

**OFFICE OF THE CHIEF DISTRICT MEDICAL OFFICER, KEONJHAR  
(ZILLA SWASTHYA SAMITI, KEONJHAR)**

Advt. Lt. No. 4219

**CONTRACTUAL APPOINTMENT**

Date 17.11.2016

Applications are invited from the interested eligible candidates for filling up the following post under National Health Mission (NHM), ZSS, Keonjhar on contractual basis for a term of 11 months with monthly remuneration as noted against each and subject to renewal as per the norms basing on the performance and subsistence of the programme. Performance Incentive & other benefits are also admissible for all post as per norms from time to time.

Sl. No.	Name of the Post	Eligibility Criteria	Vacancy	Base Remuneration (in Rs.)
1	Block Programme Manager (BPM)	<ul style="list-style-type: none"> <li>The Candidate should be a Post Graduate with minimum 55 % marks.</li> <li>She/He should have completed one year Diploma Course in Computer Application from a recognized/registered institute.</li> <li>Age limit is from 21-35 years as on 01.11.2016.</li> <li>The candidate must be permanent residence of the District.</li> </ul>	2 (Two)	Rs. 18,900/-
2	Jr. Hospital Manager	<ul style="list-style-type: none"> <li>The Candidate should be a Post Graduate with minimum 55 % marks.</li> <li>She/He should have completed one year Diploma Course in Computer Application from a recognized/registered institute.</li> <li>Age limit is from 21-35 years as on 01.11.2016.</li> <li>The candidate must be permanent residence of the District</li> </ul>	1 (One)	Rs. 18,900/-
3	Accountant-cum-DEO (DPMU, DHH, OH)	<ul style="list-style-type: none"> <li>The candidate should be a Graduate in Commerce with minimum 50 % marks in aggregate.</li> <li>She/He should have basic knowledge in computing and should have at least 2 years post qualification working experience in accounting.</li> <li>Age limit is from 21-35 years as on 01.11.2016</li> <li>The candidate must be permanent residence of the District</li> </ul>	05 (Five)	Rs. 13,800/-

The above post is purely temporary and also co-terminus with the scheme. Canvassing in any form will render the candidate disqualified for the position. Details of vacancy, qualifications and eligibility criteria, application form of above post can be downloaded from the district NIC website, Keonjhar i.e. [www.keonjhar.nic.in](http://www.keonjhar.nic.in). Interested candidates fulfilling the eligibility criteria are requested to submit the application to Chief District Medical Officer-cum-DMD, NHM, Keonjhar-758001 on or before 28.11.2016 till 5.00 PM through Regd. Post/Speed Post/ Courier only and the envelope containing the application should be superscribed on the top of the envelope clearly, "NAME OF THE POST APPLIED FOR \_\_\_\_\_ UNDER NHM, KEONJHAR". The vacancy is provisional and may be changed depending upon requirement/ otherwise at the time of actual engagement. In support of Residential Certificate, only the certificates issued by the Tahasildar within the period last six months and for the purpose of service will be taken in to consideration. Preference will be given to the candidate belongs to Keonjhar district. The undersigned reserves the right to select/cancel/modification of the selection without assigning any reason thereof. No personal query will be entertained in the recruitment/selection process.

**N.B:-** The panel of above advertised position can be utilized for other positions of the society having same educational qualification and remuneration.

Sd/-CDMO-cum-DMD.NHM.Keonjhar

  
**Chief Dist. Medical Officer  
Keonjhar**

## GENERAL TERM & CONDITIONS

1. Interested candidates fulfilling the eligibility criteria are submit the application form duly signed by the candidate along with self attested copies of all supportive documents shall be sent to the "Chief District Medical Officer-cum-DMD,NHM, DHH, Keonjhar, PIN-758001 so as to reach to the undersigned on or before 28.11.2016 (by 5.00 P.M.) through Regd. Post / Speed Post / Courier only
2. The envelope containing the application should be superscribed on the top of the envelope clearly, "NAME OF THE POST APPLIED FOR \_\_\_\_\_ UNDER NHM,KEONJHAR".
3. The office will not be held responsible for any postal delay. Number of vacancy/remuneration under this advertisement may vary at the time of actual engagement.
4. Any Corrigendum/supplementary information will be intimated through district NIC website, Keonjhar ([www.kendujhar.nic.in](http://www.kendujhar.nic.in)) only. No personal correspondence will be entertained.
5. All information relating to the said recruitment/selection process will be intimated through District NIC website ([www.kendujhar.nic.in](http://www.kendujhar.nic.in)) to the aspirants and public for information, all the candidates are requested to close contact with the said website from time to time for updating information for the aforesaid recruitment/selection process. All correspondence to the short listed/selected candidates also made through e-mail id which is mentioned in the application form as per recruitment process/ decision of the selection committee.
6. The decision of the selection committee is final.
7. Any legal dispute relating to the said recruitment process is confined to the Court of Keonjhar District only.

### ELIGIBILITY CRITERIA & SELECTION PROCESS FOR THE VARIOUS POST OF PROGRAMME MANAGEMENT UNIT(PMU) UNDER NHM, KEONJHAR.

#### 1. Block Programme Manager (BPM): Vacancy-02 (Two)

##### **Eligibility Criteria:**

The Candidate should be a Post Graduate with minimum 55 % marks.

She/He should have completed one year Diploma Course in Computer Application from a recognized/registered institute.

**Age :** Age limit is from 21-35 years as on 01.11.2016

**Requisite photo copy of self attested documents to be submitted along with the application form.**

1. HSC Mark sheet/board certificates
2. +2/Intermediate mark sheet/board certificates
3. +3/ Graduation mark sheet/ board Certificates
4. Post Graduate Qualification Certificate /mark sheets
5. Computer Certificate (PGDCA/MCA/BCA)
6. Any other Higher Qualification ( if any)
7. Residence Certificate ( with 6 months validity as on 01.11.2016)
8. Any photo Identity Proof ( Govt. recognized)
9. Experience certificate if any

##### **Selection Procedure:**

Career weightage, Computer Test, Viva-voice.

#### 2. Junior Hospital Manager : Vacancy-01(One)

##### **Eligibility Criteria:**

The Candidate should be a Post Graduate with minimum 55 % marks.

She/He should have completed one year Diploma Course in Computer Application from a recognized/registered institute.

**Age :** Age limit is from 21-35 years as on 01.11.2016

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Requisite photo copy of self attested documents to be submitted along with application form.

1. HSC Mark sheet/board certificates
2. +2/Intermediate mark sheet/board certificates
3. +3/ Graduation mark sheet/ board Certificates
4. Post Graduate Qualification Certificate /mark sheets.
5. Computer Certificate (PGDCA/MCA/BCA)
6. Any other Higher Qualification ( if any)
7. Residence Certificate ( with 6 months validity as on 01.11.2016)
8. Any photo Identity Proof ( Govt. recognized)
9. Experience certificate if any

**Selection Procedure:**

Career weightage, Computer Test, Viva-voice.

*N.B;- In pursuance to Letter no. 12433 dt. 30.09.2015 of HRD Manager,NHM,Odisha ,It is clarify that the recruitment guideline issued by Joint Director ( Admn),NHM,odisha vide letter no. 8889 dt. 22.07.2015 the Recruitment criteria of Block Accounts Manager (BAM) shall followed for recruitment of Accountant-cum-DEO for DHH/DPMU/OH. The detail selection criteria is mentioned as follows.*

**3. Accountant-cum-DEO ( DPMU) : Vacancy-01 ( One)**

**Eligibility:** - The candidate should be a Graduate in Commerce with minimum 50 % marks in aggregate.  
She/He should have basic knowledge in computing and should have at least 2 years post qualification working experience in accounting.

**Age:-** Age limit is from 21-35 years as on the first day of the advertisement month.

Requisite photo copy of self attested documents to be submitted along with the application form.

1. HSC Mark sheet/board certificates
2. +2/Intermediate mark sheet/board certificates
3. +3/ Graduation in Commerce mark sheet/ board Certificates
4. Computer Certificate (PGDCA/DCA)
5. Any other Higher Qualification ( if any)
6. Residence Certificate ( with 6 months validity as on 01.11.2016)
7. Any photo Identity Proof ( Govt. recognized)
8. Experience certificate if any

**Selection Procedure:-**

Career weightage, Viva-voice.

**4. Accountant-cum-DEO ( DHH) : Vacancy-01 ( One)**

**Eligibility:** - The candidate should be a Graduate in Commerce with minimum 50 % marks in aggregate.  
She/He should have basic knowledge in computing and should have at least 2 years post qualification working experience in accounting.

**Age:-** Age limit is from 21-35 years as on the first day of the advertisement month.

Requisite photo copy of self attested documents to be submitted along with the application form.

1. HSC Mark sheet/board certificates
2. +2/Intermediate mark sheet/board certificates
3. +3/ Graduation in Commerce mark sheet/ board Certificates
4. Computer Certificate (PGDCA/DCA)
5. Any other Higher Qualification ( if any)
6. Residence Certificate ( with 6 months validity as on 01.11.2016)
7. Any photo Identity Proof ( Govt. recognized)
8. Experience certificate if any

**Selection Procedure:-**

Career weightage, Viva-voice.

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**5. Accountant-cum-DEO ( OH) : Vacancy-03 ( Three)**

**Eligibility:** - The candidate should be a Graduate in Commerce with minimum 50 % marks in aggregate.  
She/He should have basic knowledge in computing and should have at least 2 years post qualification working experience in accounting.

**Age:-** Age limit is from 21-35 years as on the first day of the advertisement month.

**Requisite photo copy of self attested documents to be submitted along with the application form.**

1. HSC Mark sheet/board certificates
2. +2/Intermediate mark sheet/board certificates
3. +3/ Graduation in Commerce mark sheet/ board Certificates
4. Computer Certificate (PGDCA/DCA)
5. Any other Higher Qualification ( if any)
6. Residence Certificate ( with 6 months validity as on 01.11.2016)
7. Any photo Identity Proof ( Govt. recognized)
8. Experience certificate if any

**Selection Procedure:-**

Career weightage, Viva-voice.

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Chief Dist. Medical Officer  
Kannur



## APPLICATION FORM

<b>Name of the post Applied for:</b> ( BPM/ Jr. Hospital Manager/ Accountant-cum-DEO (DHH,DPMU,OH) )		<b>Self attested Recent Pass port size Photograph</b>
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1. Name of the Applicant:

2. Father's/Husband Name :

3. Date of Birth ( as per matric board certificate):	4. District of Domicile:	5. Sex (M/F):
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6. Please mention if SC/ ST/ SEBC/GEN :

7. (A) Present Contact Address:	8. Permanent Telephone No: (STD Code) Number
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(B) Permanent Contact Address:	9. Present Telephone No: (STD code) Office number
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10. Email Address:	11. Mobile No.:
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12. Languages spoken/written:

13. Computer Literacy:  
Mention all software(s) known/ used

14. Education: High School onwards, please list all your qualifications

Qualification	Institute/Board & Location	Year of passing	Marks			Full/Part Time/ Distance Learning
			Full Mark	Marks Secured	% of mark	
Matriculation (10 <sup>th</sup> )						
Intermediate (+2)						
Graduation (+3) (Arts/Sci/Com/ equivalent)						
Post Graduation						
PGDCA/DCA/BCA						
Any other (Please mention)						

15. Employment Record:

Total years of post qualification experience :

Years of experience in the Development Sector / NGO :

Years of experience in Government:

16. Details of Employment: (Use separate sheets if required).

Starting with your present employment, list in reverse order all the employments you have had.

**16 A. Current Employment:**

From Month / Year	To Month / Year	Designation
	Till date	
Location of Employment:		
Description of your duties:		

**16 B. Previous Employment:**

From Month / Year	To Month / Year	Designation
Location of Employment:		
Description of your duties:		

**16C. Previous Employment:**

From Month / Year	To Month / Year	Designation
Location of Employment:		
Description of your duties:		

Place :.....  
Date: .....

Signature of the Applicant

**Note:**

1. Two copies of passport size colour self attested photograph to be submitted along with the application.
2. The following self attested documents are to be enclosed along with the application:
  - a) Self attested photo copies of all mark sheets/certificates in proof of the claim made by the candidate relating to his/her educational qualification.
  - b) Residential certificate issued by the Tehsildar with 6 months validity as on 01.11.2016.
  - c) Any Identity Proof ( Voter ID Card/PAN card/Driving License/Adhar card/passport)
  - d) Experience certificate if any must be self attested.
  - e) One no. of self address Envelope with affix Rs. 25/- postal stamp.

Chief Dist. Medical Officer

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