



MISSION DIRECTORATE, NRHM, ODISHA

Odisha State Health & Family Welfare Society
Deptt. of Health & Family Welfare, Govt. of Odisha
Annex Building of SIH&FW, Nayapalli, Unit-8, Bhubaneswar
Phone No 0674-2392479/80/88(Fax)



Adv. No. 99/12

CONTRACTUAL APPOINTMENT

Applications are invited from eligible computer literate candidates for filling up of the posts as mentioned below under National Rural Health Mission, Odisha on contractual basis and subject to renewal as per the society norms. Performance Incentives and Annual increment is admissible as per the norms of the society besides the remuneration noted against each post. **Upper age limit for applicants with MBBS background is 68 years and for others (except SI. No- 11) 65 years as on 01.07.2012 Remuneration mentioned below are negotiable.**

Sl. No.	Name of the Post	Vacancy	Base Remuneration (in Rs.)	Qualification
01.	Consultant NGO Affairs	1	28,000/-	The candidate should be a Post Graduate in Social Work/Social Science/Rural Development/Rural Management from a recognized University. Minimum 3 years Post qualification experience in the field of social development sector, preferably in NGO management in Health sector. Computer proficiency is highly desirable.
02.	Consultant Health Plan	1	32,000/-	Candidate should be MBA/MSW. He/She should have 5 years of experiences in the field of health & family welfare especially in Health Planning and implementation of health programmes.
03.	District Programme Manager	1	28,000/-	MBA (General Management / Rural Management) or Masters Degree in social work or Master degree in Health Administration having minimum 3 years of experience in social sector.
04.	Training Coordinator (IEC/BCC)	1	18,000/-	Master in sociology or social work / MBA / Post Graduate in Mass communication. Minimum 3 years experience in development / health sector in monitoring, execution and evaluation of training programme relating to communication and IEC / BCC.
05.	Stenographer	1	10,000/-	Graduate and knowing shorthand and typing. Preference will be given to Retd. Steno/PA who have worked with Senior Govt. Officials (Qualification can be relaxed in case of experienced Retd. Govt. Person if found suitable for the job).
06.	Accounts Manager-Audit	1	24,000/-	Inter CA/ICWAI with at least 3 years of post qualification experience in audit.
07.	Regional Vaccine & Cold Chain Manager	2	18,000/-	Graduate with Diploma in Material Management or storage Management with distribution. Minimum 1 year experience in Logistic Management.
08.	Training Coordinator (Community Process)	1	18,000/-	MSW/MA in Social Science preferably in Sociology/Rural Development with 3 years experience in management/coordination of community health programme or related field activities with a minimum of 2 years in health sector. Computer proficiency in database & MS Office is desirable.
09.	District Accounts Manager	1	24,000/-	The candidate should have an inter CA/ inter ICWA with minimum 3 years of post qualification experience. Computer proficiency with high level of familiarity in MS Office & in any accounting packages is desirable. Preference will be given to CA/ICWAI candidates.
10.	PRO-MIS Coordinator, SDMU	1	16,000/-	Qualification-BE (CS/IT)/MBA (Systems)/MCA with minimum 60% marks. Experience-At least 2 years experience in Govt./Pvt. sector with programming knowledge in VB, Oracle, SQL, Crystal Report and thorough understanding of management information systems. Candidates having experience in Inventory Management System / Pro-MIS in Govt. sector will be an added advantage.
11.	Finance-cum-Logistic Assistant (NVBDCP)	6	12,000/-	Graduate in Commerce/qualified SAS accountant or persons who have qualified cash and account training from institute of secretarial training and management (Ministry of personnel & PG) with 5 years experience in accounting, analysis, budgeting, financial software and reporting systems. Age should be below 40 years as on 01.07.2012.

Those candidates who are already working in Health Department either on regular or on contractual basis have to apply through proper channel. Application form and details can be downloaded from the website (www.nrhmorissa.gov.in). Interested candidates fulfilling the eligibility criteria mentioned above are requested to apply to the undersigned **on or before 28.07.2012 through Regd. Post / Speed Post / Courier only and the application should be superscribed with the name of the post applied for.** Candidates who have been disengaged from the society on administrative ground such as disobedience / Poor performances/ Misbehavior/ criminal activity etc. are not eligible to apply. Incomplete application in any form will be rejected. This office will not be held responsible for any postal delay. No personal correspondences/enquiry will be entertained in this matter. All communication will be made through e-mail. The undersigned reserve the right to cancel any or all the applications without assigning any reason thereof.

Sd/-
Mission Director
NRHM, Odisha

APPLICATION FORM

Name of the Post		Photograph				
1. First Name: Middle Name: Last Name :						
2. Date of Birth:	3. District of Domicile:	4. Sex:				
5. Please mention if SC/ ST/ OBC/ General:						
6. Present Contact Address: Permanent Contact Address:		7. Permanent Telephone No: (STD Code) Number 8. Present Telephone No: (std code) Office number				
9. Email Address:		10. Mobile No.:				
11. Languages spoken/written:						
12. Computer Literacy: Mention all software(s) known/ used						
12.A. Speed in Shorthand		Speed in Typewriting				
13. Education: High school onwards, please list all your qualifications						
Degree	Institute/Board & Location	Year	Marks			Full/Part Time/ Distance Learning
			Full Mark	Marks Secured	%	
Matriculation						
+2						
Graduation						
P.G						
Computer						
Any other qualification						
14. Employment Record:						
Total years of post qualification experience :						
Years of experience in the Development Sector / NGO :						
Years of experience in Government :						

15. 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
Location of Employment:		
16B. 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:		
Declaration: I hereby declare that all the information furnished above are correct to the best of my knowledge.		
Date		Signature of the Applicant

Note:

1. Two copies of passport size colour attested photograph to be submitted along with the application.
2. The following documents (Photo copies attested by Gazetted Officer) are to be enclosed along with the application:
 - a) All mark sheets & certificates in proof of the claim made by the candidates relating to their educational qualification.
 - b) Experience certificate.
3. Application form for each individual post must be submitted in specified format along with photocopy of all the Mark sheet & Certificates.
4. Application form & photo copy of all mark sheets & certificates (for each individual post) should be put into a cover super scribed as “APPLICATION FOR THE POST (NAME OF THE POST)”

SCHEME OF SELECTION PROCEDURE (ADVT. NO- 99/12)

SL NO	Name of the Post	Scheme of Selection Procedure
1	Consultant NGO Affairs	Written Test Computer Test Interview
2	Consultant Health Plan	Written Test Computer Test Group Discussion Interview
3	District Programme Manager	Written Test Computer Test Group Discussion Interview
4	Training Coordinator (IEC/BCC)	Written Test Computer Test Presentation on training skill Interview
5	Stenographer	Shorthand & Typing Test Interview
6	Accounts Manager-Audit	Written Test Tally Test Interview
7	Regional Vaccine & Cold Chain Manager	Written Test Computer Test Interview
8	Training Coordinator (Community Process)	Written Test Computer Test Presentation on training skill Interview
9	District Accounts Manager	Written Test Tally Test Interview
10	PRO-MIS Coordinator, SDMU	written test computer test Interview
11	Finance-cum-Logistic Assistant	written test computer test (Tally) Interview