



Odisha State Health & Family Welfare Society
Dept. 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.: - 01/2026

CONTRACTUAL APPOINTMENT

Date:- 01.01.2026

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. 01.01.2026.

Sl. No.	Name of the Position	No. of Vacancy	Remuneration (in Rs.), Performance Incentive (P.I.) & other allowances as admissible
01	District Data Manager	01	Rs.52,142/-+ P.I.

Interested candidates can log on to www.nhmodisha.gov.in for details of vacancy, eligibility criteria, age, ToR & Selection Procedure etc. **Online application form will be available from 02.01.2026 to 09.01.2026 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 17.01.2026 (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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Sl. No.	Name of the Position	No. of Vacancy	Upper Age Limit as on dtd. 01.01.26	Remuneration (in Rs.), Performance Incentive (P.I.) & other allowances as admissible	Eligibility Criteria
01	District Data Manager	01	Upto 45 Years	Rs.52,142/- + P.I.	<p>Educational Qualification:- The candidate must have passed in any of the following subject from a recognized University with minimum 50% marks:-</p> <ul style="list-style-type: none">• B.E (IT / Computer Science / ETC)• B. Tech. (IT / Computer Science / ETC)• Master in Computer Application (MCA)• M.Sc. (IT/ Computer Science) <p>Experience: - The candidate must have 03 years of post-qualification experience in data analysis and management. Computer proficiency with high level of familiarity in commonly used MS Office and Database are required.</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 position is 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, 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 02.01.2026 to 09.01.2026 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 17.01.2026 (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. 17.01.2026 (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 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 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. 1/26)
01	District Data Manager	<p>Selection Procedure – Application Invitation (Written Test –MCQ, Computer Test & Viva-voce Test)</p> <p>All the eligible applicants, fulfilling the eligibility criteria as per the advertisement, shall be called for Written Test (MCQ). A list of candidates securing 50% and more marks in Written Test (MCQ) shall be prepared in order of merit. 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 computer test & Viva-voce Test. However, the final merit list of the candidates shall be prepared by adding the marks secured in Written Test (MCQ), Computer Test and Viva-voce Test.</p>

District Data 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 envelops.
- Maintain updated district data-sets in terms of demographic profile as well as data on service delivery system, utilization etc. Also have the same maintained and updated on the website.
- Assist the DPM in preparation of MPR on the implementation of programme activities in the district.
- Periodically share the situation profile of the district with key stakeholders in consultation with CDMO.

Programme Management Support: Implementation and Monitoring

- Activate and manage District Data centers. Coordinate with Data Assistants (Accounts Assistants of other related programmes) to ensure regular compilation and submission of reports.
- Ensure that information relating to different programmes and captured and reported in a timely fashion through regular field visits at least 10 days in a month.
- 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).
- Aggregate Block PIPs in to District Programme Implementation Plan in consultation with the CDMO & DPM.
- Use appropriate tools and software (annual work plans, responsibility-function matrix) in capturing physical and financial progress of PIP and track progress.
- Assist the CDMO in dissemination of PIP and programme communication across the district.
- 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.
- Undertaken training programme of field functionaries for ensuring timely submission of all reports.
- Seek and coordinate requisite techno-managerial assistance from concerned development partners.
- Review plan and programme performances in terms of key process indicators.
- Identify success stories and document and disseminate the same.

Programme Management Support: Secretarial/ administrative assistance

- Render secretarial and 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.
- Assist the District Programme Manager in undertake intra-and inter-sectoral coordination with Rural Development and Panchayati Raj, Tribal Development, Social Welfare, ICDS, RWSS, etc to ensure smooth delivery of service as well as convergence at the grassroots.
- Assist the District Programme Manager in coordinating with FOGSI, IMA, NGOs private health care providers and development partners working at the District level under Public Private Partnership initiative.
- Provide assistance operations research / studies undertaken / to be undertaken in the district.

Other.

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