



**ZILLA SWASTHYA SAMITI, KENDRAPARA,
DPMU, NHM , KENDRAPARA**



Advt. No-837/DPMU/NHM/2025

Date-12.02.2025

Applications are invited from the eligible candidates for filling of the following vacant posts under National Urban Health Mission (NUHM) of Kendrapara 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. 31.01.2025.

Sl No	Name of the post	Vacancy	Age Limit	Monthly Remuneration (In Rupees)	Mode of Selection
1	Medical Officer, UPHC	2	Up to 68 Years	65,611/-with PI	
2	Part-time Specialists (O&G/Pediatric /Medicine/Skin-VD/Orthopedic/Surgery/ENT/Eye Specialist or Ophthalmologist/Psychiatric Specialist/Nutritionist)	2 from each category	No age bar (subject to physical Fitness)	1500/-per session (2 sessions per week for all specialists) and 750/-per sessions (2 sessions per day & 4 days per week) for Nutritionist	Walk in Interview Date- <u>28.02.25</u>
3	Data Assistant cum Accountant	2	Up to 40 Years	15,258/-with PI	Applications Invited (on or before <u>07.03.25</u>)

Sl.1 & 2. The eligible candidates are requested to attend the Walk-In-Interview on dated 28.02.25 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 the Office Chamber of CDM & PHO, Old DHH, Kendrapara.** The late comers will not be entrained for registration.

Sl.3. Candidates fulfilling the eligibility criteria are to apply CDM & PHO -cum-District Mission Director, Kendrapara on or before 07.03.25 (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 <https://kendrapara.odisha.gov.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, Kendrapara

10/12/25
12/2/25

GENERAL INFORMATION AND INSTRUCTION

1. The above positions are purely temporary and co-terminus with the scheme. Canvassing in any form will render the candidate disqualified for the position.
2. Details of vacancy, eligibility, age, scheme of selection procedure etc can be downloaded from the district website (<https://kendrapara.odisha.gov.in>).
3. Undertaking or affidavit for non submission of any of the requisite documents as mentioned above and the prescribed application form as available in the district website i.e. www.kendrapara.nic.in in subject to rejection of the candidature of the candidate.
4. 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.
5. Candidates are required to apply in prescribed format available in the website <https://kendrapara.odisha.gov.in> and to submit along with a set of self-attested copies of all certificates in support of age, qualification, experience, residence etc. Candidates are also required to submit two recent passport size colour photographs, an ID proof (Voter ID/ PAN/Driving Licence/ Passport/ Aadhar Card) and Residence certificate issued by the competent authority. No certificate will be accepted at later stage of recruitment, if fails to produce with the application.
6. Candidates, who are already working in Health Department or outside either on regular or on contractual basis, have to submit No Objection Certificate (NOC) from the concerned employer.
7. The application should be **Super-scribed** with the name of the post applied for otherwise it will be **rejected**.
8. For all the post candidates must have passed Odia up to M.E Standard.
9. Candidates are required to visit website: - <https://kendrapara.odisha.gov.in> at regular intervals for any notification, updates (objection invitation/ different tests notices), results etc. relating to recruitment.
10. Candidates will be selected on the basis of selection process as applicable.
11. Incomplete application in any form will be summarily rejected.
12. 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 performance/ misbehavior/ criminal activity etc. are not eligible to apply.

13. All communication will be made through e-mail/ district website.
14. The panel for above positions shall also remain valid for similar post/s in other programmes under ZSS with same educational qualification and same remuneration, as will be decided by the Society.
15. Number of vacancies/ remunerations as mentioned under this advertisement may vary at the time of actual engagement.
16. The undersigned reserves the right to cancel any or all the applications/ positions at any stage of recruitment process without assigning any reason thereof.
17. **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, 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 employees 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 up to 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 step 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.


Chief District Medical & Public Health Officer

Kendrapara

ELIGIBILITY CRITERIA & SELECTION PROCEDURE

DATA ASSISTANT-CUM-ACCOUNTANT, NUHM

1. Vacancy - 02
2. Qualification: - The candidate must be Graduate in Commerce with minimum 50% marks in aggregate and 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.
3. Upper age limit: - Upto 40 Years as on 01.01.2024
4. Selection Procedure: -
 - Mark Assessment (Graduation in Commerce) - 40 Marks
 - Computer Test - 20 Marks
 - Viva-voice - 40 Marks
5. Candidates shall only be shortlisted as per criteria given in the advertisement. A merit list of such shortlisted candidates shall be made in accordance with their percentage of marks in aggregate. Candidates 10 times the number of vacancies shall be called for Computer test and Viva-voice. The final merit list shall be prepared by adding the marks secured in all the three stages i.e. Mark Assessment, Computer Test & Viva-voice Test.
6. Consideration of weightage of secured equal marks by the candidates: -

If two or more candidates secure equal marks, then the merit list shall be made on the basis of their date of birth as per 10th Certificate i.e. elder candidate shall be given first preference.

 - a) The total marks shall be upto (03) digits format, for example - 45.567%
 - b) The candidates securing 50% and more marks in final Panel Merit list shall be kept in the Panel with the validity of 01 years from the date of its approval to fill up future vacancies, if any.

Handwritten signature and date:
12/2/25

Chief District Medical & Public Health Officer
Kendrapara

APPLICATION FORM
(Please fill in the block letter)

Advertisement No		Photograph				
Post Applied For	DATA ASSISTANT-CUM-ACCOUNTANT URBAN HEALTH					
1.Applicant Name (in Capital):						
2.Father's Name:						
3.Date of Birth:	4.Sex:	5.District of Domicile:				
6. Age as on (31.01.2025) :						
7. Please Mention if SC/SC/OBC/GEN						
8.Present Contact Address with Telephone No:						
9. Permanent Contact Address:						
10. E-Mail id:		11.Mobile No:				
12. Languages spoken/written:						
15.Educational: qualifications Details:						
Exam Passed	Name of Board or University	Year of Passing	Marks Excluding 4 th optional			Full/ Part Time/ Distance Learning
			Full Marks	Mark Secured	%	

16. Employment Record		
Total years of post-qualification experience:		
Years of experience in Development Sector/ NGO:		
Years of experience in Government		
17. Details of Employment: (Use separate sheets if required).		
Starting with your present employment, list in reverse order all the employments you have had.		
Current Employment:		
From Month/ Year	To Month/ Year	Designation
Location of Employment:		
Description of your duties:		
Previous Employment:		
From Month/ Year	To Month/ Year	Designation
Location of Employment:		
Description of your duties:		

DECLARATION BY THE CANDIDATE:

I do hereby declare that 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 in CDM & PHO, Kendrapara, Odisha is liable to be rejected/terminated. I also declare that I have never been disengaged from service under ZSS/CHS, OSH & FW, Odisha on administrative ground such as disobedience/poor performance/misbehavior/criminal activity etc.

Further, I undertake that I shall produce all original certificates/ documents in support of the above information at the time of interview/ certificate verification.

Date:

Place:

Full Signature of the Applicants

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Documents to be attached; candidates are required to attach the following documents along with the application form:

- 1) Two copies of passport size colour attested photograph. One copy of self-attested photograph will however to affixed at the position in the application form.
- 2) The following documents are to be enclosed along with the application;
 - a) Attested Copy of HSC/ Equivalent examination certificate and Mark Sheet. (Proof of Age & Experiences)
 - b) Attested photocopies of all mark sheets & certificates in proof of the claim made by the candidate relating to his educational qualification.
 - c) No objection cum Experience Certificate from the current Employer
 - d) Self-attested photocopy of Identity proof (Voter ID Card/PAN card/Driving License/Adhar card/Passport).

ToR of Data Assistant cum Accountant

- To provide support to the MO of UPHC for effective planning and monitoring of the programme.
- 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.
- Field monitoring and supervision of the community level health activities
- Any other activity assigned by appropriate authority from time to time.

General Term and Conditions For Medical Officer

- Name _____
- 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 Kendrapara dist: <https://kendrapara.odisha.gov.in>. The completely filled application form along with all documents should attend the office of the CDM & PHO, Kendrapara on 28.02.2025.
 - 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.

only 12/2/25
Chief District Medical & Public Health Officer,
Kendrapara

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 :

Photograph

Full Signature

ToR 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.

APPLICATION FOR EMPANELMENT OF PART TIME

AT 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):

Valid Identity(Copy of the Proof)

Present working position :

Date :

Place :

Photograph

Full Signature

DETAILS OF DELIVERABLES AND QUALIFICATION OF SPECIALISTS

Specialist services	Key services	Deliverables /TOR	Qualification	Age bar	Remuneration
O & G	ANC/PNC, Specialist Consultation & Treatment, identification of high risk cases & Management. (1 day in a week) (1 day = 2 Session in a day)	The specialist will treat the patients at the institution and in case need, the patient will be referred to the referral institutions. The specialist will treat the sick children having obstetrics and Gynecological problems, the patient referred from UHND in the OPD. She/he will provide ANC, PNC to the patients.	The person should have MBBS with post graduation in O & G. The doctor should have valid registration from Odisha State Medical Council.	No age bar	Rs.1500/- per session & 3000/- per day
Paediatric	Specialist Consultation & Treatment] (1 day in a week) (1 day = 2 Session in a day)	The specialist will treat the patients at the institution and in case need, the patient will be referred to the referral institutions. H/She will be in OPD to treat the sick children, the children referred from UHND, UPHC or the child is directly coming to the hospital. Attend OPD hour in the hospital or shift duty be allotted by the MO (I/C) of the UPHC/UHWC.	The person Should have MBBS with post-graduation in Paediatric. The doctor should have valid registration from Odisha State Medical Council.		
Medicine Specialist	General Health check-up, screening, and follow up (for chronic and noncommunicable diseases) Management of poly-pharmacy multiple medications), Basic laboratory investigation (blood sugar, Urine etc) Weight and BP checkup Counselling (nutritional, exercise) & referral in case of requirement. (1 day in a week) (1 day = 2 Session in a day)	Attend OPD hour in the hospital or shift duty will be allotted by the MO (I/C) Provide consultation support to patients coming to the hospital	MBBS and PG in Medicine and valid registration from Odisha State Medical Council		

<p>Skin & VD Specialist/ ENT Specialist/ Eye Specialist/ Ophthalmolo gist / Psychiatric Specialist/Sur gery Specialist/Ort hopaedic</p>	<p>General Health check-up, screening, and follow up (for chronic and non communicable diseases) Management of medications). Basic laboratory investigation & referral in case of requirement. (1 day in a week) (1 day = 2 session in a day)</p>	<p>Attend OPD hour in the hospital or shift duty will be allotted by the MO (I/C) Provide consultation support to patients coming to the hospital</p>	<p>MBBS and PG in concerned specialization and valid registration from Odisha State Medical Council</p>		
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ELIGIBILITY CRITERIA FOR NUTRITIONIST

Sl No	Criteria	Details
1.	Qualification	The person should have BSc (Home Science)/Post Graduation in home science/Nutrition in from recognized institutions.
2	Age limit	No age bar
3	Days & time of service	Fixed day assured specialist service will be provided in the UHWC/UPHC OPD/Outreach services (when required). OPD will be opened once in a week from 8 A.M to 11 A.M. and 5 P.M. to 8 P.M. (6 hours a day). Separate OPD register will be maintained for specialist service.
4	Job description of nutritionist	The nutritionist will treat the patients at the institution and in case need, the patient will be referred to the referral institutions. s/he will conduct confirmatory screening of SAM cases, Anaemia screening adolescents, counselling services, periodic demonstration of local made nutritious food & referral separate register will be maintained for the respective department.
5	Specialist remuneration	Remuneration/fees will be paid to the specialist @ 750/- per day. (2 sessions a day)
6	Selection procedure	The CHS/DHS will engage the specialist available from the panel. The candidate will apply as per the standard prescribed format. In case need, the CHS/DHS may conduct the interview of the candidate.
7	Name of the Urban Primary Health Centre (UPHC)	Urban Primary Health Centre (UPHCs) functioning under National UrbanHealth Mission (NUHM) will be allotted by District Health Society.
8	Attendance and payment procedure	Bio metric machine available in the institutions will be used for attendance of specialist. The total amount as per the sessions held during the month will be transferred to the bank account of the specialist.
9	Records	Separate OPD register for the patient will be maintained in the institution
10	Reporting	DPHO/Medical Officer of the UPHC