



**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-hrdnrhm1@gmail.com**



**Adv. No.: 01/ 21**

**CONTRACTUAL APPOINTMENT**

**Date: 22.01.2021**

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 OSH&FW Society terms and conditions. The position is purely temporary and co-terminus with the Scheme. Lower age limit for the position is 21 years as on 01.01.2021.

Sl. No.	Name of the Position	No. of Vacancy	Remuneration (in Rs.), Performance Incentive & other allowances as admissible
01	City Programme Manager-Urban Health	01	Rs. 42,057/-+PI

Interested candidates can log on to **[www.nhmodisha.gov.in](http://www.nhmodisha.gov.in)** for details of vacancy, eligibility criteria, age, selection procedure, application form, ToR etc. **Last date for receipt of the Application Form duly signed by the candidate along with self attested copies of all supportive documents is 08.02.2021 (by 5.00 P.M.).**

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



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Sl. No.	Name of the Position	Vacancy	Age as on 01.01.21	Remuneration (in Rs.), Performance Incentive (P.I.) & other allowances as admissible	Eligibility Criteria
01	City Programme Manager- Urban Health	01	Upto 45 years	Rs. 42,057/-+PI	<p><b>Qualification:-</b>The candidate must have passed two years course in any of the following subjects from a recognized University with minimum 70% marks.</p> <ul style="list-style-type: none"> <li>-Master Degree in Social Work</li> <li>-Master Degree in Public Health</li> <li>-Master Degree in Business Administration</li> </ul> <p>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.</p> <p><b>Experience:-</b>The candidate must have minimum 3 (Three) years of post qualification experience in health sector including at least 1 year experience in urban health.</p>

**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 criteria, age, selection procedure, application form, 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 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](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 required to visit the official website ([www.nhmodisha.gov.in](http://www.nhmodisha.gov.in)) and download the prescribed application form and send the duly filled and signed Application Form along with self attested photocopies of all certificates and Mark sheets, in support of age, qualification and experience 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 **08.02.2021 (by 5.00 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 dt. 08.02.2021 (5.00 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 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 undersigned reserves the right to cancel any or all the applications / positions at any stage of recruitment process without assigning any reason thereof.

**Sd/-**

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

Sl. No.	Name of the Position	Selection Procedure (Advt. No. 01 /21)
01	City Programme Manager-Urban Health	All the eligible applicants, fulfilling the eligibility criteria as per advertisement will be shortlisted. All the shortlisted candidates shall be called for viva-voce. The Final merit list shall be prepared on the basis of the marks secured in viva-voce. The candidates securing 50% and more marks in viva-voce shall be kept in the Panel with the validity of 01 year from the date of its approval.

## APPLICATION FORM

Advertisement No.	<b>01/21</b>				Photograph		
Name of the Post							
					Identity Proof No.		
1. Applicant Name:							
2. Father's Name:							
3. Date of Birth:				4. District of Domicile:		5. Sex:	
6. Age as on 01/01/2021.							
7. Present Contact Address:        Permanent Contact Address:						8. Contact Telephone No. :-	
						Mobile No:-	
9. Email Address:							
10. Languages spoken/written:							
11. Professional Qualification details:							
Sl. No.	Exam Passed	Name of Board / University	Year of passing	Marks (excluding 4th optional)			Duration of Course
				Full Mark	Marks Secured	% of Marks	

12. Employment Record:-
Total years of post qualification experience:-

13. Experience Details (starting from present / last employment):-

Name of the Employer	Post Held	From Date	To Date	Total	
				Year	Month

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

**Date:**

**Place:**

**Full Signature of the Applicant**

**List of enclosure(s):-**

**Note:**

1. The following documents are to be enclosed along with the application:
  - a. Two copies of passport size colour self attested photographs. One copy of self attested photograph will however to affixed at the position in the application form.
  - b. Self attested photocopies of documents in support of age, qualification, experience etc.
  - c. Self attested photocopy of Identity Proof (Voter ID card / PAN card / Driving License / Aadhar card / Passport).

# *Terms of Reference*

## City Programme Manager – Urban Health

- To support in formulation of programme strategies and implementation of City urban health programme as per the City NUHM Action Plan.
- Keep coordination and convergence with Urban Local Bodies and other Line Departments for implementation of city health plan.
- To organize of seminars, workshops, training and conferences at city level.
- To support the State Programme Manager –Urban Health in the implementation of urban programme activities at the city level and ensure achievement of progress pertaining to relevant matters.
- Facilitate & provide secretarial support in organisation of City Coordination Committee meeting, City Health Society, City Health Mission Meetings.
- Facilitate in selection of Urban ASHAs, formation of MAS, Ward Kalyan Samiti for community process activities.
- Tracking the progress of different activities of urban ASHA & MAS and WKS. Ensure timely release of funds to MAS and WKS.
- Facilitate in preparation of City NUHM PIP.