

**Letter No. XV – OSACS/ Proc. -31/2013/5925**

**Date: 24.09.13**

To

The Dy. Director  
I & PR Deptt.  
Govt. of Odisha  
Bhubaneswar

**Sub: - Release of advertisement- reg.**

Sir,

Enclosed please find a copy of the advertisement for release of advertisement in highly circulated daily newspapers preferably two Odiya and one English daily once by **30/09/ 2013** and submit the bills in duplicate to this office as per the approved rate of the Govt. for making necessary payment.

Yours faithfully,

**Sd/-**

**Project Director**

**Encl: As above.**

**Letter No. XV – OSACS/ Proc. -31/2013/5926**

**Date: 24.09.13**

OSACS invites applications from suitable candidates to fill-up **147 nos. of Laboratory Technician posts** on contractual basis to be posted in different districts according to the vacancy places for implementation of HIV/AIDS programme in the State under NACP. The monthly remuneration range is Rs. 8,000/- to Rs. 12,000/- and to be revised from time to time as per NACO guidelines.

**TERMS OF REFERENCE**

<b>Qualification</b>	<b>Experience</b>	<b>Brief Duties &amp; responsibilities</b>
Two years Diploma in Medical Laboratory Technology, from any AICTE affiliated Institutions.		Undertake HIV testing according to standard laboratory procedure. Keep the facility neat and clean at all times. Ensure that adequate stock of consumables and rapid HIV diagnostic kits are available in the ICTC. Keep a record of HIV test results as well as a stock of rapid HIV diagnostic kits and consumables. Ensure the maintenance of all laboratory equipment. Scrupulously follow internal and external quality assurance procedure. Follow universal safety precautions and strictly adhere to hospital waste management guidelines.
Science Graduates	One year experience in any Medical Laboratory Accredited by the National Accreditation Board	

Eligible candidates for above the age of 21 years & maximum age limit is 60 years as on 01.09.2013 may apply to **the Project Director, Orissa State AIDS Control Society (OSACS), Oil Odisha Building, F- Nayapalli, Bhubaneswar** within 15 days of publication of the advertisement by submitting their bio-data in the prescribed format. The prescribed formats for submission of application and details of the posts, salary, qualification, experience, duties & responsibilities and other terms and conditions are available in the website **www.osacs.nic.in / www.orissa.gov.in**. The authority reserves the right to accept/reject any or all application(s) without assigning any reasons thereof.

**Sd/-  
Project Director**

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



Letter No. XV – OSACS/ Proc. -31/2013/5927

Date:24.09.13

**Terms of Reference**

Sl. No	Name of Post	No. of Posts	Monthly remuneration range (Rs.)	Qualification & Experience	Brief Duties & responsibilities
01	Laboratory Technician	147 Nos.	Rs. 8,000/- to Rs. 12,000/-	<p>Two years Diploma in Medical Laboratory Technology, from any AICTE affiliated Institutions.</p> <p>Science Graduates with One year experience in any Medical Laboratory Accredited by the National Accreditation Board</p>	Undertake HIV testing according to standard laboratory procedure. Keep the facility neat and clean at all times. Ensure that adequate stock of consumables and rapid HIV diagnostic kits are available in the ICTC. Keep a record of HIV test results as well as a stock of rapid HIV diagnostic kits and consumables. Ensure the maintenance of all laboratory equipment. Scrupulously follow internal and external quality assurance procedure. Follow universal safety precautions and strictly adhere to hospital waste management guidelines

**Terms and Conditions:**

- a) The initial contract is for a period up to 31.12.2013 under NACP or till end of the project period whichever is earlier & extendable upon performance.
- b) The maximum age limit will be 60 years as on 01.09.2013.
- c) The application(s) received beyond the stipulated date and time will be rejected.
- d) No candidates should have the option to apply more than one post in one envelop at a time otherwise the application will be rejected.
- e) The application received through fax/e-mail shall not be accepted.
- f) The application should reach the undersigned by Speed Post / Registered Post/ Courier Services / Drop Box in OSACS office, within 15days of publication of the advertisement.
- g) The posts are purely contractual and recruitment will be made as per NACO Guidelines.

**Sd/-**  
**Project Director**

## **APPLICATION FORM**

<b>Post Applied for:</b>						Attested Photographs
<b>1. Name of the Applicant:</b>						
<b>2. Father's Name:</b>						
<b>3. Date of Birth:</b>		<b>4. Age as on 01.09.2013</b>			<b>5. Sex:</b>	
<b>6. Present Address with Tel. No:</b>						
Permanent Address:						
<b>7. Languages spoken/written:</b>						
<b>8. Education: High school onwards, please list all your qualifications</b>						
Degree	Institute/Board & Location	Year	Marks			Full/Part Time/ Distance Learning
			Full Mark	Marks Secured	%	
Matriculation						
+2						
+3						
P.G.						
Addl. Qualification if any:						
<b>9. Employment Record:</b>						
Total year of experience						
<b>10. Present Employment:</b>						
From Month / Year	To Month / Year	Organization	Position	Total period experience	Brief description of duties:	
<b>11. Previous Employment: (Addl. Sheets may be used ; if required)</b>						
From Month / Year	To Month / Year	Organization	Position	Total period experience	Brief description of duties:	

**NB:** (1) Attested photocopies from any Gazetted Officer of all mark sheets, certificates, photographs & experience certificates shall be in the application form otherwise it will be rejected. (2) The candidates should mention the **“POST APPLIED FOR \_\_\_\_\_”** 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 will be rejected. (6) The application should reach the undersigned by Speed Post / Registered Post/ Courier Services / Drop Box in OSACS office, within 15days of publication of the advertisement. (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 the candidate**