

# Dantan Manav Kalyan Kendra

Regd. Office

Krishnapur, Dantan, Paschim Medinipur  
721626, W.B, India

Project Office

71/1C, Diamond Harbour Road, Khidirpur,  
Kolkata, 700023, W.B, India



# দাঁতন মানব কল্যাণ কেন্দ্র

নিবন্ধীকৃত কার্যালয়

কৃষ্ণপুর, দাঁতন, পশ্চিম মেদিনীপুর  
৭২১৪২৬, পশ্চিমবঙ্গ

প্রকল্প কার্যালয়

৭১/১সি, ডায়মন্ড হারবার রোড, খিদিরপুর  
কলকাতা, ৭০০০২৩, পশ্চিমবঙ্গ

E-mail- dmkkki2023@ gmail.com :: Contact-7864818505

Ref.No. DMKK/29/PWID-TI/314.....

Date..08/04/2024.....

## Engagement Notice

**Dantan Manav Kalyan Kendra**, a leading professionally managed Non-Government Organization is seeking the application from the competent candidates (Age between 20 – 40 years) for the following posts in the context of PWID-TI Project (HIV/AIDS Programme) sanctioned by West Bengal AIDS Prevention & Control Society. The Project location is Kolkata district.

Prospective candidates may send their resume along with photo, original documents, xerox copy of documents in support of educational qualification and experience. All the posts are contractual and renewable based on performance. **Selected candidate will join for the post on 02/05/2024.**

### 1. Name of Post: Nurse (01 Post), Male/Female

#### Qualification & Experience:

Qualified with ANM degrees from any recognized institution, (GNM & BSc Nursing passed candidates may also apply) have minimum 1 year experience with a field level on health programme.

#### Knowledge & Skills:

Familiarity with government health policies and programmes, Strong communication skills, Ability to work in small teams, and flexible ways of working, Proficiency in data recording/ management, report writing, case study compilation.

#### ANM would have following responsibilities:

1. Ensure management of abscess cases at DIC and in the field.
2. Assist the medical officer in primary examination and preliminary screening of HRGs for general medical conditions and TB (6 monthly GMC),
3. Referral for further examination / investigations / treatment, follow-up.
4. Dispensing of medicines, maintaining inventory of medical supplies and indenting fresh stocks and record maintenance for STI services.
5. Ensure that all clinical reporting formats are maintained and updated

**Monthly Consolidated Salary: Rs12500/- + Fixed TA @ Rs 1200/- per month**

## **2. Name of Post: Outreach worker (01 Post), Male/Female**

### **Qualification & Experience:**

Should be at least educated up to 10<sup>th</sup> standard with good knowledge of the local community and local language, have minimum 1 year experience with a field level on health programme, should know motor cycle driving.

### **Knowledge & Skills:**

Should have strong communication skills, Ability to work in small teams, and flexible ways of working, Proficiency in data analysis, report writing, case study compilation.

### **Key Functions of ORW:**

The ORW will be responsible for overall planning of service delivery at the field for behaviour change or service uptake. With Peer Educators and ORW has to plan, counseling sessions by counselor, clinic services by visiting physician or preferred providers, advocacy and networking with stakeholders. Supporting the peer educators and facilitating their work for efficient and effective coverage of HRGs. Maintenance of records of the outreach team and report to the project. Rapport building with the target population and mobilise them for various services. Work with M&E assistant for data recording. Ensure field training of PEs.

### **Monthly Consolidated Salary: 10500/- + Fixed TA @ Rs 1500/- per month**

Interested candidates may send their applications through Speed Post, Courier or By hand, **Mail copy will not be considered.** Only shortlisted candidates will be contacted for interview. Interested candidates visit our website and may download the application format using Important Notice Menu.

**Last date of accepting applications is 23.04.2024. Date of Interview is 27/04/2024**

\*OUR Website is [www.dmkk.org.in](http://www.dmkk.org.in)

\*\*A sample copy of Application form is enclosed



Secretary

Dantan Manav Kalyan Kendra

Secretary

Dantan Manav Kalyan Kendra

## **Application for the post of Nurse/Out Reach Worker**

To  
The Secretary  
Dantan Manav Kalyan Kendra  
71/1C, Diamand Harbour Road,  
Khidirpur, Kolkata -700023  
Mobile No-7864818505

Name of applicant (Block Letter) :  
Father's/Husband's Name :  
Address (Permanent) : Vill/Ward-  
P.O-  
Dist-  
Pin Code-

Date of birth :  
Caste :  
Blood Group :  
AADHAAR No :  
Phone No (Whatsapp No) :  
Mail ID :  
Educational Qualification :

S No	Degree	Board/University	Year	% of marks
1				
2				
3				
4				

Detail of Training/Professional course:

S No	Name of Institution	Year	Duration of training/course
1			
2			
3			

Detail of working experience :

S No	Name of organisation	Designation	Salary per month

Declaration:

I do hereby declare that the information furnished above are true & correct to the best of my knowledge and belief.

Place:

Date:

\_\_\_\_\_  
( Signature of applicant)

N.B: All documents in support of Educational Qualification, Experience & Address to be enclosed with the application form.