

Job Responsibilities

Director:

- ✓ Planning of interventions, activities & developmental work of the institute
- ✓ Implementing the interventions and policies & planned activities and directives of higher authorities
- ✓ Controlling & correcting
- ✓ Supervising & Supporting
- ✓ Monitoring & Evaluating
- ✓ Coordination with all the stakeholders
- ✓ Health Care delivery
- ✓ Administration as per laid down procedures, guidelines and rules.
- ✓ Budgeting

In addition

- ✓ Field and Research work
- ✓ Training
- ✓ Outbreak Investigation
- ✓ Networking

Assistant Director (Epidemiology)

- ✓ NLEP Training.
- ✓ Program Monitoring.
- ✓ Field visits and survey.
- ✓ Data Analysis.
- ✓ Liaisoning with Centre, State and district health authorities.
Reporting of performance of the institute.
- ✓ Outbreak investigation as and when needed.
- ✓ Any other work as allocated by Director RLTRI.

Assistant Director (Orthopaedics)

- ✓ NLEP Training
- ✓ DPMR activities
- ✓ RCS
- ✓ Clinical work
- ✓ Any other work allocated by the authority

Assistant Director (Microbiology)

- ✓ Supervising activities of Microbiology & Immunology Laboratory i.e. slit skin smear, culture sensitivity etc.
- ✓ Research related to NLEP
- ✓ Training of laboratory component of various National Health Programs viz. NVBDCP, NLEP etc.
- ✓ Cross checking of Malaria and Filaria slides received from districts.
- ✓ Any other work allocated by the authority

Assistant Director (Pathology)

- ✓ Supervising activities of Clinical Pathological Laboratory i.e. Hb, TLC, DLC, urine and routine microscopy etc.
- ✓ Research related to NLEP
- ✓ Training of laboratory component of various National Health Programs viz. NVBDCP, NLEP etc.
- ✓ Any other work allocated by the authority

Senior Medical Officer/Medical Officer (General Duty Medical Officers)

- ✓ Treatment of Patients in OPD
- ✓ Treatment of Patients in IPD
- ✓ DPMR activities
- ✓ Field Visits for monitoring of National Programmes
- ✓ Field Surveys for coverage evaluation of field activities
- ✓ NLEP Training
- ✓ Administrative charges as allocated
- Any other works allocated time to time.