



ZILLA SWASTHYA SAMITI, JAGATSINGHPUR,
DPMU, NHM ,Jagatsinghpur



Advt. No- 5035

Date- 20.12.2022

Applications are invited from the eligible candidates for filling of the following contractual posts under National Urban Health Mission (NUHM) of Jagatsinghpur District. The post is purely temporary and also co-terminus with the continuity of the scheme. The selection process and HR principles is applicable as per the rules of NHM, Odisha. Lower age limit for all the positions is 21 years as on dtd. 15.12.2022.

Sl No	Name of the post	Vacancy	Age Limit	Monthly Remuneration (In Rupees)	Mode of Selection
1	Medical Officer, UPHC, Paradeep	1	Up to 67 Years	59,511/-with PI	Walk in Interview Date-30.12.2022
2	Data Assistant cum Accountant	1	Up to 40 Years	12,990/-with PI	Applications Invited(on or before 05.01.2023)

Sl.1. The eligible candidates are requested to attend the Walk-In-Interview on dated 30.12.2022 with filled up application form, self attested xerox copy of all testimonials and all original certificates & mark sheet for verification. The registration of candidates for the above post will be held in the above mentioned date between 10 .30 AM to 12.30 PM at Conference Hall, DPMU, DHH, Jagatsinghpur. The late comers will not be entrained for registration.

Sl.2. Candidates fulfilling the eligibility criteria are to apply CDM & PHO -cum-District Mission Director, Jagatsinghpur on or before 05.01.2023 (5 P.M) in the prescribed application form along with self attested copies of all supportive documents through Regd. Post/Speed Post/Courier only and the envelope containing the application should be super scribed clearly name of the post applied for.

Interested candidates can download the prescribed Application Form, Selection Procedure & details of said advertisement from the district website www.Jagatsinghpur.nic.in. The undersigned has reserved the right to select/cancel/modification of the selection process without assigning any reason thereof. No personal query will be entertained in the recruitment/selection process.

Sd/-CDM & PHO-cum-DMD, Jagatsinghpur

[Handwritten Signature]
20/12/2022

1. Two recent passport size colour photographs duly self attested
2. Self Attested xerox copies of certificates & mark sheets of all studies
3. Self Attested photo ID proof (Voter ID card / PAN card / Driving License / Aadhar Card / Passport).
4. No Objection Certificate (if any)

Eligibility of Medical Officers-MBBS degree from an institution recognised by the Council of Medical Education, Government of India and having valid registration from Odisha State Medical Council.

Chief District Medical & Public Health Officer,
Jagatsinghpur

General Term and Conditions For Medical Officer

- Those candidates who are already working in Health department either on regular or on contractual basis have to produce "**No Objection Certificate**" from their Head of Office/ Employer along with the duly filled in application form at the time of *apply*.
- Interested candidates may attend along with all supporting documents which s/he is claiming for in the prescribed format can be downloaded from Official website of Jagatsinghpur dist: www.jagatsinghpur.nic.in . The completely filled application form along with all documents should attend the office of the CDM & PHO, Jagatsinghpur on **30.12.2022**.
- 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, Otherwise the same will be rejected.
- Candidates who have been disengaged from the Society on administrative ground such as Disobedience/ Poor Performance/ Misbehaviour/ Criminal Activities etc. are not eligible to attend.
- No personal correspondence/ enquiry will be entertained in this matter. The authority reserves the right to cancel any or all the applications without assigning any reason thereof.
- No TA/DA will be allowed for attending the interview.
- Candidates are requested to submit the following documents along with duly filled in application form at the time of Walk-in- Interview. Application form not duly filled in and not accompanied with any of the following documents shall be liable for rejection.
 1. Two recent passport size colour photographs duly self attested by candidate.
 2. Self Attested Xerox copies of certificates & mark sheets of all educational qualification..
 3. Self Attested photo ID proof (Voter ID card / PAN card / Driving License / Aadhar card / Passport).
 4. No Objection Certificate (if any).

Eligibility of Medical Officer:-MBBS degree from an Institution recognised by the Medical Council of India and having valid registration from Odisha State Medical Council.


Chief District Medical & Public Health Officer,
Jagatsinghpur

APPLICATION FOR ENGAGEMENT OF MEDICAL OFFICER, UPHC

City Name :

Name of the Candidate :

Father's Name :

Sex :

Nationality :

Communication address :

Permanent address :

Telephone number :

E-mail :

Date of Birth (copy of the proof):

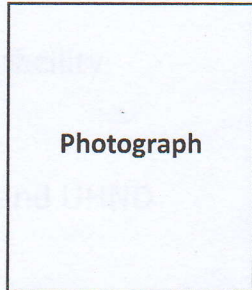
Qualification (copy of the proof):

Registration No under OSMC (Copy of the Proof):

Present working position :

Date :

Place :



Full Signature

Job Profile of Medical Officer, UPHC

- Attend the OPD hour in the hospital.
- Provide consultation services to the patients coming to the hospital.
- Overall management of the hospital facility as MO In-Charge.
- Facilitate the referral services
- Implementation of Different National Health Programmes in facility.
- Facility assessment of the UPHC

- Supervision & monitoring of the Immunization session/sites and UHND sessions and other health activities conducted at field level

- Review the monthly activities of the service providers of both facility and community.

- Any other activity assigned by appropriate authority from time to time.

GENERAL TERM & CONDITIONS FOR DATA ASSISTANT CUM ACCOUNTANT

- 1) The above post is purely temporary and also co-terminus with the scheme. Canvassing in any form will render the candidate disqualified for the post.
- 2) Interested candidates fulfilling the eligibility criteria are requested to log on www.jagatsinghpur.nic.in for downloading the forms and job responsibilities. The completely filled in application forms along with other documents should reach the office of the CDM & PHO-Cum-DMD, Jagatsinghpur on or before:-**05.01.2023 till 5 PM** through Speed Post / Registered Post / Courier only.
- 3) Candidates, who are already working in the Health Department either on regular or contractual basis, have to submit No Objection Certificate from competent authority
- 4) The envelope containing the application to be super scribed on the top of the envelope clearly, "NAME OF THE POST APPLIED FOR _____ UNDER NUHM, Jagatsinghpur.
- 5) The office will not be responsible for any postal delay.
- 6) Number of vacancy/remuneration under this advertisement may vary at the time of contractual engagement.
- 7) Any Corrigendum/supplementary information will be intimated through district NIC website Jagatsinghpur, (www.jagatsinghpur.nic.in) only. No personal correspondence will be entertained.
- 8) 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 and shall be rejected; otherwise the same will be rejected.
- 9) All information relating to the said recruitment/selection process will be intimated through the District NIC website (www.jagatsinghpur.nic.in) to the aspirants and public for information. All the candidates are requested to have close contact with the said website from time to time for updating information for the aforesaid recruitment/selection process.
- 10) Incomplete application in any form will be rejected. Non submission of certificate/documents along with the application form shall be liable for rejection.
- 11) The decision of the selection committee will be final.
- 12) The undersigned reserves the right to cancel this notification without assigning any reason thereof.

APPLICATION FORM

Data Assistant cum Accountant: Vacancy-01(one).

Eligibility:- The candidate must be Graduate in Commerce with minimum 50% marks in aggregate and must have passed PGDCA/DCA/OS-CIT Course of Odisha Knowledge Corporation Limited (minimum 6 months course duration) or any equivalent courses from a recognised institute .

Age:- Up to 40 yrs

Selection Procedure: Graduation Mark, Computer Test (Theory/Practical), viva-voice.


**Chief District Medical & Public Health Officer,
Jagatsinghpur**



APPLICATION FORM

Post Applied for

Attested Photograph

1. Name of the Applicant

2. Father's Name

3. Date of Birth:

4. Gender:

5. District / Domicile:

6. Age as on 01.01.2022:

7. Present Contact Address:

9. Present Telephone No:
(STD Code) office Number

8. Permanent Contact Address:

10. Permanent Telephone No:
(STD Code) office Number

11. Email Address:

12. Mobile No:

13. Languages spoken/written:

Oriya, English, Hindi

14. Professional qualifications

Sl No.	Exam Passed	Name of the Board / University	Year of passing	Marks			Duration of course
				Full Mark	Marks Secured	%	

15. Employment Record:

Total years of post qualification experience.

Name of the Employers	Post held	From date	To date	Total	
				Year	Month

Declaration: Declaration: I hereby declare that all 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 the OSH & FW, Odisha is liable to be rejected/terminated. I also declare that I have never been disengaged from the service under the OSH & FW, Odisha on administrative ground such as disobedience/poor performances/misbehavior/criminal activity etc .

Date:

Full Signature of the applicant

Place:

List of Enclosures:

1. Prescribed filled in application form
2. No objection cum Experience Certificate from the current Employer
3. Photocopy of the any Identity Proof (Voter ID Card/PAN Card/Driving License/Adhar Card/Passport).
4. Self Attested Xerox copies of certificates & mark sheets of all educational qualification, age and experiences.

ToR of Data Assistant cum Accountant

- To provide support to the MO of UPHC for effective planning and monitoring of the programme. Provide consultation services to the patients coming to the hospital.
- To support MO UPHC in day to day updating and upkeep of the data/ information relating to finance.
- To ensure collection, compilation & reporting of all data related to HMIS,RCH, HWC, HBNC etc.
- To collect & validate all data provided by ANMs.
- To support MO UPHC for timely organization of EB & GB meeting of UPHC-JAS.
- To maintain all financial records and accounts of all fund made available to the UPHC.
- In time release of all payments and Untied Fund.
- To maintain store records related to fixed assets.
- To ensure the timely submission of facility assessment data of the UPHC.
- To maintain all physical and financial data in the form of MIS.
- In time submission of all financial reports to the reporting unit.
- To provide handholding support to MAS in maintenance of all records and UTILIZATION OF Untied Fund.
- To ensure the organization of all monthly/quarterly meetings, workshops, training etc.
- Any other activity assigned by appropriate authority from time to time.