



**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), Land Line No.: (0674) 2392480/88,**  
**E-mail Id-hrdnrhm1@gmail.com**



**Advt. No.:-36/2024      CONTRACTUAL APPOINTMENT      Date:- 28/ 12 /2024**

Applications are invited from eligible candidates for filling up of the following position under National Health Mission, Odisha on contractual basis with monthly remuneration as noted and subject to renewal as per the terms and conditions of OSH&FW Society. The position is purely temporary and co-terminus with the scheme. Lower age limit for the position is 21 years as on dtd. 01.12.2024.

Sl. No.	Name of the Position	No. of Vacancy/ies	Remuneration (in Rs.), Performance Incentive & other allowances as admissible
01	District Accounts Manager	02	Rs.54,253/- + P.I

Interested candidates can log on to **www.nhmodisha.gov.in** for details of vacancy, eligibility criteria, age & selection procedure, ToR etc. Online application form will be available from **30.12.2024 to 10.01.2025** 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 **21.01.2025 (by 5.30 P.M.)**.

The authority reserves the right to cancel this advertisement or modify the terms and conditions of this advertisement and the recruitment criteria at any stage of recruitment process without assigning any reason thereof.

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



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**CONTRACTUAL APPOINTMENT**

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Sl. No .	Name of the Position	No. of Vacancy/ies	Upper Age Limit as on dtd. 01.12.24	Remuneration (in Rs.), Performance Incentive (P.I.) & other allowances as admissible	Eligibility Criteria
01	District Accounts Manager	02	Up to 45 Years	Rs.54,253/- + P.I.	<p><b>Educational Qualification:-</b> The candidate must have passed CA / Inter CA from Institute of Chartered Accountants of India with minimum 03 years of post qualification experience in financial management.</p> <p style="text-align: center;">OR</p> <p>The candidate must have passed ICWA / Inter ICWA from Institute of Cost Accountants of India with minimum 03 years of post qualification experience in financial management.</p> <p style="text-align: center;">OR</p> <p>The candidate must have passed 02 years course in MBA (Finance) or its equivalent courses such as PGDBM (Finance) / PGDM (Finance) / PGDBA (Finance). S/he must have minimum 03 years of post qualification experience in financial management.</p> <p style="text-align: center;">OR</p> <p>The candidate must have passed 02 years course in Master of Finance &amp; Control (MFC). S/he must have minimum 03 years of post qualification experience in financial management.</p>

**N.B.:-**

**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](http://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](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 will be available from 30.12.2024 to 10.01.2025 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 21.01.2025 (by 5.30 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 dtd. 21.01.2025 (5.30 P.M.). No personal correspondence / queries will be entertained. All communication will be made through E-mail / official website.**
- 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 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.
- xiv. Number of vacancies / remuneration as mentioned under this advertisement may vary at the time of actual engagement.
- xv. The authority reserves the right to modify or cancel the recruitment criteria of all the positions/ applications at any stage of recruitment process without assigning any reason thereof.
- xvi. The result will be published in the official website of NHM, Odisha.

Sd/-

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

Sl. No.	Name of the Position	Selection Procedure (Advt. No. 36/2024)
01	District Accounts Manager	<p><b>Selection Procedure-</b> Application Invitation (Written Test (MCQ) and Viva-voce Test).</p> <p>All the eligible applicants, fulfilling the eligibility criteria shall be called for Written Test (MCQ). A list of candidates securing 50% and more marks in Written Test (MCQ) shall be prepared. From amongst the said list, 10 times of number of vacancies from the top of the merit list of Written Test (MCQ) shall be called for Viva voce Test. However, the final merit list shall be prepared by adding the marks secured in two stages i.e. Written Test (MCQ) and Viva-voce Test marks. The candidates securing 50% and more marks in Final Merit list shall be kept in the Panel with the validity of 01 year from the date of its approval.</p>

# ToR

## **District Accounts Manager:-**

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

- Maintain an updated District Programme Management Manual for adherence to prescribed mandates, reporting mechanism, institutional linkages, reporting formats, protocols and resource envelopes.
- Coordinate with the members of DPMU as well as programme officers on day to day basis for expeditious implementation of scheme.

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

- Activate Financial Management Group (FMG) at district level in proper co-ordination with other office assistants.
- Assist CDMO and other programme officers in prudent planning for expeditious utilization of funds.
- 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).
- Facilitate financial plans in the aggregate block PIPs in to District Programme Implementation Plan in consultation with the CDMO & DPM.
- Assist the CDMO in dissemination of PIP and programme communication across the district.
- Identify resources/ flexible funds under major components.
- Undertake planned monitoring (physical and financial) of implementation and share feedback at sub-district, district and state levels and undertake required field visits.
- Ensure proper maintenance of cash books and accounts relating to various programmes and have it countersigned by CDMO on monthly basis.
- Dissemination of all financial rules and guidelines to all field functionaries
- Ensure compliance of financial discipline by all levels through regular fields visits at least for a minimum of 10 days in a month
- Assist CDMO in physical verification of cash book
- To track advances and ensure timely recoupment / adjustment
- Ensure collection of all UCs & SoEs and their complication at district level and submission to SPMU.

### **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.
- To manage the accounts of the society including the grants received from state society and mobilize for its flow to the ground level.
- Ensure maintenance of necessary books of accounts and arrange timely internal audit to ensure that procedures laid down in the accounting manual are followed.
- Facilitate audit of books of account.

### **Other.**

- Any other activities as assigned by the Mission Directorate from time to time.