	Within 15 days of publication of advertisement in the Newspaper(s)	Through Registered Post / Speed Post only
2.	ART Centre, MKCG Medical College, Berhampur	Nodal Officer, ART Centre, MKCG Medical College, Berhampur, Ganjam, PIN: 760004		
3.	ART Centre, Veer Surendra Sai Institute of Medical Sciences & Research (VIMSAR), Burla	Nodal Officer, ART Centre, Veer Surendra Sai Institute of Medical Sciences & Research (VIMSAR), Burla, Sambalpur, PIN: 768017		
4.	ART Centre, DHH, Angul	Nodal Officer, ART Centre, District Headquarter Hospital, Angul, PIN: 759122		
5.	ART Centre, DHH, Balasore	Nodal Officer, ART Centre, District Headquarter Hospital, Balasore, PIN: 756001		
6.	ART Centre, DHH, Balangir	Nodal Officer, ART Centre, District Headquarter Hospital, Balangir, PIN: 767001		
7.	ART Centre, DHH, Bhadrak	Nodal Officer, ART Centre, District Headquarter Hospital, Bhadrak, PIN: 756100		
8.	ART Centre, DHH, Puri	Nodal Officer, ART Centre, District Headquarter Hospital, Puri, PIN: 752001		
9.	ART Centre, DHH, Nabarangpur	Nodal Officer, ART Centre, District Headquarter Hospital, Nabarangpur, PIN: 764059		
10.	ART Centre, Capital Hospital, Bhubaneswar	Nodal Officer, ART Centre, Capital Hospital, Bhubaneswar, Khordha, PIN: 751001		
11.	Rourkela Govt. Hospital, Rourkela	Nodal Officer, ART Centre, Rourkela Government Hospital, Rourkela, Sundargarh, PIN: 769004		
12.	ART Centre, Sub-Divisional Hospital, Bhanjanagar, Ganjam	Nodal Officer, ART Centre, Sub-Divisional Hospital, Bhanjanagar, Dist.: Ganjam, PIN: 761126		
13.	FI-ART Centre, DHH, Nayagarh	Nodal Officer, FI-ART Centre, District Headquarter Hospital, Nayagarh, PIN: 752077		
14.	FI-ART Centre, DHH, Rayagada	Nodal Officer, FI-ART Centre, District Headquarter Hospital, Rayagada, PIN: 765001		
15.	Link ART Centre Plus, CHC, Aska	Medical Officer I/C, Link ART Centre Plus, Community Health Centre, Aska, Ganjam, PIN: 761110		
16.	Link ART Centre Plus, CHC, Polasara	Medical Officer I/C, Link ART Centre Plus, Community Health Centre, Polasara, Ganjam, PIN: 761105		
17.	Link ART Centre Plus, CHC, Khalikote	Medical Officer I/C, Link ART Centre Plus, Community Health Centre, Khalikote, Ganjam, PIN: 761030		



**ORISSA STATE AIDS CONTROL SOCIETY (OSACS)**  
(Department of Health & Family Welfare), Government of Odisha



Letter No.IX-OSACS-ART-08/2019-20:

/OSACS

Dated: / 01 / 2020

**TERMS OF REFERENCE**

Sl. No	Category of Post with Institution	No. of Post	Monthly Remuneration (Consolidated) (Rs.)	Qualifications	Brief Duties & Responsibilities
1.	Senior Medical Officer, ART Plus Centre, SCB Medical College, Cuttack	01	45,000	a. First preference should be given to candidates with MD in Medicine or any other clinical discipline. <p align="center">OR</p> b. If not available candidates with MBBS + Diploma in any clinical discipline having minimum 3 years of experience can be considered. <p align="center">OR</p> c. Candidates with MBBS+Fellowship in HIV Medicine/ Diploma in Public Health having 3 years of experience can be considered	<ul style="list-style-type: none"><li>• He/she is the functional team leader of the ART centre under the overall guidance of the Nodal Officer. The SMO has to supervise the administrative and medical functions of the ART centre on a day-to-day basis and provide leadership to staff to work as a cohesive team and deliver the services effectively.</li><li>• He/she should examine the patients, advise required investigations including CD4 count, review the investigations and prescribe the treatment. It includes referrals to other departments for treatment of TB, STI, OIs etc.</li><li>• Refer difficult/complicated cases to the Nodal Officer or other specialist for further expert opinion and interventions including admission and inpatient care, if required.</li><li>• He/she must also coordinate with LAC, LAC Plus and CSCs attached to the ART centre and ensure optimal utilization of such facilities.</li><li>• Monitor the consumption and availability of ARV, OI and other drugs, CD4 kits, other consumables and alert the concerned authorities in case of impending shortage well in advance so as to enable adequate replenishment without disruption of ART care and support to PLHIV.</li><li>• He/she must ensure that all records, registers, cards and PLHIV software are updated on a daily basis and reports are sent to the concerned authorities on time. All reports should be checked by the SMO before taking approval from the Nodal Officer for sending them to the concerned authorities.</li><li>• He/she must update the prescribed columns in white cards and green books.</li><li>• He/she must attend or ensure appropriate representatives are sent for monthly coordination meetings held at the district</li></ul>

					<p>level. ART centre-CSC coordination meetings. The SMO must attend review meetings by NACO/SACS and training programmes conducted for medical officers.</p> <ul style="list-style-type: none"> <li>• He/she has to ensure that the guidelines for running and maintaining the ART centre are abided by</li> <li>• He/she must be aware of all communications sent from NACO/SACS to the ART centre and should update the Nodal Officer about them on a day to day basis</li> <li>• He/she has to verify the staff attendance register daily and get it approved by the Nodal Officer at the end of the month before forwarding the attendance to the SACS</li> <li>• The SMO must appraise the annual performance of the contractual staff based on the PMDS format which should then be approved by the Nodal Officer</li> <li>• The SMO should also monitor the linkages with the various NGO's and other networks.</li> <li>• Responsibilities in respect to Link ART Centres/LAC Plus. <ul style="list-style-type: none"> <li>- He/she has to mentor and monitor the functioning, recording and reporting of LAC/LAC Plus along with the Nodal Officer.</li> <li>- He/she has to follow out referral and in-referral of patients and communicate with the Link ART Centre.</li> <li>- He/she has to take decision to link out willing patients to the nearest LAC based on eligibility criteria.</li> </ul> </li> <li>• Responsibilities in respect to SACEP Referrals. <ul style="list-style-type: none"> <li>- The SMO has to refer "suspected treatment failure" cases to the SACEP at the COE/ART Plus for screening and initiation of alternative first line / second line ART, if required. The Nodal Officer of the ART centre must countersign all such referrals.</li> <li>- Focal Point for EID for HIV exposed babies found "Reactive" with DBS at ICTC and referred to ART centre.</li> <li>- Any other duty assigned by Nodal Officer/SACS pertaining to ART services.</li> </ul> </li> </ul>
--	--	--	--	--	---

2.	<b>Medical Officer</b> ART Plus Centre, SCB Medical College, Cuttack / ART Centre, MKCG Medical College, Berhampur / Veer Surendra Sai Institute of Medical Sciences & Research (VIMSAR), Burla, Sambalpur / DHH, Angul / Balangir / Bhadrak / Nabarangpur / Capital Hospital, Bhubaneswar / Rourkela Govt. Hospital, Rourkela / SDH, Bhanjanagar / FI-ART Centre, DHH, Nayagarh / Rayagada (one post for each Centre)	12	36,000	Essentially be an MBBS (Preference will be given if trained by NACO at one of the NACO designated training centres.	<ul style="list-style-type: none"> <li>• He/she has to work under the guidance and supervision of the SMO/Nodal Officer</li> <li>• He/she 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).</li> <li>• 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.</li> <li>• He/she must also coordinate with the CSCs and LACs attached to the ART centre. Ensure drug adherence and counsel the patient towards safe sex, condom usage, proper nutrition and positive living.</li> <li>• Monitor the consumption and availability of ARV drugs, OI drugs, CD4 kits, other consumables and appraise the Senior Medical Officer for making necessary arrangements and check the ART Drug store and sign in the register every fortnight.</li> <li>• He/she must update the prescribed columns in While cards and Green books and should assist Senior Medical Officer in supervising the staff at the centre, record keeping and reporting.</li> <li>• He/she must attend the Monthly coordination meetings held at the district level, ART-CSC coordination meetings, review meetings by NACO/OSACS and attend training programmes conducted for the Medical Officers, whenever deputed.</li> <li>• He/she has to ensure that all the guidelines for running and maintaining the ART centre are abided by</li> <li>• 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.</li> <li>• Besides all the above, any other duty assigned by ART centre In-charge pertaining to ART services.</li> </ul>
----	---	----	--------	---	--

3.	<b>Counsellor,</b> ART Centre, DHH, Angul / Balasore / Puri (one post for each Centre)	03	13,000	<p>Master Degree in Social Work (preferably specialized in medical &amp; psychiatric social work</p> <p>OR</p> <p>Candidates with Degree in Sociology</p> <p>OR</p> <p>A qualified graduate Nurse can be appointed as Counsellor but he/she must undergo 12 days Counsellor training at NACO designated institute.</p> <p><b>NOTE:</b> Qualified and competent PLHIV will be given preference.</p>	<ul style="list-style-type: none"> <li>• He/she has to work under the guidance and supervision of SMO/MO/Nodal Officer.</li> <li>• He/she must assess / assist the Staff Nurse in triaging the new patients eligible for Pre-ART registration and refer others to the nearest ICTC for confirming HIV status.</li> <li>• Complete the Pre-ART registration (HIV care register, white cards and green books) on first visit of the PLHIV and provide adherence counseling.</li> <li>• Counsellor to maintain the HIV exposed/ infant child register.</li> <li>• Provide necessary counseling on subsequent visits to the Pre ART patients and adherence counseling to "On ART" patients.</li> <li>• Referral and linkages with other community based organizations, rehabilitation centres and various support groups.</li> <li>• Address issues related to ARV treatment: <ul style="list-style-type: none"> <li>○ Pre ART or treatment preparedness exercises, encourages and helps in finding guardian Support</li> <li>○ Explain the details of treatment and its importance, including side effects of ARV drugs</li> <li>○ Adherence counseling and monitoring, identification of barriers to adherence and suggestions to remove these barriers.</li> <li>○ Pill counting for PLHIV on ART and assess adherence.</li> </ul> </li> <li>• Provide emotional, social, and psychological support to patients and/or direct them to the concerned person or organization that can do so.</li> <li>• Explain to the patients, care givers, guardians and other family members about palliative and home-based care, hygiene and nutrition.</li> <li>• Counsels patients on positive living, prevention, proper condom usage; and dispense condoms.</li> <li>• Complete the required sections in the recording and reporting tools maintained by the ART centre. <ul style="list-style-type: none"> <li>○ Issue Green book for the first time to the new patients (Pre-ART)</li> <li>○ Pre-ART Registers (fill in prescribed columns)</li> <li>○ White Cards: (make white cards for</li> </ul> </li> </ul>
----	--	----	--------	--	---

					<p>all patients and fill in prescribed columns)</p> <ul style="list-style-type: none"> <li>o ART Enrolment register: (fill in prescribed columns)</li> <li>• Counselors must ensure all the register are filled appropriately and updated.</li> <li>• Collect and update address of PLHIV</li> <li>• Counseling of Pre ART patients on follow up visits and repeat CD4 count. CD4 report of Pre ART patients is to be given by counselor after proper counseling.</li> <li>• Follow up for testing of spouse and children of the PLHIV</li> <li>• Contact the MIS/LFU cases through telephone and outreach workers and bring them back to ART centre for drug collection.</li> <li>• Attend ICTC Counselors monthly meeting for feedback on ICTC-ART referral and LFU cases.</li> <li>• Provide counseling on family planning and breast feeding, particularly for pregnant women coming for PPTCT. The counselor should ensure appropriate advice and counseling to link the pregnant women to appropriate services including ANC and post natal services, immunization and EID for infant.</li> <li>• In case of CoE's and ART Plus centres the counselors shall do the counseling of patients referred to the SACEP on rotatory basis.</li> <li>• Besides all the above, any other responsibilities / instructions related to the programme given by the Supervisor need to be discharged / followed from time to time.</li> </ul>
4.	<b>Laboratory Technician</b> ART Centre, MKCG Medical College, Berhampur / DHH, Balangir / Bhadrak / Puri (one post for each Centre)	04	13,000	<p>Graduate/Diploma holder in Medical Laboratory Technology (MLT) from a recognized institute.</p> <p><b>NOTE:</b> He/She must be registered in the concerned state council.</p>	<ul style="list-style-type: none"> <li>• He/she has to work under the guidance and supervision of SMO / MO.</li> <li>• Collect the specimen for CD4 counts at the ART centre and take these samples to the Department of Microbiology, test them and give the report to the counselor at the ART centre. Also, collect whole blood samples for Early Infant Diagnosis (EID) for infants found reactive with DBS and carry them to identified EID labs.</li> <li>• In case the ART centre does not have a CD4 machine or CD4 testing is not possible at the same centre due to any reason, the LT is expected to transport</li> </ul>

					<p>samples of blood to a linked CD4 laboratory and to collect the results when ready. TA/DA for this visit can be booked under Operational Cost of ART Centre as per NACO guideline.</p> <ul style="list-style-type: none"> <li>• Prepare and provide CD4 monthly report to ART centre.</li> <li>• Maintain the stock of the CD4 kits, consumables and inform the ART SMO/ In-charge MO / Nodal Officer of the centre as and when the stocks come to critical levels.</li> <li>• Generate the "Due list" for CD4 testing for all the Pre-ART &amp; On ART patients as specified under NACO norms.</li> <li>• Address confirmation on CD4 test date every six monthly.</li> <li>• Any other duty assigned by ART Centre In-charge.</li> </ul>
5.	<p><b>Data Manager,</b> ART Centre, Veer Surendra-Sai Institute of Medical Sciences &amp; Research (VIMSAR), Burla, Sambalpur / DHH, Angul / Balasore, Balangir / Capital Hospital, Bhubaneswar (one post for each Centre)</p>	05	13,000	<p>Graduate (preferably with Commerce background) with Diploma in Computer Applications (from a recognized institute or University) or 'O' Level course from DOEACC.</p>	<ul style="list-style-type: none"> <li>• He/she has to work under the guidance and supervision of SMO / MO.</li> <li>• Ensure that all data recording and reporting software's are properly installed, functioning and updated.</li> <li>• Print and share all circulars / information sent by NACO/SACS to the Nodal Officer/SMO and maintain a file for the important orders/ communication.</li> <li>• Maintain the attendance register for the ART centre staff and get it verified by the SMO/MO every day and by the Nodal Officer at the end of the month</li> <li>• Maintain the HR file including the bio-data of the staff, copies of certificates, appointment letters, contractual service agreement, performance appraisal report, training details, remuneration, etc.</li> <li>• Coordinate with the LAC/LAC Plus Centres and ensure that all LAC/LAC Plus related tools are complete.</li> <li>• Prepare and send all the monthly reports prescribed by NACO/SACS after approval of SMO / Nodal Officer.</li> <li>• Assist in analysis of data under the supervision of the Nodal Officer of the ART centre.</li> <li>• Maintain the accounts of the ART centre and the fixed assets register.</li> <li>• The two Data Managers at ART Plus centre shall also function as the SACEP coordinator on rotational basis</li> <li>• Any other duty assigned by ART Centre In-charge.</li> </ul>



<p>6. <b>Staff Nurse,</b> ART Centre, MKCG Medical College, Berhampur / DHH, Nabarangpur / SDH, Bhanjanagar / FI-ART Centre, DHH, Rayagada / Link ART Centre Plus, CHC, Aska / Khallikote / Polasara (one post for each Centre)</p>	<p>07</p>	<p>13,000</p>	<p>B.Sc. Nursing / GNM.  OR  ANM with minimum of 3 years of experience.</p>	<ul style="list-style-type: none"> <li>• Assist in all the clinical and paramedical functions of the centre as per requirement.</li> <li>• Perform baseline assessment of the patient including Pulse, BP, Weight, Height etc.</li> <li>• Assess the physical, social and psychological needs of the patient.</li> <li>• Provide need based nursing care and support to the patients.</li> <li>• Focal point for all issues related to pregnant positive women and HIV exposed child and Early Infant Diagnosis (EID) in case Counsellor not there.</li> <li>• Maintain the daily OI summary sheet, compile it on monthly basis and give it to the Data Manager.</li> <li>• Coordinating and tracking the referrals made within the hospital by establishing linkage with various Departments and inpatient wards.</li> <li>• Streamlining and guiding patients at the ART Centre and helping in the efficient and orderly functioning of the centre.</li> <li>• Assisting in record keeping and maintenance of patient documents</li> <li>• Dispensing of ARV drugs in the absence of Pharmacist as and when required.</li> <li>• Counselling of patients as and when required.</li> <li>• Collections of blood samples for CD4 testing and arranges / perform its transportation to the linked Lab during the absence of Lab. Technician as and when required.</li> <li>• Provide reports to the doctor and other members of the ART centre multidisciplinary team.</li> <li>• Ensure implementation of the UWP and proper waste disposal at the centre.</li> <li>• To monitor and ensure the implementation of various infection control measures</li> <li>• Role of Nurses at the ART Centre in HIV/TB Coordination. <ul style="list-style-type: none"> <li>○ Do regular screening of the patients for symptoms of pulmonary / extra pulmonary TB.</li> <li>○ 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>○ Reinforce cough and hand hygiene</li> </ul> </li> </ul>
---	-----------	---------------	---	---

					<p>practices among the suspects / diagnosed pulmonary TB cases.</p> <ul style="list-style-type: none"> <li>o Keep a record of the patient referred from ART Centre to Designated Microscopy Centre (DMC) for the diagnosis of TB with the help of line list. Coordinate with STS to ensure completion of line list.</li> <li>o Attend the monthly RNTCP meeting along with the completed line list for the month to be shared with the concerned STS.</li> <li>o Maintain the TB/HIV register at the ART Centre ensuring timeliness, accuracy and completeness.</li> <li>o Prepare and submit the monthly TB/HIV report to SACS through ART Centre In-charge.</li> </ul>
7.	<b>Care Coordinator</b> SDH, Bhanjanagar	01	6,000	<p>Should be a PLHIV, with a minimum of Intermediate (12<sup>th</sup>) level education.</p> <p><b>NOTE:</b> Must have working knowledge of English and the local language.</p>	<ul style="list-style-type: none"> <li>• He/she has to work under the guidance and supervision of SMO / MO.</li> <li>• Be the first interface with patient at centre</li> <li>• Ensure entries in the HIV visit register</li> <li>• Be a peer educator for PLHIV at centre and provide psycho-social support to newly registered PLHIV</li> <li>• Provide assistance to PLHIV enrolled at the ART centre, within the hospital (OP and IP)</li> <li>• Coordinate with the linked Care &amp; Support Centre and Link ART centres</li> <li>• Keep track of drug adherence of patients on ARV, counseling them on the importance of regularity of visits and ARV dosage</li> <li>• Augment the efforts of the Counsellor and other staff of the centre in promoting positive living</li> <li>• Assist in patient retrieval, where necessary and as far as possible</li> <li>• Follow MIS/LFU cases on telephone, from "daily due list" as well</li> <li>• Transfer of kits / other consumables / blood sample to nearby CD4 Labs in absence of Lab. Technician, if necessary. Emergency transfer of drugs to LAC / other ART centre / Home visit of LFU cases (TA / DA for such visits can be booked under Operational Cost of ART centre as per NACO guidelines)</li> <li>• Manage filing of the white cards on daily basis</li> <li>• Any other duty related to the programme assigned by SMO / MO</li> </ul>

All these job responsibilities for ART Plus Centre / ART Centre / FI-ART Centre / Link ART Centre Plus are indicative and any additional responsibilities as per need can be allocated by the SMO / MO with the approval of Nodal Officer / Dean & Principal / CDM&PHO / Director / Superintendent of the concerned institute. Any refusal by the staff to carry out duties beyond TOR shall be viewed seriously and necessary action be taken.

**Terms and Conditions:**

- a) The initial contract is for a period of one year or till end of the project period whichever is earlier & extendable upon performance.
- b) The maximum age limit will be 68 years for SMO / MO and 45 years for other category of posts as on 01.12.2019 to apply.
- c) The application(s) received beyond the stipulated date by the concerned ART Plus Centre / ART Centres / FI-ART Centres / Link ART Plus Centres will summarily be rejected.
- d) The application(s) received through fax / e-mail shall not be accepted.
- e) The application should reach the competent authority by Speed Post / Registered Post within 15 days of publication of the advertisement in news papers.
- f) The posts are purely contractual and recruitment will be made as per NACO Guidelines.

  
Project Director

**APPLICATION FORM**

Post Applied for:					Attested Photographs	
1. Name of the Applicant: _____						
2. Father's Name / Husband's Name : _____						
3. Date of Birth: _____		4. Age as on 01.12.2019: _____			5. Sex: _____	
6. Present Address with Tel. No: _____						
Mobile No.: _____ E-mail Id: _____						
Permanent Address: _____						
7. Languages spoken/written: _____						
8. Marital Status: _____						
9. Education: High school onwards, please list all your qualifications						
Degree	Institute/Board & Location	Year	Marks			Full/Part Time/ Distance Learning
			Full Mark	Marks Secured	%	
Matriculation						
+2						
+3						
P.G.						
Addl. Qualification if any:						
10. Employment Record:						
Total year of experience: _____						
11. Present Employment:						
From Month / Year	To Month / Year	Organization	Position	Total period experience	Brief description of duties:	
12. Previous Employment: (Addl. Sheets may be used ; if required)						
From Month / Year	To Month / Year	Organization	Position	Total period experience	Brief description of duties:	

**NB:** (1) Self attested photocopies of all mark sheets, certificates, photographs & experience certificates with an initial below of the written statement "**Submitted by me**" on submitted documents, along with the application form otherwise it will be rejected. (2) The candidates should mention the "**POST APPLIED FOR**" and **Name of the ART Plus Centre / ART Centre / FI-ART Centre / Link ART Centre Plus**" on the cover of the envelope. (3) Application without proper format shall be rejected. (4) Application through Fax / E-mail shall not be accepted. (5) The applications received beyond the stipulated date and time by the concerned authority of the ART Plus Centre / ART Centre / FI-Centre / Link ART Plus Centre will be rejected. (6) The applicants should submit their application to the concerned ART Plus Centre / ART Centre / FI-ART Centre / Link ART Plus Centre directly through Speed Post / Registered Post within 15 days of publication of the advertisement in Newspapers. (7) The posts are purely contractual and recruitment will be made as per NACO guidelines.

**DECLARATION**

I do hereby declare that the particulars furnished by me in this form are true to the best of my knowledge and belief. In case they are found false, my candidature shall be liable for rejection.

Date : \_\_\_\_\_  
Place : \_\_\_\_\_

Signature of Applicant