

**Government of Tripura**  
**District Health & Family Welfare Society**  
**Office of the Chief Medical Officer**  
**North Tripura : Dharmanagar**

No.F.3-80/DHFWS/CMO/N/Recruitment/2017/vol-1/6397-

Dated, Dharmanagar  
The 4<sup>th</sup> Dec, 2017

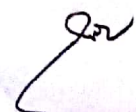
**NOTICE FOR RECRUITMENT**

District Health & Family Welfare Society, North Tripura is going to filled up 2(two) nos. of Immunization Field Volunteers (IFV) under National Health Mission on contractual basis (No work no pay basis) for 11(eleven) months.

Sl. No.	Name of Post	Total Post	Category wise breakup			Honorarium (per month)	Eligibility criteria
			UR	SC	ST		
1	Immunization Field Volunteers (IFV)	2(Two)	1	1	-	1. Honorarium Rs.500/-per day for 24(twenty four days i.e. Rs. 12000/-per month 2. Mobility Support Rs.150/- per day for 24(twenty four days) i.e. Rs.3600/- per month 3. Total remuneration not exceeding Rs.15600/- per month	1. Graduate in any discipline from Govt. Recognized University 2. 6(six) months Diploma / Certificate in Computer Application from recognized Institution. 3. Owning motor cycle with valid Driving License & Insurance. 4. Permanent Resident of North Tripura District. 5. Age Limit: Less than 36 as on 31 <sup>st</sup> Oct. 2017

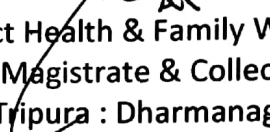
**Instruction for applicants:-**

- Interested candidates are hereby requested to submit their Bio-Data as per the prescribed format along with self attested copies of the necessary relevant documents in hard copies in the office of the Chief Medical Officer cum Executive Secretary, DH & FWS, North Tripura, Dharmanagar within 12<sup>th</sup> December 2017 (excluding Govt. holiday) during office hour i.e. up to 5.30 pm by hand or by post. Details of vacant post, education qualification, format of Bio-Data etc may please be visited the website of NHM Tripura (<http://www.tripuranrh.gov.in>).
- Name of short listed eligible candidates will be published in the website (<http://www.tripuranrh.gov.in>) on due time for appearing in the written Preliminary Competency Assessment Test (CAT).
- The date, time, venue, and other details of written Preliminary Competency Assessment Test will be published in the website of (<http://www.tripuranrh.gov.in>).
- Competency Assessment Test will be conducted for 60(sixty) marks and have to be scored 50% marks in the CAT to appear before the final interview. The marks obtained in the CAT will be carried forward in the final interview.
- Successful candidate (those candidate/s scored 50% and above in the CAT) will be called for final Interview. The date, time, venue etc will be published in the website of



(<http://www.tripuranrh.gov.in>) and the final interview will be conducted for 40(forty) marks.

- The final selection will be done based on merit, i.e. score obtained in the Competency Assessment Test plus scored obtained in final interview / viva-voce cumulatively and maintaining 100 point roster, which will also be published in the website of NHM (<http://www.tripuranrh.gov.in>)
- The number of post(s) may increase or decrease or whole process may be cancelled at any time before or after interview.
- No TA/DA will be given for appearing in the Competency Assessment Test or Interview.
- The Notice of recruitment and application format may be downloaded from website of NHM Tripura (<http://www.tripuranrh.gov.in>)

  
Chairman of District Health & Family Welfare Society  
(District Magistrate & Collector)  
North Tripura : Dharmanagar

## APPLICATION FORMAT

To  
The Chairman  
District Health & Family Welfare Society  
North Tripura, Dharmanagar

Paste a recent  
Passport size coloured  
Photograph with full  
Signature on it (Do not  
staple )

1. Name of the post applied for:-  
[IN BLOCK LETTER]

2. Advertisement No. and Date :-

2. Name of the candidate:-  
[IN BLOCK LETTER]

3. Father's/ Husband's name :-

4. Nationality (attach PRC/ Citizenship Certificate/ Voter ID):-

05. Permanent Address with Pin Code (attach address proof certificate):-

6. Postal address for communication with Pin Code:-

7. Contact No & e-mail ID (if any):-

8. Date of Birth (DD/MM/YY):-

9. Gender (Male/Female):-

10. Caste, if belongs to SC/ST community (attach certificates):-

11. Education Qualification (attach photocopy of all relevant mark sheets):-

Sl.No	Name of the Examination	Recognized University/ Board/Institution	Year of passing	Percentage of Marks obtained

12. Technical Qualification (if any attach supporting document):-

13. Experience (if any attach supporting document/s):-

**Declaration:** I hereby declare that, all the information given above is true to the best of my knowledge, if any of the above information is/are found to be incorrect at a later stage, I shall be liable to be disqualified and removed from the service after selection/joining.

(Signature of the candidate)

## **Terms of Reference (ToR) of Selection of Immunization Field Volunteer (IFV) for five Mission Indradhanush Districts of Tripura:**

Intensification for Immunization declared by Government of India is aiming to reach the unreached population by providing quality immunization services which requires meticulous micro planning, accurate delist preparation, easy to reach session site selection, conducting sessions as per guideline, track the left out and drop outs for IPC during house to house visit by front line workers (FLW), monitoring the sessions especially for guiding the FLW about the new vaccine launched etc. In view of the context Govt. of India encourages to engage Immunization Field Volunteer (IFV) in the priority districts under State specific implementation plan.

Immunization Field Volunteers (IVF) are non-technical volunteers working on a daily basis under the guidance of CMO & DIO. They are not staff member of Government/NPSP/WHO etc. The immunization Field Volunteers will be paid only on validation of quality of their work by the CMO/DIO. The IVFs shall undertake the following assignments at District, Sub-division & PHC level:

### **Terms of Reference (ToR):**

#### **A. Routine Immunization(RI) Strengthening:**

1. IFV to undertake field visits on a daily basis throughout the month as per approved work-plan for the week/month under the administrative supervision of CMO/DIO.
2. To assist DIO in preparing good quality RI Micro plans by coordinating with all MO I/c of the respective Districts and help to consolidate the micro plans at the District level.
3. To conduct validation of all settled and migratory high risk areas (HRAs) identified in Polio Micro plans and coordinate inclusion of HRAs in RI micro plans.
4. To monitor about 4 RI sessions every week on the session days using GoI monitoring formats or 'Supportive Supervision' app of Android Phone.
5. To conduct house to house monitoring in 4-5 selected areas using GoI Monitoring formats or 'Supportive Supervision' app of Android Phone. Access the local reasons for left outs & drop outs.
6. To monitor PHC/CHC/SDH/DH/MC level RI programme management including cold chain & vaccine logistics in at least 5 PHC/CHC/SDH/DH/MC in a month.
7. To assist the Front Line Workers to prepare due list before each vaccination sessions and prepare list of Left out & Drop out after each session for IPC during the house to house visit of FLW between sessions.

#### **B. Strengthening Supplementary Immunization Activities (SIAs):**

1. Micro-planning: Assist DIO in consolidation of Micro plans by supporting MO I/c & SDMO in updating the Micro plan.
2. Support MO I/c & MPW about inclusion of community level volunteers & influencers in the PHC/CHC/SDH level Micro plan.
3. Monitoring: to monitor SIAs as per guideline of GoI & provide feedback to DIO.
4. Data collection & analysis: Assist DIO in collecting & collating the data from PHC/CHC/SDH.
5. Training: Assist CMO/DIO regarding planning, coordination & implementation of various immunization training.
6. Partnership & Coordination: Attend all DTFI Meetings & share information that can be used for action at District level.
7. AEFI Case Report & Investigation: support DIO in AEFI case reports, investigation & causality assessments.

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**C. Strengthening Acute Flaccid Paralysis (AFP), Measles and other Vaccine Preventable Disease (VPD) Surveillance:**

1. To support AFP, Measles & other VPD Surveillance by visiting the reporting sites every month in the district.
2. To assist DIO in tracking all AFP Cases for timely investigation, stool sample collection & shipment.
3. To assist DIO to strengthen measles surveillance by coordinating preliminary searches, outbreak investigation by health workers, sample collection & shipment to the laboratory.
4. To assist DIO in maintaining documentation of RI surveillance activities.
5. To participate in District & PHC/CHC/SDH level review meetings, DTFI meetings in the assigned District.
6. To support DIO in Data Analysis of Monthly UIP Coverage, Drop out, surveillance performance of PHC/CHC/SDH etc.
7. To support any other technical activity as assigned by CMO/DIO.

**D. Social Mobilization for Immunization:**

1. They will also assist FLW in outbreak investigation/control activities for any VPDs.
2. Planning of interface meeting in coordination with mobilization partner (ASHA, AWW etc.) to keep all influencers sensitized and assist house to house visit at refusal pockets.
3. Prepare a list of low immunization coverage areas & take necessary measures for 100% coverage.