



**OFFICE OF THE ADDITIONAL DISTRICT URBAN PUBLIC HEALTH OFFICER,  
BHUBANESWAR  
CITY PROGRAMME MANAGEMENT UNIT, BHUBANESWAR  
National Health Mission, Odisha  
Government of Odisha**



Adv. No.: 15/2018

**CONTRACTUAL APPOINTMENT**

Date: 29.08.2018

Applications are invited from eligible candidates for filling up the following post 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. Lower age limit for the post is 21 years as on **01.08.2018**.

Sl. No.	Name of the post	Age as on 01.08.2018	Vacancy	Remuneration (in Rs.) & Performance incentive (P.I.) as admissible	Eligibility Criteria
01	Data Assistant –cum-Accountant	Up to 35 Years	03	Rs.8,000/- + P.I.	The candidate must be a Graduate in Commerce with minimum 50% marks in aggregate and must have passed PGDCA / DCA etc. of one year duration from recognized / registered Institute.

**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. Eligibility, age, ToR, selection procedure etc. along with application form can be downloaded from the official website ([www.bmc.gov.in](http://www.bmc.gov.in)).
- iii. The applications received for all the posts will be scrutinized and the database will be uploaded in BMC website for invitation of objection. Candidates are required to visit the official website of BMC at regular intervals for any notification, update (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 to the ADU-PHO, Bhubaneswar on or before 20.09.2018 (5.00 P.M.) in the prescribed application form, available in the website ([www.bmc.gov.in](http://www.bmc.gov.in)) along with self attested copies of all supportive documents through Regd. Post / Speed Post / Courier only to Office of ADU-PHO, Bhubaneswar, City Programme Management Unit, Unit -2, Ashok Nagar, Bhubaneswar, 751009 and the envelope containing the application should be superscribed clearly name of the post applied for.**
- vii. 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.
- viii. Over aged, under qualification and short of requisite percentage of marks in the prescribed age and educational qualification shall be rejected.
- ix. Incomplete application in any form will be rejected. Non submission of certificate/documents along with the application form shall be liable for rejection.
- x. 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.
- xi. Office of the ADU-PHO, Bhubaneswar will not be held responsible for any postal delay. **No application will be**

**entertained after dt.20.09.2018 (5.00 P.M.).** No personal correspondence / queries will be entertained. All communication will be made through E-mail / BMC official website.

- xii. The panel for above positions 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.
- xiii. Number of vacancies / remuneration as mentioned under this advertisement may vary at the time of actual engagement.
- xiv. 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/-  
ADU-PHO, Bhubaneswar**

**Selection Procedure of Data Assistant-cum-Accountant, NUHM**

Candidates shall only be shortlisted as per criteria given in the advertisement. A merit list of such shortlisted Candidates shall be made in accordance with their percentage of marks in aggregate. Candidates 3 times the number of vacancies shall be called for Computer Test and Viva-voice from the said merit list. The final merit list shall be prepared for all the candidates, who appeared for the Computer Test and Viva-voice by compiling marks secured in all the three stages i.e.-Mark Assessment, Computer Test and Viva-voice.

### **Terms of Reference:**

1. To provide support to the MO (I/c) for effective planning and monitoring of the programmes.
2. To support MO (I/c) in day to day updating & up-keep of the data/information relating to finance.
3. To ensure collection, compilation & reporting of all data related to HMIS, MCTS, HR & infrastructure of UPHC/UCHC, etc.
4. To collect & validate data provided by ANMs.
5. To support MO (I/c) for timely organisation of EC & GB meeting of the UPHC/UCHC.
6. To maintain all financial records and accounts of all fund made available to the UPHC/UCHC.
7. To support and organise payment to ANMs, ASHA incentive and maintain related accounts & data base including those of untied fund provided to UPHC/UCHC & MAS, etc.
8. To maintain store records related to fixed assets.
9. To maintain all physical & financial data in the form of MIS.
10. Reporting of utilization certificates & SoEs, etc.
11. Provide handholding support to MAS, WKS in maintenance of records & utilisation of untied fund if any.
12. To support MO (I/c) during the organisation of monthly/quarterly meetings, workshop, consultation, training, etc.
13. Other assignments as assigned from time to time.

## APPLICATION FORM

Advertisement No.		Photograph				
Name of the post						
		Identity proof no:				
1.Applicant Name ( in Capital) :						
2.Father's Name :						
3.Date of Birth :		4.Sex :		5.District of Domicile:		
6. Age as on 01.08.2018 :						
7. Please Mention if SC/SC/OBC/GEN						
8.Present Contact Address with Telephone No:						
9. Permanent Contact Address : .						
10. E-Mail id:			11.Mobile No:			
11. Languages spoken/written:						
12.Professional qualification details :						
Exam Passed	Name of Board or University	Year of Passing	Marks Excluding 4 <sup>th</sup> optional			Remarks
			Full Marks	Mark Secured	%	

13. Employment Record					
Total years of post qualification experience:					
14. Details of Employment: (Use separate sheets if required).					
Starting with your present employment, list in reverse order all the employments you have had.					
Name of the Employer	Post held	From Date	To date	Total Experience	
				Years	Month

**Declaration:** I do hereby declare that the information furnished above are true to the best of my knowledge and belief and that, if at any stage, it is found that any of the above material information is false / incorrect or is suppressed by me, my candidature / appointment under Odisha State Health & Family Welfare Society (OSH&FWS), Odisha is liable to be rejected / terminated. I also declare that I have never been disengaged from service under the OSH&FWS, Odisha on administrative ground such as disobedience / poor performances/ misbehavior/ criminal activity etc.

**Date:**

**Place:**

**Full Signature of the Applicant**

**Note:**

- 1. The following documents are to be enclosed along with the application:**
  - a. Two copies of passport size color self attested photographs. One copy of self attested photograph will however to affixed at the position in the application form.**
  - b. Self attested photocopies of documents in support of age, qualification, experience etc.**
  - c. Self attested photocopy of Identity Proof (Voter ID card / PAN card / Driving License / Adhar card / Passport).**