



Odisha State Health & Family Welfare Society
Deptt. of Health & Family Welfare, Govt. of Odisha
Annex Building of SIH&FW, Nayapalli, Unit-8, Bhubaneswar-751012, District-
Khordha (Odisha), Phone/Fax: 0674- 2392480/79, E-mail Id-hrdnrhm1@gmail.com



Adv. No.: 05/22

CONTRACTUAL APPOINTMENT

Date: 05.06.2022

Applications are invited from eligible candidates for filling up of the following positions under National Health Mission, Odisha on contractual basis with monthly remuneration as noted against each and subject to renewal as per the terms and conditions of OSH&FW Society. These positions are purely temporary and co-terminus with the scheme. Lower age limit for all the positions is 21 years as on dtd. 01.06.2022.

Sl. No.	Name of the Position	No. of Vacancies	Remuneration (in Rs.), Performance Incentive & other allowances as admissible
01	Accounts Manager, NCD	01	Rs. 57,281/-+PI
02	Insect Collector, NVBDCP	01	Rs. 20,699/-+PI
03	Nurse Trainer	06	Rs. 36,842/-+PI

Interested candidates can log on to **www.nhmodisha.gov.in** for details of vacancy, eligibility criteria, age & selection procedure etc. Online application form will be available from **07.06.2022 to 16.06.2022 by 11.59 P.M.** Last date for receipt of the System Generated Application duly signed by the candidate along with self attested copies of all supportive documents is **23.06.2022 (by 5.00 P.M.)**.

Sd/-
Mission Director, NHM,
Member Secretary, OSH&FWS, Odisha.

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Sl. No.	Name of the Position	Vacancies	Upper Age Limit as on 01.06.22	Remuneration (in Rs.), Performance Incentive (P.I.) & other allowances as admissible	Eligibility Criteria
01	Accounts Manager, NCD	01	Upto 45 Years	Rs. 57,281/-+PI	<p>Educational Qualification: - The candidate must have passed CA/ Inter CA from Institute of Chartered Accountants of India.</p> <p style="text-align: center;">OR</p> <p>The candidate must have passed ICWA / Inter ICWA from Institute of Cost Accountants of India.</p> <p style="text-align: center;">OR</p> <p>The candidate must have passed MBA (Finance) or its equivalent courses such as PGDBM (Finance) / PGDM (Finance) / PGDBA (Finance) from any recognized University / Institution. The above courses must be of two years course duration.</p> <p>Experience: - The Candidate must have at least 05 (five) years of post qualification experience in accounting such as analysis, financial reporting, budgeting, financial software & reporting system, health care financing , national health accounts.</p>
02	Insect Collector, NVBDCP	01	Upto 40 years	Rs. 20,699/-+PI	<p>Educational Qualification: The candidate must have passed B.Sc. in Zoology (pass/honours) with minimum 50% marks from a recognized University.</p>
03	Nurse Trainer	03	Upto 45 years	Rs. 36,842/-+PI	<p>Educational Qualification The Candidate must have passed B.Sc. Nursing/Post B.Sc. Nursing degree from an INC recognized institution. Candidate should be a registered Nurse and Midwife (RNRM) from Odisha Nurses and Midwives Registration Council.</p> <p>Experience: - She/he must have 05 (five) years of post qualification experience in relevant field.</p>

N.B.:-

Besides the above, the following provisions also shall be applicable in respect of all the above posts as eligibility criteria.

Age Relaxation and Additional Weightage of Marks applicable for the eligible applicants who are employees of the OSH&FW Society.

- a) To avail the benefit of age relaxation and weightage, employee concerned should have completed at least three terms of contractual services (11 months each) under the OSH&FW Society.
- b) The remarks recorded in PAR of the employee concerned must be "Outstanding" or "Very Good" for the preceding 03 (three) terms of contractual services under the OSH&FW Society.
- c) The age relaxation for the applied post in respect of the employee of the OSH&FW Society shall be allowed @ 1 year for each contractual term of service in the Society upto a maximum of 10 years, over and above the maximum age limit prescribed in the Advertisement for the said post, subject to an upper age ceiling of 55 years.
- d) Candidate who is an employee of the OSH&FW Society and has cleared all the steps in the recruitment process upto the final level of selection shall be eligible for award of grace marks to the extent of 01 percentage of the total marks of examinations for each completed term of services in the Society upto a maximum of 10 percentage of the total marks which shall be added to the total marks secured by the said employee.
- e) All the above provisions shall also be applicable for only one member of the family of a deceased employee of the OSH&FW Society, if eligible, as would have been applicable to the employee concerned.

General information and Instructions:

- i. The above positions are purely temporary and co-terminus with the scheme. Canvassing in any form will render the candidate disqualified for the position.
- ii. Details of vacancy, eligibility, age, selection procedure, ToR etc. can be downloaded from the official website (www.nhmodisha.gov.in).
- iii. The applications received for the above positions will be scrutinized and the database will be uploaded in the above official website for invitation of objection. Candidates are required to visit official website: - www.nhmodisha.gov.in at regular intervals for any notification, updates, results etc. relating to recruitment.
- iv. Candidates will be selected on the basis of selection process as applicable. Only shortlisted candidates will be called for participation in the selection process.
- v. Candidates, who are already working in Health Department either on regular or on contractual basis, have to submit No Objection Certificate from the employer (appointing authority) at the time of submission of application. NOC issued by any other authority other than appointing authority will not be accepted. NOC must be specific for the post, S/he applying and must be issued subsequent to issue of the advertisement.
- vi. **Interested candidates fulfilling the eligibility criteria are to apply online through the above said website. Online application form will be available from 07.06.2022 to 16.06.2022 till 11.59 P.M. System Generated Application form duly signed by the candidate along with self attested photocopies of all certificates and Mark sheets, in support of age, qualification and experience shall however be sent to the "Mission Directorate (NHM), Annex Building of SIH&FW, Nayapalli, Unit-8, Bhubaneswar-751012, District-Khordha (Odisha)" so as to reach us on or before 23.06.2022 (by 5.00 P.M.) through Regd. Post / Speed Post / Courier only and the envelope containing the application should be superscribed clearly name of the post applied for.**
- vii. The candidate has to exhibit requisite documents / experience certificates which shall clearly establish his/her eligibility as per conditions as above, without which his/her candidature shall be rejected. The experience certificate of the Employer/s must clearly specify the period of incumbency, name of the post and nature of responsibility.

- viii. In case the marks obtained are in the form of CGPA, OGPA, DGPA, GPA, CPI etc., a certificate for conversion as applicable to percentage of marks shall be submitted at the time of submission of application form. Certification towards AICTE / UGC recognition of Institutions / Universities shall also be submitted at the time of submission of application form, wherever applicable, without which the application shall not be considered & shall be rejected.
- ix. Candidates who are over aged, under qualified, not having requisite percentage of marks, not having requisite experience etc. need not apply.
- x. Incomplete application in any form will be rejected. Non submission of certificate/documents along with the online application shall be liable for rejection.
- xi. If any candidate is found to have suppressed any material information or furnished false information / documents, his/her case shall not be considered for the post applied for and in case already engaged on the basis of the said information / documents, his / her service shall be terminated from the Society forthwith. Candidates who have been disengaged earlier from the OSH&FW Society on administrative ground such as disobedience / poor performances / misbehavior / criminal activity etc. are not eligible to apply.
- xii. This office will not be held responsible for any postal delay. **No application will be entertained after dt. 23.06.2022 (5.00 P.M.).** No personal correspondence / queries will be entertained. All communication will be made through E-mail / official website / SMS.
- xiii. The candidates securing 50% and more marks in Final Panel Merit list shall be kept in the Panel with the validity of 01 year from the date of its approval. The panel for above position shall also remain valid for similar post / s in other programmes under NHM ambit with same educational qualification and same remuneration, as will be decided by the Society.
- xiv. Number of vacancies / remuneration as mentioned under this advertisement may vary at the time of actual engagement.
- xv. The undersigned reserves the right to cancel any or all the applications / positions at any stage of recruitment process without assigning any reason thereof.

Sd/-

**Mission Director, NHM,
Member Secretary, OSH&FWS, Odisha.**

Sl. No.	Name of the Position	Selection Procedure (Advt. No. 05/22)
01	Accounts Manager, NCD	<p>Selection Procedure- Application Invitation (Viva-voce Test)</p> <ul style="list-style-type: none"> • For candidates having CA / Inter CA/ ICWA /Inter ICWA qualification: - All the eligible applicants, fulfilling the eligibility criteria shall be called for Viva-voce Test. The Final merit list shall be prepared as per the marks secured in Viva-voce Test. • For candidates having other qualifications (except CA / Inter CA/ ICWA/ Inter ICWA qualification):- A list of eligible applicants, fulfilling the eligibility criteria of each such educational qualification, shall be prepared on the basis of marks secured in final examination of the said qualification in order of merit. From amongst the said list, 05 times of number of vacancies from each qualification in order of merit shall be called for Viva-voce Test. The Final merit list shall be prepared as per the marks secured in Viva-voce Test.
02	Insect Collector, NVBDCP	<p>Selection Procedure: - Written Test (MCQ) and Viva-voce Test.</p> <p>All the eligible applicants, fulfilling the eligibility criteria as per the advertisement, shall be called for Written Test. A list of candidates securing 50% and more marks in Written Test shall be prepared. From amongst the said list, 10 times of number of vacancies from the top of the merit list of written Test shall be called for Viva-voce Test. However, the final merit list of the candidates shall be prepared by adding the marks secured in both Written Test and Viva-Voce Test.</p>
03	Nurse Trainer	<p>Selection Procedure:- Written Test (MCQ) and Viva-voce Test</p> <p>All the eligible applicants, fulfilling the eligibility criteria as per the advertisement, shall be called for Written Test. A list of candidates securing 50% and more marks in Written Test shall be prepared. From amongst the said list, 10 times of number of vacancies from the top of the merit list of Written Test shall be called for Viva-voce Test. However, the final merit list shall be prepared by adding the marks secured in both Written Test and Viva-Voce Test.</p>

Terms of reference (ToR)

Nurse Trainer:-

Trainer should establish themselves not only for conducting training but also as a mentor for those who have been trained;

1. Will mentor 2 supervisors in every district for continuous mentoring of the health providers involved in RMNCH care;
2. Mentoring / supervisory visits to the delivery points (at least 6 days / month);
Preparing annual targets of mentoring institutes in consultation with district and divisional offices;
3. Submitting the tour plan in advance to district and divisional in-charge and also visit report. (Format 1 in Annexure 3)
4. The trainers will always carry neonatal mannequin during mentoring visits.
5. Custodian of teaching –learning aids including mannequins and ensure its proper maintenance and functionality;
6. Ensures conduct of training as per training plan
7. Ensuring proper upkeep and maintenance of all equipment and mannequins
Ensuring quality of training and adherence to training guidelines as per GOI manual
Ensuring maintenance of database (procurement, training schedules, trainee database, mentoring visits, etc.) at Skills Lab
8. Providing enabling environment for trainees and trainers in terms of accommodation, transport, continuous availability of supplies, food and such other day to day requirements which if not provided for, can compromise quality in training.
9. Ensure setting up of Model Labour room in the institution where Skills Lab is located
The Skills Lab Coordinator will ensure sending copies of reports relating to Skills Lab performance (including mentoring visits) to District and State QA Committee, besides the nodal officers.

Insect Collector:

Job Responsibilities:

- The Insect Collector will obtain necessary equipments and materials and carry with him/her when on duty.
- S/He is required to make adult and larval collections in village and around households in villages/urban areas in order to identify both breeding and resting habitats in urban and rural areas and extent of distribution of sand fly.
- S/He will take adult and larva so collected in tubes with proper labels indicating details of particulars regarding place of collection, types of water, exposure of sun-light presence or absence of vegetation etc. for identification of collected materials on same day.
- S/He is required to visit minimum of four fixed catching stations and equal numbers of random catching stations on every working day, from 7.00 am to 12 noon and also check at least 50 (fifty) houses for breeding of vector mosquito in domestic/urban situations and at least 1½ km away from villages to identify breeding habitats in order to establish vector control operations.
- He/S will be involved in cross-checking of anti-larval and anti-adult operations to monitor the implementation of vector control operations by following carefully above mentioned assigned duties.