OFFICE OF THE SUPERINTENDENT
SAHEED LAXAMAN NAYAK MEDICAL COLLEGE AND HOSPITAL, KORAPUT
E-mail- supdtslnmchkpt.od@gov.in

No. 8352 /2026 Date. 23 . 11 . .2026

ADVERTISEMENT FOR THE POST OF COUNSELLOR AND DATA MANAGER ON CONTRACTUAL BASIS IN ARTCenter, SLNMCH, KORAPUT

The Superintendent SLN MC&H, Koraput on behalf of the ART Centres, SLN MC&H, Koraput invites applications from suitable candidates to fill-up the post of **Counsellor & Data Manager** on contract basis for implementation of HIV/AIDS programme under National AIDS Control Programme (NACP). The initial appointment should be for a period of one year and be renewed every year based on the performance. The details mentioned below.

Sl. No.	Name of the Post	No. Of Post	Monthly Remuneration (Consolidated) (Rs.)	Qualification
1.	**Counsellor,** ART Centre, SLN MC&H, Koraput	01	Rs. 21,000/-	Master's Degree in Social Work (preferably specialized in medical & psychiatric social work). If no candidate with the above qualification is available, candidates with Master's Degree in Sociology may be considered. The candidate should be Computer literate with working knowledge of MS Office, Usage of Internet and Electronic Mail. **Qualified & competent PLHIV will be given preference*
2.	**Data Manager,** ART Centre, SLN MC&H, Koraput	01	Rs. 21,000/-	Graduate (preferably in Computers/ Mathematics/ Statistics/ Business Management/ Administration or related subjects), with proficient knowledge of Computer, MS Office, Usage of Internet and Electronic Mail. **Candidates with training & experience in data management and working knowledge with health related software will be given preference*

Eligible candidates for the post of Counsellor& Data Manager (with minimum age 18 years & maximum age limit of 45 years on the date of application) may apply directly to the Medical Superintendent SLN MC&H, Koraput. Eligible candidates for the post of Counsellor& Data Manager may apply to by submitting their bio-data in the prescribed format through Registered Post/Speed Post so as to reach the **Medical Superintendent, SLN Medical College & Hospital, Koraput, Pin- 764020** on or before 09.12.2026 by 5.00 PM.

TERMS OF REFERENCE

Candidates will be short listed based on their merit which will be displayed in the website of SLN Medical College &Hospital (https://slnmch.odisha.gov.in). The merit will be decided weightages of marks achieved in the HSC examination (20%), + 2 /Higher secondary examination (20%) and qualifying examination (60%). Shortlisted candidates will be called for certificate verification, interview & skill test. The date, time and place for this will be communicated to the short listed candidates via their e mail ids provided in their application form. Based on the total marks achieved in the interview & skill test the candidate will be selected.

*(**N.B.:** Candidates are advised to visit the website frequently for any update or notice.)*

All these Job responsibilities mentioned below for ART staff are Indicative and any additional responsibilities as per need can be allocated by the MO with the approval of Medical Superintendent. Any refusal by the staff to carry out duties beyond shall be viewed seriously and necessary action be taken.

Job Responsibilities of Counsellor:

1. Work under the guidance and supervision of SMO/MO/nodal officer
2. Register PLHIV in HIV care and complete the details in prescribed documents
3. Provide ART preparedness counselling to all PLHIV
4. Encourage and help patients to identify caregiver and provide appropriate treatment education and adherence counselling to care giver
5. Perform 4S screening for TB in all PLHIV and record the findings in the green book
6. Counsel all PLHIV with presumptive or confirmed TB on cough etiquettes
7. Support management of patients with advanced HIV disease under the guidance of SMO/MO
8. Address issues related to ART:
    a) Adherence counselling and monitoring, identification of barriers to adherence and support PLHIV with possible solutions to overcome barriers to adherence
    b) Do pill count for PLHIV during follow up visits and assess ART adherence
9. Enhanced adherence counselling for patients with poor adherence
10. Counsel PLHIV for VL testing
    a) Step up counselling to PLHIV with unsuppressed viral load, e-referral to SACEP
    b) Focussed counselling for second-and third-line patients
11. Provide emotional, social, and psychological support to patients and/or direct them to the concerned person or organization for adequate support
12. Counsel PLHIV for family and partner testing
13. Counsel patients on positive living, role of ART in prevention, proper condom usage and dispense condoms
14. Confirmation and updation of contact details and address during every visit
15. Complete the required sections in the recording and reporting tools maintained by the ART centre
    a) Issue green book for the first time to the new patients
    b) HIV care registers (fill in prescribed columns)
    c) White cards (make white cards for all patients and fill in prescribed columns)
    d) ART enrolment register (fill in prescribed columns)
    e) HIV exposed infant/child register
16. Referral and linkages with CSC, community-based organizations, rehabilitation centres, various support groups and social protection schemes
17. Collect and update phone number and address of PLHIV during every visit and verify the phone numbers
18. Counselling of PLHIV on follow up visits and repeat CD4 count and VL count. CD4 report and VL report of PLHIV is to be given by counsellor after proper counselling
19. Follow up for testing of spouse and children of the PLHIV
20. Contact the MIS/LFU/ PLHIV newly initiated on ART through telephone and outreach workers and bring them back to ART centre for drug collection
21. Attend DAPCU monthly meeting for feedback on ICTC-ART referral and LFU cases
22. Provide counselling on family planning and linkage with SRH services.
23. Provide counselling to pregnant women coming for PPTCT on adherence, prevention of vertical transmission and breastfeeding; link the pregnant women to appropriate services including ANC and postnatal services, immunization and EID for infant.

24. Provide patient centric package and facilitate linkage and coordination with differentiated care models (MMD, LAC, CARG etc) (Refer to Section 4 for details)
25. Facilitate linkages with CSC and to social protection/benefit schemes

Besides all the above, any other responsibilities/instructions related to the programme given by the supervisors need to be discharged/followed from time to time.

Job Responsibilities of Data Manager:

1. He/she must work under the guidance and supervision of SMO/MO
2. Ensure that all data recording and reporting software are properly installed, functioning, and updated
3. Completion of entries in IMS and MLL
4. Generate due list of PLHIV on ART, list of pre-ART/on ART MIS/LFU, due list for CD4/VL testing and other list as required for patient and programme management and share them with respective ART staff
5. Share list of pre-ART/on ART MIS and LFU with CSC for tracking and tracing, coordinate for feedback and update the feedback in IMS and white card
6. Print and share all circulars/information sent by NACO/SACS to the Nodal Officer/SMO and maintain a file for the important orders/communication
7. 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
8. Maintain the HR file including the biodata of the staff, copies of certificates, appointment letters, contractual service agreement, performance appraisal report, training details, remuneration etc
9. Coordinate with the LAC/LAC plus centres and ensure that all LAC/LAC plus related tools are complete
10. Prepare and send all the weekly/monthly/quarterly reports prescribed by NACO and SACS after approval of SMO/nodal officer
11. Assist in analysis of data under the supervision of the nodal officer of the ART centre
12. Maintain the accounts of the ART centre and the fixed assets register
13. Data managers at ART plus centre shall also function as the SACEP coordinator on rotational basis
14. Ensure regular data back-up
15. Any other duty assigned by ART centre in-charge.

Terms and Conditions:

a) The initial contract is for a period of one year or till end of the project period whichever earlier & extendable upon satisfactory performance.
b) The upper age limit will 45 years for Counsellor & Data Manager posts.
c) The application(s) received beyond the stipulated date by the concerned Institutes 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 so as to reach the **Medical Superintendent, SLN Medical College & Hospital, Koraput, Pin-764020** on or before 09.12.2026 by 5.00 PM
f) The posts are purely contractual and recruitment will be made as per NACO/OSACS Guidelines.
g) All applicants are directed to mention in bold letter on the top of the envelop for which post they are applying and same may be underlined.

Medical Superintendent
SLNMCH, Koraput

Memo No. 8353 Date 22.11.2026

Copy to the Dean & Principal, SLNMCH, Koraput for information and necessary action. She is requested to float Tender Call Notice in SLNMCH website: https://.slnmch.odisha.gov.in

Copy to the E-Governance Officer, Koraput for information and necessary action. She is requested to float Tender Call Notice in Koraput District website: https://.koraput.odisha.gov.in

23.11.26

Medical Superintendent
SLNMCH, Koraput

APPLICATION FORM

Post Applied for:		*Affix a passport size photograph of the candidate*
1. Name of the Applicant:		
2. Father's Name / Husband's Name:		
3. Date of Birth:	4. Age (as on 01.10.2026):___Y ___mo	5. Sex:

1. Present Address with Tel. No:

Mobile No.:_____. E-Mail ID:_____

(Currently used e-mail id and Primary Telephone No. with any alternative Telephone No. for e – communication)

2. Permanent Address:

3. Language spoken/written:

4. Marital Status:

5. Education: High School onwards, please list all your qualifications

Degree	Institution/Board & Location	Year	Marks			Full/Part Time/ Distance Learning
			Full Mark	Marks Secured	%	
Matriculation						
+2/ Higher secondary						
+3 / Graduation						
P.G./Master Degree						
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 should be submitted along with 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 application received beyond the stipulated period by the concern Office(s) will be rejected.

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**