

F. No A11011/14/2014-DAC (HR)
Govt. of India
Ministry of Health & Family Welfare
National AIDS Control Organization

09th Floor Chandralok Building,
36, Janpath New Delhi -110001
Dated: 19th August 2014

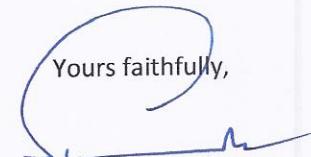
To,
All Project Director
State AIDS Control Societies

Sub: Revised Terms of Reference of position at Facility level under NACP –IV

Please refer to the letters of even no. dated 14.6.2014 and Order dated 13.8.2014 regarding revised Terms of Reference (eligibility criteria and roles & responsibilities) for NACP –IV at SACS /Facility levels and HR Sanctioned strength for SACS issued by this Organization.

2. The existing staff will continue on their respective position. All the vacant and new positions on and after the date of issue of this order should be advertised on the revised ToRs.
3. The attached Terms of Reference for all the positions in Lab Services Division including the newly created position of DD(LS) under NACP –IV SACS/ Facility level have been approved by the Competent Authority.
4. SACS are requested to kindly coordinate with the Lab Services Division at NACO to fill the vacant position as per the operational guidelines.

Yours faithfully,



(Subhash Chandra)
Deputy Secretary to the Govt. of India

All HoDs – DAC

Copy to : PS to JS, DAC for information

S No	Position	Facility	Qualification	Experience	TOR under NACPII	TOR under NACP IV
1	DD(LS)	SACS	<ul style="list-style-type: none"> • MD Microbiology/Ph.D Microbiology Or • MBBS with 5 years of experience, preference will be given to the candidate working in the field of HIV/AIDS. 	<ul style="list-style-type: none"> • 2 years experience for MD Microbiology/Ph.D Microbiology, preference will be given to the candidate working in the field of HIV/AIDS. • 5 years for MBBS candidates, preference will be given to the candidate working in the field of HIV/AIDS. 	<ul style="list-style-type: none"> • No position under NACP III 	<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 program in the state as per operational and technical guidelines of DAC. • To coordinate the release of funds, for lab service related activities. • To facilitate achievement of physical, financial, and facility target in the programme as per approved annual action plan. • To prepare annual action plan for Lab Services in the state • To work closely with NRLs/SRLs for NABL Accreditation. • To visit 25% of all SRLs/NRLs every quarter and submit report of the same to Project Director for which the incumbent shall tour for at least 8 working days in each month. • To facilitate appointment and capacity building of TO and LTs of SRLs and NRLs. • To extend support to the SRLs /NRLs as per approved pattern of assistance in Annual Action Plan. • To conduct periodic review of the programme at state level to improve service delivery. • To maintain list of experts of microbiology in the state for consultation on technical issues. • To ensure annual maintenance of contracts on laboratory equipment under use by the programme. • To facilitate proper complaint redressal on kits, equipments and other supplies • To facilitate any other special laboratory related issue which requires coordination with SACS. • To look after all activities related to CD4 testing, trainings & Logistics of kits. • To look after all activities related to Viral Load testing, trainings & Logistics of kits. • Any other work assigned by PD.
2	QM (LS)*	SACS				

3	LT	SRL/NR L (130 LTs)	<ul style="list-style-type: none"> Graduate in Medical Laboratory or Diploma in Medical Laboratory Technology (MLT) with the course of at least 2 years duration or Diploma/Certificate in Medical Laboratory Technology with the course of at least one year duration or Graduate in Science 	<ul style="list-style-type: none"> 1 year s experience for those of working in medical laboratory with diploma in MLT (2 yr course) 2 years experience of working in medical laboratory for those with diploma in MLT (1 yr course) 1 year experience in a medical laboratory for Graduate in Science 	<ul style="list-style-type: none"> Performing HIV testing and maintaining records. All work related to EQAS, retesting of quarterly EQAS samples. Testing of panel received from NRL, distribution of panel to ICTCS. Testing of sentinel surveillance samples 	<ul style="list-style-type: none"> Performing HIV testing and maintaining records All work related to EQAS, retesting of quarterly EQAS samples. Testing of panel received from NRL, distribution of panel to ICTCS. CD4 testing Help TO to prepare SOPs and documents for accreditation. Testing of sentinel surveillance samples
4	LT	EID lab (7 LTs)	<ul style="list-style-type: none"> B.Sc Biotechnology /graduate in Medical Laboratory Technology Or Diploma in Medical Laboratory Technology(DMLT) 	<ul style="list-style-type: none"> 1 year experience in a molecular diagnostic laboratory for Graduate in Science 2 years experience in molecular diagnostic laboratory for those with diploma in MLT 	<ul style="list-style-type: none"> Assist the TO in performing the test for HIV DNA PCR. Assist in documentation as per operational guidelines. Ensure work output of 8 hours/day for actual test performance and documentation. Ensure maintenance of all samples for sample repository for later evaluation. Ensure that samples in the repository will not be used for research purpose. Ensure not to undertake any independent testing other than DAC samples. Ensure confidentiality of specimen at all levels. Share accountability with TO for every report generated by lab. Attend all training organized by DAC. Meet DAC's standards of quality assessment by DAC Assist TO in submission of certified statement of expenditure at periodicity defined by SACS 	<ul style="list-style-type: none"> Assist the TO in performing the test for HIV DNA PCR. Assist in documentation as per operational guidelines. Ensure work output of 8 hours/day for actual test performance and documentation. Ensure maintenance of all samples for sample repository for later evaluation. Ensure that samples in the repository will not be used for research purpose. Ensure not to undertake any independent testing other than DAC samples. Ensure confidentiality of specimen at all levels. Share accountability with TO for every report generated by lab. Attend all training organized by DAC. Meet DAC's standards of quality assessment by DAC Assist TO in submission of certified statement of expenditure at periodicity defined by SACS

5	LT	VL lab (9 LTs)	<ul style="list-style-type: none"> • B.Sc /graduate in Medical Laboratory Technology. Or • Diploma in Medical Laboratory Technology. 	<ul style="list-style-type: none"> • 1 year experience in a molecular diagnostic laboratory for Graduate in Science • 2 years experience in molecular diagnostic laboratory for those with diploma in MLT 	<ul style="list-style-type: none"> • Preparation and storage of Dried Blood Spots (for Drug resistance studies) • Plasma separation and storage • Perform viral load assay and submit reports • Maintain a database of samples received, tested and stored • Submit monthly stock reports and consolidated results 	<ul style="list-style-type: none"> • Preparation and storage of Dried Blood Spots (for Drug resistance studies) • Plasma separation and storage • Perform viral load assay and submit reports • Maintain a database of samples received, tested and stored • Submit monthly stock reports and consolidated results
6	LT	STI lab(QA) (1 LT)	<ul style="list-style-type: none"> • B.Sc (Microbiology) or • DMLT 	<ul style="list-style-type: none"> • 1 year experience in a molecular diagnostic laboratory for Graduate in Science. • 2 years experience in molecular diagnostic laboratory for those with diploma in MLT. 	No position under NACP III	<ul style="list-style-type: none"> • To work in close coordination with the Microbiologists and Technical Officer for EQAS. • To carry out the work related to EQAS for STIs/RTIs • diagnostic tests, including preparation of panels; sending of panels to the RSCs and SRCs. • To participate in International EQAS related to STIs/RTIs tests. • To assist in laboratory technicians training on EQAS. • Help TO to prepare SOPs and documents for accreditation • Any other work assigned by the supervisory officers.

7	TO	EID Lab (7 TOs)	M.Sc in Medical Virology/Microbiology/Biotechnology/Life Sciences	<ul style="list-style-type: none"> • Minimum 2 yrs experience in molecular diagnostic laboratory, medical microbiology/immunological laboratory techniques • Candidates with experience in molecular diagnostic labs will be preferred. 	<ul style="list-style-type: none"> • Follow common plan, procedures, SOPs and forms as agreed upon by the participating laboratory members. • Perform HIV DNA PCR testing for infants and children <18 months. • Report generation and dispatch with turn around time of 5-7 days from time of receipt of samples. • Ensure all documentation as per the operational guidelines provided. • Ensure work output of 8 hours/ day for actual test performance and documentation. • Ensure maintenance of all samples for sample repository for later evaluation. • Ensure that samples in the repository will not be used for research purpose. • Ensure not to undertake any independent testing other than DAC samples. • Ensure confidentiality of specimen at all levels. • Accountable for every report generated by lab. • Attend all training organized by DAC. • Meet DAC's standards of quality assessment by DAC • Submit certified statement of expenditure at periodicity defined by SACS. 	<ul style="list-style-type: none"> • Follow common plan, procedures, SOPs and forms as agreed upon by the participating laboratory members. • Perform HIV DNA PCR testing for infants and children <18 months. • Report generation and dispatch with turn around time of 5-7 days from time of receipt of samples. • Ensure all documentation as per the operational guidelines provided. • Ensure work output of 8 hours/ day for actual test performance and documentation. Ensure maintenance of all samples for sample repository for later evaluation. • Ensure that samples in the repository will not be used for research purpose. • Ensure not to undertake any independent testing other than DAC samples. • Ensure confidentiality of specimen at all levels. • Accountable for every report generated by lab. • Attend all training organized by DAC. • Meet DAC's standards of quality assessment by DAC • Submit certified statement of expenditure at periodicity defined by SACS.
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8	TO	SRL/NR (130TOs)	1. Medical graduate with two years laboratory experience 2. M.Sc. in Medical Microbiology/Biotechnology/Life Sciences	<ul style="list-style-type: none"> • Minimum two years experience in medical microbiological/immunological laboratory techniques • Candidates with experience in quality assurance will be preferred. 	<ul style="list-style-type: none"> • Supervisory and trouble-shooting, root cause analysis of testing errors in ICTCs under the SRL, • Supervision and mentoring of laboratory technicians of ICTCs/ PPTCT's, through on site visits • Monitor the work related to EQAS, including sending of panels to the ICTC's/ PPTCT/ blood banks. EQAS data analysis and reporting. • Trainings: Organising ICTC- LT training • Submission of monthly testing report to DAC. • Twelve days tour to linked ICTC centers. (Technical officer will have to submit the tour report within 48 hours to I/C SRL and copy to NACO). • Prepare SOPs and documents for accreditation • Coordination with DAPCU officers for their field travel. 	<ul style="list-style-type: none"> • Supervisory and trouble-shooting, root cause analysis of testing errors in ICTCs under the SRL, • Supervision and mentoring of laboratory technicians of ICTC's/ PPTCT's, through on site visits • Monitor the work related to EQAS, including sending of panels to the ICTC's/ PPTCT/ blood banks. EQAS data analysis and reporting. • Trainings: Organising ICTC- LT training • Submission of monthly testing report to DAC. • Twelve days tour to linked ICTC centers. (Technical officer will have to submit the tour report within 48 hours to I/C SRL and copy to NACO). • Prepare SOPs and documents for accreditation • Coordination with DAPCU officers for their field travel.
9	TO	STI Lab (QA) (1 TO)	M.B.B.S. with 2 years of laboratory experience OR M.Sc in Medical Microbiology/Biotechnology/Life Sciences.	<ul style="list-style-type: none"> • Minimum of 2 years experience in medical microbiological/immunological laboratory techniques. • Candidates with experience in quality assurance will be preferred. 	<ul style="list-style-type: none"> • No position under NACP III 	<ul style="list-style-type: none"> • To work in close coordination with the Microbiologists. • Monitor the work related to EQAS for STIs/RTIs diagnostic tests, including preparation of panels, sending of panels to the RSCs and SRCs. • Obtain EQAS reports from RSCs and SRCs and review work done. • EQAS data analysis and reporting. • To participate in International EQAS related to STIs/RTIs tests, prepare report and send the same to International Reference Laboratory. • Following up with the sites which had not sent the last reports for EQAS. • Supervision and mentoring of laboratory technicians of Apex STI Centre. • Supervision of laboratory technicians training on EQAS. • Prepare SOPs and documents for accreditation • Any other work assigned by the supervisory officers.
10	Logistics Coordinator	NARI (Apex Lab) (1 co-ordinator)	<ul style="list-style-type: none"> • B.Sc (life sciences/microbiology/Biotechnology) with 1 yrs experience in laboratory or M.Sc (Life sciences/microbiology/Biotechnology) 	<ul style="list-style-type: none"> • 1 year experience in life sciences/microbiology/medical laboratory 	<ul style="list-style-type: none"> • No position under NACP III 	<ul style="list-style-type: none"> • To look after administrative, logistic issues such as budget, disbursement of budget, preparation of UCs and SOEs, plan and execute the trainings etc. • The various activities that NARI is undertaking for the NACO programmes are: <ul style="list-style-type: none"> 1. HIV serology EQAS, and Quality control, 2. CD4 EQAS and quality control, 3. Confirmation of HIV-2 diagnosis.

* QM (LS)- TOR are already approved