

Civil Hospital Ahilyanagar

Website: www.ahmednagar.nic.in

Notice for Engagement of Pharmacist and Data Manager for ART Center on Contract Basis

Under

National AIDS Control Program (NACP – IV)

Last Date of Application: 15/09/2025

Applications are called by Civil Surgeon, District Civil Hospital Ahilyanagar for the following posts on contract basis under Maharashtra State AIDS control Society, Wadala, and Mumbai (MSACS).

Sr.No	Name of Post	No. of Vacancies	Eligibility Criteria	<u>consolidated</u> Monthly Remuneration
1	Pharmacist	1 No.	Degree in Pharmacy from a recognized Institute / Diploma holder in Pharmacy with 3 years of Experience in Health care. And must be registered in the concerned state pharmacy council.	Rs.21000/-
2	Data Manager	1 No	Graduate in any discipline with Diploma / Certificate in Computer Applications (from a recognized Institute or University) Working Experience in Data management and working Knowledge of health related software. Graduate or Masters in statistics/Mathematics will be preferred.	Rs.21000/-

➤ Roles of Pharmacist, ART Center, Civil hospital Ahilyanagar.

- 1-Dispense ARV and OI drugs with proper counseling
- 2-Advise the patients and family about the importance of adherence during each visit.
- 3-Counsel the patient on possible drug toxicities and report the same, if significant.
- 4-Do pill count and report any adverse effects of drugs or any OIS. Also, confirm the next visit date given by the SMO / MO and inform the patient.
- 5-Prepare a “Daily Due” list of patients who are scheduled for their appointment and provide the list of MIS patients to the counselor
- 6-Maintenance of the drug stores.
- 7-Maintain and update drug stock and drug dispensing registers regularly every day. Inform the concerned medical officer in case of any discrepancy. Duly take his signature every fortnightly in the stock register.
- 8-Ensure that the center has enough stock of ARV drugs for at least 3 months and inform the concerned authority about any near expiry or excess stocks well in time for relocation to other sites and ensure FEFO protocol is followed.

9-Physical verification of the drug under the supervision of the nodal officer and the SMO.

10-Facilitate transfer / availability of ARV drugs at LAC as per the number of patients linked out to the LAC

11-Besides all the above, any other duty assigned by ART Center in charge.

➤ Roles of Data Manager ,ART Center ,Civil hospital Ahilyanagar

- 1- He/She Must work under the guidance and supervision of SMO/MO
- 2- Ensure that all data recording and reporting software's are properly installed, functioning and updated.
- 3- He/She must update all IT based reporting system on daily basis and prepare reports to be sent to the concerned authorities as per NACO guidelines.
- 4- Generate due list of PLHIV on ART , list of pre-ART (PLHIV on preparedness phase) 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/LFU with CSC for tracking and tracing , coordinate for feedback and update the feedback in IMS and white card (All ART Records)
- 6- Print and share all circulars / information sent by NACO / SACS to the Nodal officer/ SMO/MO and maintain a file for the important orders / Communication
- 7- Maintain the attendance register for the ART center staff and get it verified by the SMO/MO every day and by the Nodal officer at the end of 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 centers and ensure that all LAC/LAC plus related tools are complete.
- 10- Prepare and send all the monthly reports prescribed by NACO and SACS after approval of MO/SMO/Nodal officer
- 11- Assist in analysis of data under the supervision of the Nodal officer of the ART Center
- 12- Maintain the accounts of the ART Center and the fixed assets register
- 13- Data managers at ART centers shall support in Teleconsultation activities. DM at ART plus centers shall also function as the SACEP coordinators.
- 14- Ensure regular data back-up.
- 15- Any other duty assigned by ART Center In-charge.
- 16- Any other activity assigned under the Programme.

➤ The Guidelines, eligibility criteria, application forms etc. are as following.

- ❖ Age: Upper Age limit is 60 Years as on the date of Advertisement.

Continuation will be applicable up to 62 years for contractual service.

- ❖ Appointment type :

The above mentioned posts are temporary and purely on contract basis. While recruiting the post, initially the appointment will be given for **Three Months as probation period** and further continuation will be given upon successful completion of probation periods and performance evaluation. The Project Director, MSACS Mumbai reserves the right for further continuation of the candidate.

- ❖ Remuneration :

Allowances like T.A., D.A. and H.R.A etc. are not admissible except consolidated monthly remuneration as per Guideline

➤ How to apply :

- 1- Interested candidates may apply in prescribed application form with a recent passport size photographs and a set of attested photocopies of testimonials / certificates / ID proofs etc.
- 2- The application is to be submitting on A4 size paper only.
- 3- Applicants must attend with prescribed Application with Attested Documents in the office of Civil Surgeon, Civil Hospital Ahilyanagar
- 4- **Last date of submission of application is -15/ 09/2025 at 5-00 PM** at Dapcu Civil Surgeon ,Civil Hospital ,Ahilyanagar
- 5- All candidates applying are required to write their personnel email ID and Contact Number on application correctly and neatly in the application form.
- 6- After scrutinizing the applications received in due time, shortlisted candidates will be eligible for Written Exam.

➤ Other Important Notes :

- 1- Candidates who have been discontinued based on poor performance and Candidates who are retired from Government Services and against whom Disciplinary action is completed or initiated will not be eligible any above post.
- 2- Project Director, MSACS, Mumbai reserves the right to cancel the recruitment, modify the number of posts etc.
- 3- Canvassing in any way will lead to disqualification of the concerned candidate.

Sd/-
Civil Surgeon
District Civil Hospital Ahilyanagar

Application Form

To,
The Civil Surgeon,
Civil Hospital,
Tarakpur, Ahilyanagar



1-Application for the post :- _____

2-Candidate Name :- _____

Surname

First Name

Middle Name

3-Date of Birth :- _____

Age as on -----Year -----Months -----Days

4-Correspondance Address :- _____

5-Permanent Address :- _____

6-Email ID :- _____

7-Tel.No./Mobile No. :- _____

8-Working Knowledge of Computer (MSCIT, M/S Office Etc.) Yes No

9- Pharmacy Council Registration Certificate Yes No (if Yes Number-----)

10-Educational Qualification :-

Sr No.	Educational Qualification	Name of University / Board	Percentage	Grade

11-Experience Details: -

Sr No.	Name of Office Worked Before	Designation	Period in Year	Period in Months	Nature of Work

12-Whether Doing Private Practice: -Yes No (If Yes Please fill details given below)

Sr No.	Name of Hospital / Dispensary /Medical Store	Time : From To	Address of Hospital / Dispensary /Medical Store	Nature of Work

13-Any other Special Qualification:-

Date: - -----

Place: -----

Candidates Name & Signature