

U.P. STATE AIDS CONTROL SOCIETY

7th Floor, Mandi Parishad Bhawan, 16, A.P. Sen Road, Lucknow-226001

Ph: 0522-2638898. Website: www.upsacs.up.gov.in, E-mail: recruitupsacs@gmail.com

RECRUITMENT NOTICE

Applications are invited from eligible candidates for the following posts on contract basis (contract up to 31.03.2024, likely to be continued further on annual basis) in U.P. State AIDS Control Society, Lucknow. The application on prescribed format should reach in the office of the Project Director at above mentioned address in time upto 14.08.2023 during working hours till 06:00 pm:-

1.	Joint Director (IEC & Mainstreaming)	01 Posts (Contract)
2.	Deputy Director (ICTC) / BSD	01 Posts (Contract)
3.	Deputy Director (CST)	01 Posts (Contract)
4.	Deputy Director (LS)	01 Posts (Contract)
5.	Deputy Director (SI)	01 Posts (Contract)
6.	Deputy Director (TI) / Prevention	01 Posts (Contract)
7.	Deputy Director (Mainstreaming & IEC)	01 Posts (Contract)
8.	Assistant Director (SI)	01 Posts (Contract)
9.	Assistant Director (TI) / Prevention	01 Posts (Contract)
10.	Assistant Director (IEC)	01 Posts (Contract)
11.	Assistant Director (Youth Affairs)	01 Posts (Contract)
12.	Admin Officer (UPSACS)	01 Posts (Contract)
13.	Junior Accountant (SBTC)	01 Posts (Contract)

For details like qualification, experience, TOR, Age limit and application form kindly visit society's website: www.upsacs.up.gov.in

PROJECT DIRECTOR

U.P. STATE AIDS CONTROL SOCIETY

7th Floor, Mandi Bhawan, 16 A.P. Sen Road, Charbagh, Lucknow

Phone: 0522-2638898

Website: www.upsacs.up.gov.in, E-mail: [recruitupsacs@gmail](mailto:recruitupsacs@gmail.com)

RECRUITMENT NOTICE

Applications are invited from eligible candidates for the following posts on contract basis (contract up to 31.3.2024, likely to be continued further on annual basis) in U.P. State AIDS Control Society. The application on prescribed format should reach in the office of the Project Director at above mentioned address in time upto 14-08-2023 during working hours till 06:00 pm.

1 Joint Director (IEC & Mainstreaming)-01 Post (Contractual)

Remuneration: ₹67,900/- p.m. (Consolidated),

Qualifications: Masters from a recognized university in Mass Communication or Post Graduate with PG diploma in mass communication Or MBA with PG diploma in mass communication

Essential Experience: Experience of 7 years in the field of developmental/health communication including planning and implementation of IEC campaigns and engagement with key populations and affected communities at National/State/District level with Govt. / NGO/Development Partners implementing agencies/Private Sector. Working knowledge of MS Office.

Desirable:

- Experience in the field of advertising
- Experience in preparation of Audio Visual Aids and display material in a responsible position,
- Knowledge of AV Media & proficiency in handling audio-visual aids for training purposes.
- Knowledge of modern training techniques.
- Working knowledge of local language
- Experience in handling Outdoor/mid-media activities/event management etc.
- Sound knowledge of handling virtual meeting platforms, video conferencing, social media platforms and computer skills.
- Preference will be given to the candidate working in the field of HIV/ AIDS

2 Deputy Director-ICTC/BSD -01 Posts (Contractual)

Remuneration: ₹50,680/- p.m. (Consolidated),

Qualification: MBBS OR Bachelors Degree in Medical Sciences OR Post graduate diploma in Preventive and Social Medicine or Community Medicine or Skin and VD/ STD/ Dermatology Venereology Leprology or Obstetrics Gynaecologist OR MBA in Health Management or Master in Public Health or Master in Health Administration. OR Masters degree in Psychology/Social Work/Sociology/Clinical Psychology/Medical Microbiology

Essential Experience: Working experience of 5 years in Public health programme with focus on EVTHS, HIV counselling and Testing services, early infant diagnosis services and engagement with key populations and affected communities at National/State/District level with Govt. / NGO/Development Partners implementing agencies/Private Sector.

(• For Masters/ PG diploma: Minimum 5 years post PG

- For MPhil: Minimum 4 year post Mphil
- For PhD: Minimum 2 year post PhD
- For Medical Graduate minimum of 3 yrs. Post qualification
- For Medical Post graduate minimum of 1 yrs. post PG qualification)
- Working knowledge of MS Office.

Desirable:

- M.Phil. (desirable PhD)
- Work experience in field based implementation.
- Proficiency in data management.
- Preference will be given to the candidate working in the field of HIV/ AIDS

3 Deputy Director –(CST)-01 Post (Contractual)

Remuneration: ₹50,680/- p.m. (Consolidated),

Qualifications: University degree in Medical Sciences or Masters/Diploma in Public Health/Health Management or Similar PG Courses in Health Care Management. Masters in Social Science/Social Work/Sociology/ Psychology/Clinical Psychology/ Medical Microbiology.

Essential Experience: 5 years experience in Health sector (preferably HIV) Good working knowledge of MS Office

4 Deputy Director (LS)-01 Post (Contractual)

Remuneration: ₹50,680/- p.m. (Consolidated),

Qualifications: M.Sc. (Microbiology/Biotechnology/Biochemistry/ Life Sciences/) OR B. Tech (Biotechnology)

Desirable Qualification: PhD (Microbiology/Biotechnology/ Biochemistry/ Life Sciences) **Essential**

Experience: 5 years of experience for candidates with M. Sc/ B.Tech (in the above subjects)

OR

3 years of experience of working in medical diagnostic laboratory for candidates with Phd.Candidates with experience of working in accredited labs or those labs who have applied for accreditation will be preferred.

5 Deputy Director (SI)-01 Post (Contractual)

Remuneration: ₹50,680/- p.m. (Consolidated),

Qualifications: Bachelors Degree in Medical Sciences and MD/DNB (Community Medicine/ Epidemiology) OR Master/ Post Graduation in Public Health/ Health Administration/Applied Epidemiology or Diploma in Public Health/Masters in Demography/Statistics/ Population Sciences/Social Sciences/Computer Application. (Two year course) and similar streams from a Recognized University.

Essential Experience: 5 years experience in Public Health in surveillance/research/M&E/ epidemiology. Working knowledge of computers including MS office package and SPSS. Good working knowledge of epidemiological analysis and biostatistics.

Desirable: Past experience of working in HIV/AIDS programme or projects under Government or bilateral/ multi-lateral agencies in India. Good working knowledge of Epidemiological analysis and other statistical packages. Preference will be given to the candidate working in the field of HIV/ AIDS

6 Deputy Director (TI)/Prevention-01 Post (Contractual)

Remuneration: ₹50,680/- p.m. (Consolidated),

Qualifications: Master/ Post Graduate Diploma in Social Sciences/ Public Health/ Health Care Administration and similar streams from a Recognized University.

Essential Experience: Work experience 5 years in the Development sector, Health Programmes or Health systems in the field of HIV/AIDS at State/National level with experience of engagement with Community and civil society organizations.

(• For Masters/ PG diploma: Minimum 5 years post PG

•For MPhil: Minimum 4 year post MPhil For PhD:

Minimum 2 year post PhD

For Medical Graduate minimum of 3 yrs. Post qualification

For Medical Post graduate minimum of 1 yrs. post PG qualification)

Desirable:

- M.Phil., Ph.D.
- Preference will be given to the candidate working in the field of HIV/ AIDS

7 Deputy Director –(Mainstreaming & IEC)-01 Post (Contractual)

Remuneration: ₹50,680/- p.m. (Consolidated),

Qualifications: Master's degree in social sciences (Social work/sociology/psychology) from a recognized University

Essential Experience: Experience of 5 years in the field of developmental/health communication. Prior experience of enabling Public Private Partnerships with government public health programmes, in coordination with MoHFW, and/or State Health Departments, is essential. Working knowledge of MS Office.

Desirable:

- Knowledge of modern training techniques.
- Working knowledge of local language
- Sound knowledge of handling virtual meeting platforms, video conferencing, social media platforms and computer skills.
- Preference will be given to the candidate working in the field of HIV/ AIDS

8 Assistant Director (SI)-01 Post (Contractual)

Remuneration: ₹35,000/- p.m. (Consolidated),

Qualifications: Master/ Post Graduation in Public Health/ Health administration/Applied Epidemiology or Diploma in Public Health (Two year course) and similar streams from a Recognized University. **OR** Masters in Demography/Statistics/ Population Sciences/Social Sciences/Computer Application.

Essential Experience: Experience in Public Health in surveillance/research/M&E/epidemiology. Working knowledge of computers including MS office package and SPSS. Good working knowledge of epidemiological analysis and biostatistics.

Desirable: Past experience of working in HIV/AIDS programme or projects under Government or bilateral/ multi-lateral agencies in India. Good working knowledge of Epidemiological analysis and other statistical packages. Preference will be given to the candidate working in the field of HIV/ AIDS

9 Assistant Director (TI)/Prevention-01 Post (Contractual)

Remuneration: ₹35,000/- p.m. (Consolidated),

Qualifications: Master/ Post Graduate Diploma in Social Sciences/ / Public Health/ Health Care Administration and similar streams from a Recognized University

Essential Experience: Work experience 3 years in the Development sector, Health Programmes or Health systems in the field of HIV/AIDS at State/National level with experience of engagement with Community and civil society organizations.

(• For Masters/ PG diploma: Minimum 3 years post PG

• For Medical Graduate minimum of 1 yrs. Post qualification)

Desirable: Preference will be given to the candidate working in the field of HIV/ AIDS

10 Assistant Director (IEC)-01 Post (Contractual)

Remuneration: ₹35,000/- p.m. (Consolidated),

Qualifications/Experience: Post graduate degree in Social Sciences/ Humanities or any other related field.

Essential Experience: Minimum 3 years experience in planning, implementing and monitoring of mid-media activities at State level. A good understanding of folk and traditional media, BTL and other mid media vehicles. Excellent written and oral communication skills in Hindi and English. Candidate is willing to undertake extensive travel. Additional experience of designing communication aids on HIV/AIDS. Sound knowledge of handling virtual meeting platforms, video conferencing, social media platforms and computer skills.

- 11 Assistant Director (Youth Affairs)-01 Post (Contractual)**
Remuneration: ₹35,000/- p.m. (Consolidated),
Qualifications/Experience: Post graduate degree in Social Sciences/ Humanities or any other related field.
Essential Experience: Member of NSS for 3 Years/C certificate holder of NCC. Relevant professional work experience in programme implementation (preferably in adolescent and youth engagement), monitoring and evaluation. Good knowledge of adolescent and youth engagement, human rights and gender. Experience of working with youth network or NGO, preferably in the field of youth participation. Maximum Age 30 years.
Desirable: Sound knowledge of handling virtual meeting platforms, video conferencing, social media platforms and computer skills.
- 12 Admin officer-01 Post (Contractual)**
Remuneration: ₹35,000/- p.m. (Consolidated),
Qualifications/Experience: Masters/Bachelors Degree in any discipline;
Essential Experience: At least 3 years professional work experience preferably in managing HR tasks;
Desirable: Knowledge and experience in using appropriate software and other computerized Microsoft office
- 13 Junior Accountant (SBTC)-01 Post (Contractual)**
Remuneration: ₹17,000/- p.m. (Consolidated),
Qualifications/Experience: (i) B.Com with computer proficiency (ii) Typing speed 25 words and 30 words per minute respectively in Hindi & English.
Essential Experience: Minimum 03 years' experience in accounts.

IMPORTANT INFORMATION

- 1 All posts are open to Indian Nationals only.
- 2 Above posts are for Uttar Pradesh State AIDS Control Society, Lucknow.
- 3 Maximum age limit for contractual posts is 60 years as on the date of advertisement.
- 4 Knowledge of Hindi, English and computer proficiency is essential for all the posts.
- 5 Degree/Certificates from recognised Institution/University alone will be acceptable.
- 6 For the above posts applicants only with experience in Health and any similar projects should apply.
- 7 Attested copies of certificates pertaining to date of birth, educational qualification, experience etc. should be attached with the application.
- 8 The application should reach to the above mentioned address through speed/registered post only on or before 14-08-2023, clearly mentioning the post on envelope in bold letters. The applications received after due date will not be considered. No application will be accepted via e-mail.**
- 9 Only shortlisted candidates will be intimated and invited for interview for the above posts. No TA/DA will be admissible.
- 10 Candidate should be available for joining immediately, if selected.
- 11 UPSACS reserves the right to reject all or any of the application without assigning any reason thereof.
- 12 UPSACS reserves the right to decrease/increase the number of posts mentioned above.
- 13 In case of any dispute, the decision of the Project Director, UPSACS will be final and bound on the parties concerned.
- 14 For any further enquiry applicants can contact society office on working hours.

PROJECT DIRECTOR

ELIGIBILITY CRITERIA & TERMS OF REFERENCE FOR NACP-V



Position	Essential Qualification	Essential Experience	Desirable	Job responsibilities (All SACS, district and facility level staff will work in accordance to the operational and technical guidelines of NACO issued from time to time focussing on but not limited to the following activities)
DD-BSD	MBBS OR Bachelors Degree in Medical Sciences OR Post graduate diploma in Preventive and Social Medicine or Community Medicine or Skin and VD/ STD/ Dermatology Venereology Leprology or Obstetrics Gynaecologist OR MBA in Health Management or Master in Public Health or Master in Health Administration. OR Masters degree in Psychology/Social Work/Sociology/Clinical Psychology/Medical Microbiology	Working experience of 5 years in Public health programme with focus on EVTHS, HIV counselling and Testing services, early infant diagnosis services and engagement with key populations and affected communities at National/State/District level with Govt. / NGO/Development Partners implementing agencies/Private Sector. (• For Masters/ PG diploma: Minimum 5 years post PG • For MPhil: Minimum 4 year post Mphil • For PhD: Minimum 2 year post PhD • For Medical Graduate minimum of 3 yrs. Post qualification • For Medical Post graduate minimum of 1 yrs. post PG qualification) • Working knowledge of MS Office.	M.Phil. (desirable PhD) Work experience in field based implementation. Proficiency in data management. Preference will be given to the candidate working in the field of HIV/ AIDS	<input type="checkbox"/> Focal point for HCTS, EVTHS and Sampoorana Suraksha at Statelevel under NACP. <input type="checkbox"/> Any other activity assigned under the Programme

Position	Essential Qualification	Essential Experience	Job responsibilities (All SACS, district and facility level staff will work in accordance to the operational and technical guidelines of NACO issued from time to time focussing on but not limited to the following activities)
DD (LS)	<ul style="list-style-type: none"> M.Sc. (Microbiology/ Biotechnology/ Biochemistry/ Life Sciences/) OR B. Tech (Biotechnology) Desirable Qualification: <ul style="list-style-type: none"> PhD (Microbiology/ Biotechnology/ / Biochemistry/ Life Sciences) 	5 years of experience for candidates with M. Sc/ B. Tech (in the above subjects) OR 3 years of experience of working in medical diagnostic laboratory for candidates with Phd. Candidates with experience of working in accredited labs or those labs who have applied for accreditation will be preferred.	<ul style="list-style-type: none"> To act as a focal person for lab services in SACS To manage and administer facilitation of Lab Services Programme in the state as per operational and technical guidelines of NACO. To supervise the activities of AD (LS) To coordinate the release of funds for activities related to Lab Services To facilitate achievement of physical, financial and facility target in the programme as per approved action plan To prepare annual action plan for Lab Services in the state To work closely with NRLs/ SRLs/ EID labs/ VL labs/ ICTCs for accreditation To visit 25% of all SRLs/ NRLs every quarter and submit report of the same to Project Director To facilitate appointment and capacity building of TO and LTs of SRLs, NRLs, EID and Viral Load labs To extend support to SRLs/ NRLs/ EID/ CD4/ Viral load lab as per approved Annual Action Plan To conduct periodic review meeting of the programme at state level to improve service delivery Look after STI and surveillance activities when required To maintain list of experts of microbiology in the state for consultation on technical issues To ensure annual maintenance of contracts of laboratory equipment under use by the programme To facilitate any other special laboratory related issue which requires coordination SACS To look after all activities related to CD4 testing, trainings & logistics of kit To look after all the activities related to viral load testing, trainings & logistics of kits To monitor the dashboard closely of any software developed and take necessary action wherever necessary Any other work assigned by PD

Position	Essential Qualification	Essential Experience	Job responsibilities (All SACS, district and facility level staff will work in accordance to the operational and technical guidelines of NACO issued from time to time focussing on but not limited to the following activities)
DD-CST	University degree in Medical Sciences or Masters/Diploma in Public Health/ Health Management or Similar PG Courses in Health Care Management. Masters in Social Science/ Social Work/ Sociology/ Psychology/ Clinical Psychology/Medical Microbiology.	5 years experience in Health sector (preferably HIV) Good working knowledge of MS Office	<ul style="list-style-type: none"> In the States where there is no JD (CST & LS), the DD will be the in charge of CST & LS To ensure implementation of CST Services as per prescribed NACO Guidelines for CoE, pCoE, ART plus, ART centres, LAC plus, LAC, CSC and any other site dispensing /refilling ART under guidance of JD CST Assist JD CST in mentoring and supportive supervision to all ART facilities including CoE, pCoE, ART plus, ART centres, LAC plus, LAC, CSC and any other site dispensing /refilling ART. He/She should visit each ART centre at least once in 3months and LAC /CSC & other refilling sites once in 6 months as per NACO Guidelines. Prepare visit plan in coordination with JD CST and AD CST to avoid duplication of visit. To compile the monthly ART centre reports from all the centres and support JD CST in analyzing the same and take necessary action as per JD CST directions Compile and share data to NACO in prescribed formats under the guidance of JDCST Assist JD CST in implementation of ART services with active participation of NGOs and PLHIV networks Assess the need and organize training of various personnel involved in ART services under the guidance of JD CST Assist JD CST in Identification and establishment of sites for new ART centres and Link ART Centres as per NACO criteria Facilitate printing of registers, formats, records required for ART Centre and LAC as per NACO guidelines under the guidance of JD CST Coordinate within SACS to ensure linkages with ICTC, Lab and TI division for comprehensive HIV Care. Coordination with other National Health Programmes like NTEP, NHCP, NVBDCP, NCD etc. To support JD CST to develop clear targets with time lines, determine resource requirements and monitor the program management and information systems as part of the comprehensive HIV/AIDS Care and treatment programme. Focal point for Forecasting, supply and utilization of ARV drugs, relocations and monitoring of stocks of ARV drugs and coordination with NACO to avoid any drug stock out or expiry of ARV drugs Monitor procurement, supply and availability of OI , PEP drugs and other ARV drugs as per requirements Any other activity assigned under the Programme Preparation of Annual Action Plan for CST Implementation of all National Guidelines pertaining to CST.

Position	Essential Qualification	Essential Experience	Desirable	Job responsibilities (All SACS, district and facility level staff will work in accordance to the operational and technical guidelines of NACO issued from time to time focussing on but not limited to the following activities)
DD-SI	Bachelors Degree in Medical Sciences and MD/DNB (Community Medicine/ Epidemiology) OR Master/ Post Graduation in Public Health/ Health Administration/Applied Epidemiology or Diploma in Public Health/Masters in Demography/Statistics/ Population Sciences/Social Sciences/Computer Application. (Two year course) and similar streams from a Recognized University.	5 years experience in Public Health in surveillance/research/M&E/epidemiology. Working knowledge of computers including MS office package and SPSS. Good working knowledge of epidemiological analysis and biostatistics.	Past experience of working in HIV/AIDS programme or projects under Government or bilateral/ multi-lateral agencies in India. Good working knowledge of Epidemiological analysis and other statistical packages. Preference will be given to the candidate working in the field of HIV/ AIDS	<input type="checkbox"/> Focal point for strategic information and information technology at State level under NACP. <input type="checkbox"/> Any other activity assigned under the Programme

Position	Essential Qualification	Essential Experience	Desirable	Job responsibilities (All SACS, district and facility level staff will work in accordance to the operational and technical guidelines of NACO issued from time to time focussing on but not limited to the following activities)
AD-SI	Master/ Post Graduation in Public Health/ Health Administration/Applied Epidemiology or Diploma in Public Health (Two year course) and similar streams from a Recognized University. OR Masters in Demography/Statistics/ Population Sciences/Social Sciences/Computer Application.	Experience in Public Health in surveillance/research/M&E/epidemiology. Working knowledge of computers including MS office package and SPSS. Good working knowledge of epidemiological analysis and biostatistics.	Past experience of working in HIV/AIDS programme or projects under Government or bilateral/ multi-lateral agencies in India. Good working knowledge of Epidemiological analysis and other statistical packages. • Preference will be given to the candidate working in the field of HIV/ AIDS	<input type="checkbox"/> Support Staff for strategic information and information technology at State level under NACP. <input type="checkbox"/> Any other activity assigned under the Programme

Position	Essential Qualification	Essential Experience	Desirable	Job responsibilities (All SACS, district and facility level staff will work in accordance to the operational and technical guidelines of NACO issued from time to time focussing on but not limited to the following activities)
DD-Prevention	Master/ Post Graduate Diploma in Social Sciences/ / Public Health/ Health Care Administration and similar streams from a Recognized University.	Work experience 5 years in the Development sector, Health Programmes or Health systems in the field of HIV/AIDS at State/National level with experience of engagement with Community and civil society organizations. (• For Masters/ PG diploma: Minimum 5 years post PG • For MPhil: Minimum 4 year post MPhil • For PhD: Minimum 2 year post PhD • For Medical Graduate minimum of 3 yrs. Post qualification • For Medical Post graduate minimum of 1 yrs. post PG qualification)	M.Phil., Ph.D. Preference will be given to the candidate working in the field of HIV/ AIDS	<input type="checkbox"/> Focal point for prevention programme including TI, LWS, OST at State level under NACP. <input type="checkbox"/> Any other activity assigned under the Programme

AD-Prevention	Master/ Post Graduate Diploma in Social Sciences/ / Public Health/ Health Care Administration and similar streams from a Recognized University.	Work experience 3 years in the Development sector, Health Programmes or Health systems in the field of HIV/AIDS at State/National level with experience of engagement with Community and civil society organizations. (• For Masters/ PG diploma: Minimum 3 years post PG • For Medical Graduate minimum of 1 yrs. Post qualification)	Preference will be given to the candidate working in the field of HIV/ AIDS	<input type="checkbox"/> Support Staff for prevention programme including TI, LWS, OST at State level under NACP. <input type="checkbox"/> Any other activity assigned under the Programme
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Position	Essential Qualification	Essential Experience	Desirable	Job responsibilities (All SACS, district and facility level staff will work in accordance to the operational and technical guidelines of NACO issued from time to time focussing on but not limited to the following activities)
JD-IEC & MS	Masters from a recognized university in Mass Communication or Post Graduate with PG diploma in mass communication Or MBA with PG diploma in mass communication	Experience of 7 years in the field of developmental/health communication including planning and implementation of IEC campaigns and engagement with key populations and affected communities at National/State/District level with Govt. / NGO/Development Partners implementing agencies/Private Sector. Working knowledge of MS Office.	• Experience in the field of advertising • Experience in preparation of Audio Visual Aids and display material in a responsible position, • Knowledge of AV Media & proficiency in handling audio-visual aids for training purposes. • Knowledge of modern training techniques. • Working knowledge of local language • Experience in handling Outdoor/mid-media activities/event management etc. • Sound knowledge of handling virtual meeting platforms, video conferencing, social media platforms and computer skills. • Preference will be given to the candidate working in the field of HIV/ AIDS	<input type="checkbox"/> Lead focal point for all activities related to Advocacy, Communication, Social Mobilisation, Partnerships and Mainstreaming Programme at State level under NACP. <input type="checkbox"/> Any other activity assigned under the Programme

Position	Essential Qualification	Essential Experience	Desirable	Job responsibilities (All SACS, district and facility level staff will work in accordance to the operational and technical guidelines of NACO issued from time to time focussing on but not limited to the following activities)
DD (Mainstreaming & IEC)	Master's degree in social sciences (Social work/sociology/psychology) from a recognized University	Experience of 5 years in the field of developmental/health communication. Prior experience of enabling Public Private Partnerships with government public health programmes, in coordination with MoHFW, and/or State Health Departments, is essential. • Working knowledge of MS Office.	<ul style="list-style-type: none"> • Knowledge of modern training techniques. • Working knowledge of local language • Sound knowledge of handling virtual meeting platforms, video conferencing, social media platforms and computer skills. • Preference will be given to the candidate working in the field of HIV/ AIDS 	<ul style="list-style-type: none"> <input type="checkbox"/> Focal point for all activities related to Partnerships and Mainstreaming Programme at State level under NACP. <input type="checkbox"/> Any other activity assigned under the Programme
AD-IEC	Post graduate degree in Social Sciences/ Humanities or any other related field.	Minimum 3 years experience in planning, implementing and monitoring of mid-media activities at State level A good understanding of folk and traditional media, BTL and other mid media vehicles Excellent written and oral communication skills in Hindi and English Candidate is willing to undertake extensive travel Additional experience of designing communication aids on HIV/AIDS. • Sound knowledge of handling virtual meeting platforms, video conferencing, social media platforms and computer skills.		<ul style="list-style-type: none"> <input type="checkbox"/> Draw up an Annual Action Plan as per state specific ACSM strategy under NACP V and ensure its implementation <input type="checkbox"/> Ensure development of BCC materials and its dissemination through different media channels <input type="checkbox"/> Coordinate with different stakeholders for implementation of BCC plan <input type="checkbox"/> Ensure availability of IEC Materials at different service centres <input type="checkbox"/> Sensitize and engage media and health journalists on issues pertaining to HIV/AIDS. <input type="checkbox"/> Undertake supervisory visits in the field and ensure monitoring and evaluation of IEC/Mainstreaming programmes <input type="checkbox"/> Compile and submit a monthly assessment report to NACO on programme implementation in the state

Position	Essential Qualification	Essential Experience	Desirable	Job responsibilities (All SACS, district and facility level staff will work in accordance to the operational and technical guidelines of NACO issued from time to time focussing on but not limited to the following activities)
AD-YOUTH AFFAIRS	Post graduate degree in Social Sciences/ Humanities or any other related field.	Member of NSS for 3 Years/C certificate holder of NCC. relevant professional work experience in programme implementation (preferably in adolescent and youth engagement), monitoring and evaluation. Good knowledge of adolescent and youth engagement, human rights and gender. experience of working with youth network or NGO, preferably in the field of youth participation. Maximum Age 30 years .	<ul style="list-style-type: none"> • Sound knowledge of handling virtual meeting platforms, video conferencing, social media platforms and computer skills. 	<ul style="list-style-type: none"> <input type="checkbox"/> Lead focal point for Youth activities under JD(IEC). <input type="checkbox"/> Any other activity assigned under the Programme

Position	Essential Qualification	Essential Experience	Desirable	Job responsibilities (All SACS, district and facility level staff will work in accordance to the operational and technical guidelines of NACO issued from time to time focussing on but not limited to the following activities)
Admin Officer	Masters/Bachelors Degree in any discipline;	At least 3 years professional work experience preferably in managing HR tasks;	Knowledge and experience in using appropriate software and other computerized Microsoft office	<ul style="list-style-type: none"> <input type="checkbox"/> HR /Administrative Officer shall work under the direct supervision of the PD/APD and carry out following responsibilities: <input type="checkbox"/> Coordinate staff recruitment and selection process in order to ensure timely filling of all posts; <input type="checkbox"/> Ensure performance assessment and annual raise is administered as per DAC guidelines; <input type="checkbox"/> Maintain data of all staff working at SACS and facility levels specifically related to nature of appointment, joining and leaving, skill set, annual increment, etc. <input type="checkbox"/> Implement human resources policies and procedures; <input type="checkbox"/> Manage administrative function and establish internal administrative systems and controls related to safety and security of the office, timely submission of bills, identification of new vendors, negotiation of prices and timely renewal of AMC's; <input type="checkbox"/> Liaison with various agencies for service and maintenance; <input type="checkbox"/> Provide regular progress report to the reporting officer and to DAC ; and <input type="checkbox"/> Carry out any other works as required by the project <input type="checkbox"/> Dealing with the EPF related matter, ensuring minimum wages to the employees of DSACS, caretaking related work, court matters and any other responsibility assigned by the office time to time and any work assigned by this office time to time. <input type="checkbox"/> Any other activity assigned under the Programme



U.P. STATE AIDS CONTROL SOCIETY

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Website: www.upsacs.up.gov.in/, E-mail: recruitupsacs@gmail.com

APPLICATION FORM

(Application For Appointment On Contract Basis)

Affix Passport size photograph

1. Post applied for:.....
2. Applicant's Name:..... Sex (M/F).....
3. Father's Name:..... Mother's Name
4. Date of Birth:..... Age (as on date of advertisement).....
(Attach proof)
5. Mailing Address :.....
.....PIN.....
6. Permanent Address:.....
.....PIN.....
7. Telephone No. :..... Mobile No:.....
8. E-mail ID:.....
9. Educational, Technical/Professional Qualifications (High School and above):
(Attach Certificates)

Qualifications	Board/University/ Institutions	Passing Year	Percentage of Marks	Subjects

10. Computer Skill:-

- | | | |
|--|---|--------|
| i). Working knowledge of MS Office/E-mail | - | Yes/No |
| ii). Certificate/Diploma/Degree Name..... | - | Yes/No |
| iii). Having knowledge of Hindi/English Typing | - | Yes/No |

11. Experience (From present to previous):-

(Attach proof of previous experience like appointment letter, experience certificate, salary certificates etc.)

Designation	Name of Institute/ Organization	Nature of Work	Working Duration		Name, designation and contract no. of Reporting officer
			From	to	

12. Any other information:.....

Declaration

I declare that the information given above is true to the best of my knowledge and belief. Any information, if found false, will reject my candidature.

Date:.....

Place:.....

Applicant's Signature

List of Enclosures:

- 1.....
- 2.....
- 3.....
- 4.....
- 5.....
- 6.....
- 7.....