



**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-**  
**hrdnrhml@gmail.com**



**Advt. No.:- 04/2024**

**CONTRACTUAL APPOINTMENT**

**Date:-01.02.2024**

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 the terms and conditions of OSH&FW Society. These positions are purely temporary and co-terminous with the scheme. Lower age limit for all the positions is 21 years as on dtd.01.01.2024

Sl. No.	Name of the Position	No. of Vacancy/ies	Remuneration (in Rs.), Performance Incentive & other allowances as admissible
01	District Programme Manager	01	Rs. 60,144/- + P.I.
02	Accounts Manager (Junior)	01	Rs. 51, 395/- + P.I.
03	VBD Consultant	02	Rs. 47, 295/- + P.I.
04	Assistant Manager, Quality Assurance	01	Rs. 38, 684/- + P.I.
05	Assistant Manager, Procurement & Logistics	01	Rs. 38,684/- + P.I.
06	Assistant Manager, Procurement & Logistics - SIHFW	01	Rs. 36, 939/- + P.I.

Interested candidates can log on to [www.nhmodisha.gov.in](http://www.nhmodisha.gov.in) for details of vacancy, eligibility criteria, age & selection procedure, ToR etc. Online application form will be available from **03.02.2024 to 16.02.2024 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 **23.02.2024 (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/ies	Upper Age Limit as on dtd. 01.01.2024	Remuneration (in Rs.), Performance Incentive (P.I.) & other allowances as admissible	Eligibility Criteria
01	District Programme Manager	01	Upto 45 Years	Rs.60,144/-+P.I.	<p><b>Educational 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	No. of Vacancy/ies	Upper Age Limit as on dtd. 01.01.2024	Remuneration (in Rs.), Performance Incentive (P.I.) & other allowances as admissible	Eligibility Criteria
02	Accounts Manager (Junior)	01	Upto 45 Years	Rs.51,395/-+P.I.	<p><b>Educational Qualification:-</b> The candidate must have passed CA/ Inter CA from Institute of Chartered Accountants of India.</p> <p style="text-align: center;"><b>OR</b></p> <p>The candidate must have passed ICWA / Inter ICWA from Institute of Cost Accountants of India.</p> <p style="text-align: center;"><b>OR</b></p> <p>The candidate must have passed Master Degree in Finance &amp; Control (MFC) / MBA (Finance) or its equivalent courses such as PGDBM (Finance) / PGDM (Finance) / PGDBA (Finance) from any recognized University / Institution with minimum 55% of marks. The above courses must be of two years course duration.</p> <p>All the candidates must have Computer proficiency with knowledge of accounting package (Tally) &amp; M.S Office.</p> <p><b>Experience:-</b> The candidate must have 03 (three) years of post-qualification experience in accounting such as analysis, financial reporting, budgeting, financial software &amp; reporting system, health care financing and national health accounts.</p>
03	VBD Consultant	02	Upto 45 Years	Rs.47,295/-+P.I.	<p><b>Educational Qualification:-</b>The candidate must have passed Post Graduate Degree in Zoology or any other branch of Bio-Sciences or Life Sciences from any recognized University / Institution with minimum 55% of marks. For candidates with Post Graduate Degree in Life Science/Bio-Science, Zoology should be one of the subjects at Degree level.</p> <p><b>Experience:-</b> The candidate must have 2 years post qualification experience in the field of Vector Borne Disease Control Programme.</p>

Sl. No.	Name of the Position	No. of Vacancy/ies	Upper Age Limit as on dtd. 01.01.2024	Remuneration (in Rs.), Performance Incentive (P.I.) & other allowances as admissible	Eligibility Criteria
04	Assistant Manager, Quality Assurance	01	Upto 45 Years	Rs. 38,684/- + P.I.	<p><b>Educational Qualification:-</b> The candidate must have passed two years course in any of the following subject from a recognized University / Institution with minimum 55% of marks :-</p> <ul style="list-style-type: none"> <li>- Master Degree in Social Work</li> <li>- Master Degree in Sociology</li> <li>- Master Degree in Anthropology</li> <li>- Master Degree in Rural Development</li> <li>- Master Degree in Rural Management</li> <li>- Master Degree in Hospital Administration</li> <li>- Master Degree in Hospital Management</li> <li>- Master Degree in Public Health</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><b>Experience:-</b> The candidate must have minimum 2 (two) year of post qualification experience in health sector.</p>
05	Assistant Manager, Procurement & Logistics	01	Up to 45 years	Rs.38,684/- + P.I.	<p><b>Educational Qualification:-</b> The candidate must have passed two years course in any of the following subject with minimum 55% of marks from a recognized University / Institution.</p> <ul style="list-style-type: none"> <li>• Master Degree in Business Administration with specialisation in Logistic &amp; supply chain management</li> <li>• Post Graduate Diploma in Business Administration with specialisation in Logistic &amp; supply chain management.</li> <li>• Post Graduate Diploma in Business Management with specialisation in Logistic &amp; supply chain management</li> <li>• Post Graduate Diploma in Management with specialisation in Logistic &amp; supply chain management</li> <li>• Master Degree in Material Management or Post Graduate Diploma in Material Management.</li> <li>• Master Degree in logistics &amp; Supply Chain Management or Post Graduate Diploma in logistics &amp; Supply Chain Management.</li> <li>• Master Degree in Supply Chain Management or Post Graduate Diploma in Supply Chain Management.</li> </ul> <p><b>Experience:-</b>The candidate must have 02 (two) years of post-qualification experience in logistics &amp; supply chain management.</p>

Sl. No.	Name of the Position	No. of Vacancy/ies	Upper Age Limit as on dtd. 01.01.2024	Remuneration (in Rs.), Performance Incentive (P.I.) & other allowances as admissible	Eligibility Criteria
06	Assistant Manager, Procurement & Logistics - SIHFW	01	Up to 45 years	Rs.36,939/- + P.I.	<p><b>Educational Qualification:-</b> The candidate must have passed two years course in any of the following subject with minimum 50% of marks from a recognized University / Institution.</p> <ul style="list-style-type: none"> <li>• Master Degree in Business Administration with specialisation in Logistic &amp; supply chain management</li> <li>• Post Graduate Diploma in Business Administration with specialisation in Logistic &amp; supply chain management</li> <li>• Post Graduate Diploma in Business Management with specialisation in Logistic &amp; supply chain management</li> <li>• Post Graduate Diploma in Management with specialisation in Logistic &amp; supply chain management</li> <li>• Master Degree in Material Management or Post Graduate Diploma in Material Management.</li> <li>• Master Degree in logistics &amp; Supply Chain Management or Post Graduate Diploma in logistics &amp; Supply Chain Management.</li> <li>• Master Degree in Supply Chain Management or Post Graduate Diploma in Supply Chain Management.</li> </ul> <p><b>Experience:-</b>The candidate must have 02 (two) years of post-qualification experience in logistics &amp; supply chain 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 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 03.02.2024 to 16.02.2024 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 23.02.2024 (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. 23.02.2024 (5.30 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 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. 4/24)
01	District Programme Manager	<p><b>Selection Procedure:-</b> Application Invitation (Written Test and Viva-voce Test)</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 Test. However, the final merit list shall be prepared by adding the marks secured in two stages i.e. Written Test and Viva-voce Test 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>
02	Accounts Manager (Junior)	<p><b>Selection Procedure:-</b> Application Invitation (Written Test, Tally Test and Viva-voce Test)</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 prepared. From amongst the said list, 10 times of number of vacancies from the top of the merit list of written Test shall be called for Tally Test &amp; Viva-voce Test. However, the final merit list of the candidates shall be prepared by adding the marks secured in Written Test, Tally Test and Viva-Voce Test. 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>
03	VBD Consultant	<p><b>Selection Procedure:-</b> Application Invitation (Written Test and Viva-voce Test)</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 prepared. From amongst the said list, 10 times of number of vacancies from the top of the merit list of written Test shall be called for Viva-voce Test. However, the final merit list of the candidates shall be prepared by adding the marks secured in both Written Test and Viva-Voce Test. 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>
04	Assistant Manager, Quality Assurance	<p><b>Selection Procedure:-</b> Application Invitation (Written Test and Viva-voce Test)</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 prepared. From amongst the said list, 10 times of number of vacancies from the top of the merit list of written Test shall be called for Viva-voce Test. However, the final merit list of the candidates shall be prepared by adding the marks secured in both Written Test and Viva-Voce Test. 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>



Sl. No.	Name of the Position	Selection Procedure (Advt. No. 4/24)
05	Assistant Manager, Procurement & Logistics	<p><b>Selection Procedure:-</b> Application Invitation (Viva-voce Test)</p> <p>All the eligible applicants, fulfilling the eligibility criteria as per the advertisement, shall be called for Viva-voce Test. However, the final merit list of the candidates shall be prepared on the basis of marks secured in Viva-Voce Test. 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>
06	Assistant Manager, Procurement & Logistics - SIHFW	<p><b>Selection Procedure:-</b> Application Invitation (Viva-voce Test)</p> <p>All the eligible applicants, fulfilling the eligibility criteria as per the advertisement, shall be called for Viva-voce Test. However, the final merit list of the candidates shall be prepared on the basis of marks secured in Viva-Voce Test. 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 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 envelopes. 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.

## VBD Consultant, NVBDCP

To overall purpose of District VBDC Consultant are strengthening planning, monitoring, supervision and evaluation of VBDC in endemic districts with high burdens of malaria and to ensure seamless collaboration between state and district levels.

### Early Diagnosis & Complete Treatment

- To ensure that FTDs are selected and are functional for the PHC area in consultation with District Malaria Officer, MO PHC and the community.
- To ensure that all fever cases are referred to malaria laboratory for blood smear collection and examination before giving final prescription/medicines by repeated sensitization of the MO PHC. To sensitize the MO PHC, MPWs and ASHAs on timely referral of severe cases of malaria.
- To assist the DMO in ensuring that all microscopy centres in the district are functional by positioning of LTs.
- To ensure sufficient stocks of antimalarials in PHC and periphery.
- To assist the DMO/ DVBDSCO in analyzing data for action and prediction of outbreak and also assist in epidemiological investigation based on weekly fever surveillance report.
- To monitor drug failure in malaria cases (failure of response to Chloroquine) and inform the District and State Headquarters immediately.
- To ensure that records of clinically diagnosed cases are maintained.
- Along with MO PHC to undertake trainings of HS/ MPW/ ASHA in the PHC area.

### A. Integrated Vector Control

- To provide technical support to DVBDSCO/ DMO, BMOs and MTSS for the preparation of district and sub-district plans for control of malaria and other vector borne diseases;
- To supervise IRS micro-planning and implementation to ensure quality and coverage.

### B. Supportive Supervision

- To ensure that current Programme Guidelines for planning, training, service provision, monitoring, supervision, and surveillance of Vector Borne diseases are applied in all health facilities and by all health workers concerned in the district ;
  - To work with State and district-level officers to establish good practices of supportive supervision in the district for the control of vector borne diseases. Conduct regular field visits for ensuring quality implementation of the programme and provide technical support to the concerned staff on site, including ongoing on-the job training and supportive supervision of MTSS
  - Visit all sentinel surveillance sites once a fortnight and 50% of PHCs in a month. Visit sub centres and supervise MPWs, ASHAs and make patient visits.
  - To supervise the VBDC logistics of diagnostics, drugs and insecticides so as to ensure against stock-outs. To ensure that FEFO (First expiry first out) principle is followed in their utilization.
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### **C. IEC/ BCC/ Inter-sectoral Collaboration**

- To actively seek involvement of District Collector, district administration NGOs, CBOs and the private sector (health and non-health) under various schemes.
- To assist the DVBD/CO/ DMO and specialized staff in development of the BCC/ IEC plan for the district with special emphasis on IPC tools and innovations in BCC/ IEC.
- To ensure timely data analysis, presentation and interpretation for VBD surveillance at district level;

### **D. Records & Reports**

- Ensure preparation of Annual Report and Plan on VBD. To ensure timely submission of district level reports to State.
- Participate in all district level & state level meetings held to review the situation of Vector Borne Diseases.
- To submit a monthly advance tour program by 7th of the month to Dte NVBD/CP & States. Maintain tour diary & Vehicle Log Book for each month.
- To submit monthly Activity Report to Dte NVBD/CP & State Programme Officer

### **E. Management of Distinct VBD/CP unit.**

- Ensure proper coordination between support staff like DEO & Finance cum Logistics Asst. with DMO/CDMO
- Monitor, supervise & support the work of DEO & Finance cum Logistics Asst. for smooth implementation of day to day activities.

### **F. Financial Management**

- Ensure timely & Judicious utilization of funds
- Ensure activity wise fund disbursement to blocks for timely implementation of activities.
- Ensure timely submission of SoE & UC to the State in the prescribed format.
- Ensure proper coordination between DAM of NRHM & DVBD/CP accountant for smooth management of fund & maintenance of financial records, utilization of funds as per approved PIP.
- Ensure correct segregation of fund as per guideline.

### **G. Any other work assigned by the reporting authority from time to time.**

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