



**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.: 22 / 21**

**CONTRACTUAL APPOINTMENT**

**Date: 06 / 10 / 2021**

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 OSH&FW Society terms and conditions. These positions are purely temporary and co-terminus with the Scheme. Lower age limit for all the positions is 21 years as on 01.10.2021

Sl. No.	Name of the Position	No. of Vacancies	Remuneration (in Rs.), Performance Incentive & other allowances as admissible
01	District Programme Manager	02	Rs.56,157/- + P.I
02	State Programme Assistant	04	Rs.28,589/- + P.I

Interested candidates can log on to [www.nhmodisha.gov.in](http://www.nhmodisha.gov.in) for details of vacancies, eligibility criteria, age, selection procedure etc. Online application form shall be available from **07/10/2021 to 22/10/2021 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 **30.10.2021 (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 01/10/2021	Remuneration (in Rs.), Performance Incentive (P.I.) & other allowances as admissible	Eligibility Criteria
01	District Programme Manager	02	Upto 45 Years	Rs.56,157/- + P.I	<p><b>Qualification:-</b> The candidate must have passed two years course in any of the following subjects from a recognized University /Institution with minimum 60% marks:</p> <ul style="list-style-type: none"> <li>- Master Degree in Business Administration or it's equivalent course, such as; Post Graduate Diploma in Business Administration or Post Graduate Diploma in Business Management or Post Graduate Diploma in Management.</li> <li>- Master Degree in Rural Development or Post Graduate Diploma in Rural Development.</li> <li>- Master Degree in Rural Management or Post Graduate Diploma in Rural Management.</li> <li>- Master Degree in Sociology.</li> <li>- Master Degree in Psychology.</li> <li>- Master Degree in Anthropology.</li> <li>- Master Degree in Social Work.</li> <li>- Master Degree in Health Administration / MBA in Health Administration.</li> <li>- Master Degree in Health Management.</li> <li>- Master Degree in Public Health or Post Graduate Diploma in Public Health.</li> </ul> <p><b>Experience:-</b> She/he also must have at least 5 years of post qualification experience in health / social / developmental sector.</p>

Sl. No.	Name of the Position	Vacancies	Upper Age Limit as on 01/10/2021	Remuneration (in Rs.), Performance Incentive (P.I.) & other allowances as admissible	Eligibility Criteria
02	State Programme Assistant	04	Upto 40 Years	Rs.28,589/- + P.I	<p><b>Qualification:</b> The candidate must have passed two years course in any of the following subjects with minimum 55% marks in aggregate from a recognized University /Institution:</p> <ul style="list-style-type: none"> <li>- Master Degree in Social Work / Sociology / Anthropology / Psychology / Economics / Applied Economics / History / Political Science / Rural Management / Rural Development.</li> <li>- Master Degree in Business Administration or its' equivalent course, such as; Post Graduate Diploma in Business Administration or Post Graduate Diploma in Business Management or Post Graduate Diploma in Management.</li> </ul> <p>The candidate also must have passed PGDCA / DCA / Odisha State Certificate in Information Technology (OS-CIT) course of Odisha Knowledge Corporation Limited (minimum 6 months course duration) or any equivalent courses from a recognized institute.</p> <p><b>Experience:-</b>S/he also must have minimum one year of post qualification experience in health / social sector.</p>

### **Age Relaxation and Additional Weightage of Marks for the applicants who are employees of the OSH&FW Society:-**

- (a) To avail the benefit of age relaxation and weightage, employees 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 employees 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 age ceiling of 55 years.
- (d) Employees of the OSH&FW Society who have 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 upto a maximum of 10 percentage of the total marks which shall be added to the total marks secured by the said employee.

### **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 etc. can be downloaded from the official website ([www.nhmodisha.gov.in](http://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](http://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 shall be available from 07/10/2021 to 22/10/2021 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 30/10/2021 (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. 30/10/2021 (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**

### **Selection Procedure ( Advt. No. 22/21)**

District Programme Manager	<p><b>Written Test and Viva-voce.</b></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 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. 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.</p> <p>Written test shall include knowledge on different programmes under NHM, general knowledge, current affairs and skill of expression in English Language.</p>
State Programme Assistant	<p><b>Written Test (MCQ), Computer Test and Viva-voce.</b></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 called for computer test &amp; 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. 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.</p>

# ToR

## District Programme Manager

### **Programme Management Support: Pre-Planning**

- ✦ Undertake situational analysis pertaining to health and health related services and identify district-specific key problems and issues as 'hot spots' with particular reference to un-served and under-served areas and needs of vulnerable population.
- ✦ Facilitate in maintenance of updated District programme Manual for adherence to prescribed mandates, reporting mechanism, institutional linkages, reporting formats, protocols and resource envelops. Review plan and programme performances in terms of key process indicators.
- ✦ Ensure that updated district data-sets in terms of demographic profile as well as data on service delivery system, utilization of facilities as well as website updation are maintained.

### **Programme Management Support: Implementation and Monitoring**

- ✦ Facilitate village, block and district level consultations in preparation of appropriate annual action plans.
- ✦ Provide leadership and guidance to the Block Programme Management Support Units (BPSMUs) in enabling Village Health Planning Initiative for community action for health and development of Block Programme Implementation Plans (Block PIPs).
- ✦ Assist the BPMU in preparing and pursuing annual work plan.
- ✦ Aggregate Block PIPs in to District Programme Implementation Plan in consultation with the CDMO and other programme officers.
- ✦ Assist the CDMO in dissemination of PIP and programme communication across the district.
- ✦ To follow up and prepare consolidated monthly / quarterly progress report highlighting achievement (physical/ Financial) against the target set. Analyse the reasons for delay/ adverse variance and suggest corrective actions to be taken etc. Also share the feedbacks at district, block & sub block level.
- ✦ Use appropriate tools and software (annual work plans, responsibility-function matrix) in capturing physical and financial progress of PIP and track progress. Also suggest requisite changes in programme implementation/increasing pace and improving quality of implementation based on regular visit at least for 10 days in a month.
- ✦ Review plan and programme performances in terms of key process indicators.
- ✦ Identify resources/ flexible funds under major components.
- ✦ Seek and coordinate requisite techno-managerial assistance from concerned development partners



- ✚ Document State/ national mandates, key thrust areas of State/ national policies/strategies /Vision Document etc., evidences on best practices and share their articulated versions with the key stakeholders at district and sub-district levels.
- ✚ Identify success stories and document and disseminate the same.

#### **Programme Management Support: Management of Funds**

- ✚ Ensure that funds are released to implementing agencies in time together with clear guidelines on their use.
- ✚ Follow up to ensure that implementing agencies report back on statement of expenditure/ submission of utilization certificates in accordance with the Manual.
- ✚ Report the funds utilization to Zilla Swasthya Samiti/ SPMU.
- ✚ Follow up with SPMU regarding timely release of fund against approved activities.

#### **Programme Management Support: Secretarial/ administrative assistance**

- ✚ Render administrative support to Zilla Swasthya Samiti including compilation of reports/ background papers, arrangements for meetings/ workshops/ seminars/consultations including preparation of agenda notes, minutes, follow up and action taken reports.
  - ✚ Facilitate adherence to all statutory requirement, for example, disposal of bio medical waste (infection prevention rules),PNDT Act etc.
  - ✚ Undertake intra-and inter-sectoral coordination with Rural Development and Panchayati Raj, Tribal Development, Social Welfare & ICDS, RWSS etc to ensure smooth delivery of services as well as convergence at the grassroots.
  - ✚ Promote and formulate Public Private Partnership in different Health Programmes.
  - ✚ Ensure linkage with FOGSI, IMA, NGOs private health care providers and development partners working at the District level
  - ✚ Ensure that incentives/ awards are disbursed in a timely manner.
- Other.**
- ✚ Any other activities as assigned by the Mission Directorate from time to time.