



Odisha State Health & Family Welfare Society, Govt. of Odisha
Deptt. of Health & Family Welfare, Govt. of Odisha
Annex Building of SIH&FW, Nayapalli, Unit-8, Bhubaneswar-751012,
District-Khorda (Odisha) Phone/Fax: 0674- 2392480/79



Adv. No.: 04/2020

CONTRACTUAL APPOINTMENT

Date: 30 / 01 / 2020

Applications are invited from eligible candidates for filling up the following positions under National Health Mission, Odisha on contractual basis with monthly remuneration as noted against each and subject to renewal as per OSH&FW Society terms and conditions. The positions are purely temporary and co-terminus with the Scheme. Lower age limit for all the positions is 21 years as on **01.01.2020**.

Sl. No.	Name of the Position	Vacancy	Age as on 01.01.2020	Remuneration (in Rs.), Performance Incentive (P.I.) & other allowances as admissible	Eligibility Criteria
01	City Data Manager, Urban Health	04	Upto 40 yrs.	Rs.32,761/- + PI	<p>Qualification:-The candidate must have passed in any of the following subject from a recognised University with minimum 50% marks:</p> <ul style="list-style-type: none"> - B.E. (IT/ Computer Science/Electronics) - B. Tech :(IT/ Computer Science/Electronics) - Master in Computer Application - M.Sc.(IT/ Computer Science/Electronics) <p>Experience- The candidate must have 01 year post qualification experience in data analysis & data management.</p>
02	Assistant Programme Manager, Urban Health	01	Upto 45 yrs.	Rs.32,761/- + PI	<p>Qualification: The Candidate must have passed two years full time course in any of the following subject with minimum 50% marks in aggregate (Cumulative marks in all the subjects) from a recognized University /Institution:</p> <ul style="list-style-type: none"> -Master Degree in Social Work - Master Degree in Public Health - Master Degree in Rural Management -Master Degree in Sociology -Master Degree in Anthropology - Master Degree in Rural Development - Master Degree in Business Administration or its' equivalent course, such as; <p>Post Graduate Diploma in Business Administration or Post Graduate Diploma in Business Management or Post Graduate Diploma in Management.</p> <p>Experience:-S/he also must have minimum one year of post qualification experience in health / social sector.</p>

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, ToR, selection procedure etc. can be downloaded from the official website (www.nhmodisha.gov.in).
- iii. The applications received for the above position 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 (objection invitation / different tests notices), 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 **31.01.2020 to 07.02.2020** 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 15.02.2020 (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 15.02.2020 (5.00 P.M.)**. No personal correspondence / queries will be entertained. All communication will be made through E-mail / official website / SMS.
- xiii. 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. 04/2020)
01	City Data Manager, Urban Health	All the eligible applicants, fulfilling the eligibility criteria as per the advertisement shall be called for Written Test. A list of candidates securing 50% or more marks in Written Test shall be called for Computer test & Viva-voce. However, the final merit list shall be prepared by adding the marks secured in three stages i.e. Written Test, Computer Test and Viva-Voce marks.
02	Assistant Programme Manager, Urban Health	All the eligible applicants, fulfilling the eligibility criteria as per advertisement shall be called for Written Test. A list of candidates securing 50% or more marks in Written Test shall be called for Viva-voce. However, the final merit list shall be prepared by adding the marks secured in two stages i.e. Written Test and Viva-Voce marks.

City Data Manager – Urban Health

- Ensure use of MCTS online data entry system in the city level.
- Strengthening HMIS reporting system in urban health institutions at city level.
- Ensure updating and validation of data /informations relating to urban health, compilation, preparation of different reports.
- Format designing, Upload of Data, Information Sheet of concerned City during meetings/conferences as and when required.
- Performance monitoring of different Programme in urban areas: Maternal & Infant death, urban ASHA, Mahila Arogya Samiti, Ward Kalyan Samiti, National Disease Control Programme, SNCU, NBC, NBSU, UHND, Pustikar Diwas, vital statistics, human resource, urban school health, PPP etc.
- Tracking the progress of different activities of urban ASHA & MAS and WKS at the city level.
- To provide data and information during preparation of City NUHM PIP.

Assistant Programme Manager – Urban Health

Planning

- To support cities/towns in preparation of Annual Program Implementation Plan.
- Prepare Monthly & Quarterly action plan as of the need.
- Mapping of MAS, ASHA, ANM, and operational areas of UPHC & UCHC, etc
- Mapping and identification of immunization/UHND sites
- Preparation of UHND micro-plan

Program Implementation

- To support in implementation of urban programme at the district/city and ensure achievement of progress pertaining to relevant matters.
- Formation of RKS and ensure regular monthly meeting and attend WKS/MAS meeting.
- Facility Assessment of the Health Institution viz. UPHC/ UCHC & Pvt. Institutions.
- Ensure proper management of RKS fund.
- Ensure proper management of the untied fund of MAS.
- Ensure timely completion of the activities.
- Organize activity in the slums with help of MAS & other stakeholders.
- Regular interaction with implementing NGOs and monitoring their work and reporting.

Monitoring & Supervision

- Supervision & monitoring of the Immunization session/sites and UHND sessions
- Supervision & monitoring of the Community process activities (MAS, ASHA, WKS, RKS) etc.
- Review the monthly activities of ANM, ASHA, MAS & RKS

Reporting & documentation

- To maintain files relevant to urban health, collect, compile, submission of information to city/district/state & other stakeholders.
- To ensure provision of adequate secretarial and interpretation facilities, processing of letters, reports and ensure preparation and timely submission of reports, documentation of program etc.
- Prepare database of MAS, ASHA, ANM & WKS and update it at regular interval
- Collect information from different stakeholders and compiled the same.
- Prepare monthly, quarterly and annual report of the program.
- Prepare activity completion report

Coordination, Liaising and convergence

- Overall coordination of NUHM activities with ULBs and other departments like WCD, H&UD, PHEO, School & Mass Education, Dist Officials and other officials at State/district and city level.

Capacity building

- Design Training plan & session and organise the program for different stakeholders
- Meeting with different stakeholders for implementation of the NUHM activities
- Visit the operational areas for necessary guidance and handholding support

Others

- Identification and mapping of community resource
- Any other activity assigned by appropriate authority from time to time.