



**ADVERTISEMENT
ZILLA SWASTHYA SAMITI,**

NATIONAL RURAL HEALTH MISSION, MALKANGIRI

ZSS, Malkangiri invites applications from suitable candidates for empenalment of contractual engagement for the following posts under NRHM: Local Candidates will be given preference. Residential certificate s to be produced while applying for the post.

Sl. No	Name of the Posts	Monthly Remuneration	Minimum Qualification
1	Block Programme Organiser	Rs.10000/-	Graduate in any discipline with PGDCA/ MCA/ BCA from recognized Govt. institute, minimum 55 % of marks and should be below 35 years of age as on 1.1.2010 preference will be given to candidates possessing PG qualification in Management / health education and those have experience in this field.
2	Block Accountant Cum Data Assistant	Rs.6000/-	Graduate in commerce with DCA from recognized Govt. institute, minimum 45% of marks and should be below 35 years of age as on 1.1.2010 preference will be given to candidates having one year experience in Govt Sector.
	Office Assistant, DPMU	Rs.5000/-	Any Graduate with DCA/PGDCA/BCA/MCA or Equivelent.
3	Addl. ANM	Rs.5400/-	The candidates must have passed the HSC examination and must have undergone the 1 ½ year approved Govt. training centers / recognized private institute.
4	Addl. ANM MHU	Rs.3800/-	The candidates must have passed the HSC examination and must have undergone the 1 ½ year approved Govt. training centers / recognized private institute.
5	Pharmacist MHU	Rs.4300/-	The candidate must pass the Diploma in Pharmacy from the Govt. recognized institutions preference will be given to local candidates. should be below 32 years of age as on 1.1.2010
6	Staff Nurse	Rs. 6510/-	Selection of the candidates shall be made on the merit, on the basis of marks secured in GNM examination from 3 Medical Colleges / Schools of Nursing MCL Talcher / IGH Rourkela and must have registered in the Orissa Nursing Council.
7	Work Consultant	Rs.10000/-	Diploma/Degree in Civil engineer from an institution recognized by AICTE and should have minimum 2 years of experience & competence.
8	Laboratory Technician	Rs.5040/-	The candidate pass the D.M.L.T from the Govt. Institution will be given first preference. The candidates pass out from Private but AICTE recognized Institution may be considered if Govt. pass candidate not available.

The interested candidates are requested to log on to www.nrhmorissa.gov.in or www.malkangiri.nic.in for downloading the forms and job responsibilities and eligibility crieteria. The completely filled in application forms along with certificates and testimonials should reach **the office of Chief District Medical Officer, Malkangiri** on or before **5th April 2010 through Speed Post / Regd. Post only**. The post applied for should be clearly mentioned on the top of the envelope and application. Applicants are requested to enclose two self addressed envelope with **Rs.5/- (Five Rupees)** Stamp along with the application form.

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**Chief District Medical Officer,
Malkangiri**

MODALITIES FOR APPOINTMENT

Required Qualification for Block Programme Organizer

1. The candidate should be Graduate in any discipline with PGDCA/ MCA/ BCA from recognized Govt. institute.
2. S/he must have completed graduation before 2010 with a minimum of 55% marks and should be below 35 yrs of age as on 1.1.2010.
3. Preference will be given to candidates possessing Post Graduate Qualification in Management/Statistics/ Health Education and those having experience in this field.
4. The candidates must have permanent resident of the district s/he is applying for.
5. Residential certificate is to be produced while applying for the post.

Required Qualification for Block Accountant cum Data Assistant

1. The candidate should be a graduate in commerce with DCA/PGDCA/BCA from recognised Govt. Institutions.
2. S/he must have completed graduation before 2010 with a minimum of 45% marks and should be below 35 yrs as on 1.1.2010.
3. Preference will be given to candidates possessing Post Graduate Qualification and having experience in govt. sector.
4. The candidates must have permanent resident of the district s/he is applying for.
5. Residential certificate is to be produced while applying for the post.

Required Qualification for Office Assistant

1. The candidate should be a graduate with DCA/PGDCA/BCA/MCA or equivalent Candidate from recognised Govt. Institutions.
2. S/he must have completed graduation before 2010 with a minimum of 55% marks and should be below 35 yrs as on 1.10.2008.
3. The candidates must have permanent resident of the district s/he is applying for.
4. Residential certificate is to be produced while applying for the post.

Required Qualification for Addl. ANM

1. The candidate must have passed the HSC examination.
2. The candidate must have undergone the 1 ½ year approved Govt. training centers / recognized private institutions.
3. The candidates must have permanent resident of the district s/he is applying for.
4. Residential certificate is to be produced while applying for the post.

Required Qualification for Addl. ANM MHU

1. The candidate must have passed the HSC examination.
2. The candidate must have undergone the 1 ½ year approved Govt. training centers / recognized private institutions.
3. The candidates must have permanent resident of the district s/he is applying for.
4. Residential certificate is to be produced while applying for the post.

Required Qualification for Pharmacist MHU

1. The candidate must pass the Diploma in Pharmacy from the Govt. recognized institutions
2. S/he should be below 32 yrs as on 1.1.2010.
3. The candidates must have permanent resident of the district s/he is applying for.
4. Residential certificate is to be produced while applying for the post.

Required Qualification for Staff Nurse

1. Selection of the candidates shall be made on the merit, on the basis of marks secured in GNM examination from 3 Medical Colleges / Schools of Nursing MCL Talcher / IGH Rourkela and must have registered in the Orissa Nursing Council.
2. The candidates must have permanent resident of the district s/he is applying for.
3. Residential certificate is to be produced while applying for the post.

Required Qualification for Work Consultant

1. Diploma/Degree in Civil engineer from an institution recognized by AICTE.
2. The candidate should have minimum 2 years of experience & competence.
3. The candidates must have permanent resident of the district s/he is applying for.
4. Residential certificate is to be produced while applying for the post.

Required Qualification for Laboratory Technician

1. The candidate pass the D.M.L.T from the Govt. Institution will be given first preference. The candidates pass out from Private but AICTE recognized Institution may be considered if Govt. pass candidate not available.
2. The candidates must have permanent resident of the district s/he is applying for.
3. Residential certificate is to be produced while applying for the post.

Terms and Conditions

1. The engagement is purely contractual in nature and can be terminated at any point without citing any reasons thereof.
2. Candidates once engaged cannot claim for re-engagement under any conditions as matter of right.
3. The contract is initially for a period of eleven months and further extension will be provided on assessment of the performance of the period in services.



APPLICATION FORM

Post Applied for	BLOCK PROGRAMME ORGANISER/ BLOCK ACCOUNTANT CUM DATA ASSISTANT / OFFICE ASSISTANT	Photograph				
1. First 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						
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						
+3 (Arts/Sci/Comm)						
P.G. (Specialisation)						
PGDCA (from a recognized Govt Institution)						
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
	Till date	
Location of Employment:		
Description of your duties:		
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:		
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 are to be enclosed along with the application:
 - A. Residential certificate issued by the Tehsildar/Sub-Collector etc.(duly attested)
 - B. Attested photo copies of all mark sheets & certificates in proof of the claim made by the candidate relating to his educational qualification.
 - C. Experience certificate if any.
 - D. Work certificate, date of joining and date of retrenchment from the project(in case of candidates who are availing benefits of previous projects etc.)



APPLICATION FORM

Post Applied for	ADDL. ANM/ ADDL. ANM MHU/ PHARMACIST MHU/ STAFF NURSE / WORK CONSULTANT/ LABORATORY TECHNICIAN	Photograph				
1. First Name: _____ Last Name : _____						
2. Date of Birth: _____		4. Sex: _____				
5. District of Domicile: _____						
6. Present Contact Address: _____ Permanent Contact Address: _____						
7. Languages spoken/written: _____						
8. 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						
+3						
P.G.						
Regd. No of Nursing Council / Diploma / Degree (attached attested copy of Registration Certificate)						
Additional Qualification (if any)						
9. Employment Record:						
Years of experience _____						

10. Details of Employment: (Use separate sheets if required).		
Starting with your present employment, list in reverse order all the employments you have had.		
11 A. Current Employment:		
From Month / Year	To Month / Year	Designation
	Till date	
Location of Employment:		
Description of your duties:		
11B. Previous Employment:		
From Month / Year	To Month / Year	Designation
Location of Employment:		
Description of your duties:		
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 are to be enclosed along with the application:
 - A. Residential certificate issued by the Tehsildar/Sub-Collector etc.(duly attested)
 - B. Attested photo copies of all mark sheets & certificates in proof of the claim made by the candidate relating to his educational qualification (Matriculation, +2, +3) and ANM Training (Addl. ANM)/ Diploma in Pharmacy (for Pharmacist)/ GNM Examination (for Staff Nurse)/ Diploma/Degree in civil (for Work Consultant).
 - C. Experience certificate if any.



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National Rural Health Mission, Orissa

BLOCK PROGRAMME ORGANIZER

- ✚ Undertake situational analysis pertaining to health and health related services and identify block - specific key problems and issues as 'hotspots' with particular reference to un-served and under-served areas and needs of vulnerable population.
- ✚ Review plan and programme performances in terms of key process indicators.
- ✚ Ensure that updated block data-base in terms of demographic profile as well as data on service delivery system, utilization of facilities as well as website up-dation are maintained.
- ✚ Assist Block Medical Officer I/C in preparation of Village Health Plan initiative and development and Annual Action Plan i.e. Block Programme Implementation Plans.
- ✚ Aggregate, VHAP & sector plans to Block PIPs in consultation with the Block Medical Officer and other programme officers.
- ✚ Assist the Medical Officer in dissemination of PIP and programmes across the block.
- ✚ To follow up and prepare consolidated monthly / quarterly progress report highlighting achievement (physical/ Financial) against the set target set. Analyse the reasons for delay/ adverse variance and suggest corrective actions to be taken etc. Also share the feedbacks at block & sub block level.
- ✚ Suggest requisite changes in programme implementation and improving quality of implementation based on regular visit of 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 line deptt. under convergence initiative
- ✚ Document block 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 block and sub block level.
- ✚ Identify success stories and document and disseminate the same.
- ✚ Ensure that funds are released to implementing agencies in time, along 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 DPMU / RKS.
- ✚ Follow up with DPMU regarding timely release of fund against approved activities.



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- ✚ Follow the Financial Management guidelines.
- ✚ Render administrative support to Rogi Kalyan 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 in consultation with DPM.
- ✚ Ensure linkage with NGOs and private health care providers and development partners working at the block level
- ✚ Ensure that incentives/ awards are disbursed in a timely manner.

Other.

- ✚ Any other activities as assigned by the Mission Directorate / District Authorities /DPMU/ Block Medical Officers from time to time.



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BLOCK ACCOUNTANT CUM DATA ASSISTANT

- ✚ Coordinate with the members of BPMU as well as programme officers on day to day basis for expeditious implementation of the scheme.
- ✚ Activate Financial Management Group (FMG) at block level in proper co-ordination with other office assistants.
- ✚ Assist M.O. and other programme officers in prudent planning for expeditious utilization of funds.
- ✚ Provide support to the Block Programme Management Units (BPMUs) in enabling Village Health Planning initiative for community action for health and development of Block, Programme Implementation Plans (Block PIPs) and preparation of budget for BPIP.
- ✚ Facilitate financial plans in the aggregate, VH&SC sector Plans and block PIPs in to District Programme Implementation Plan in consultation with the Block M.O. & BPO & DPMU.
- ✚ Assist the Block M.O. in dissemination of PIP and programme communication across the Block.
- ✚ Assist the BPO in preparation of MPR on the implementation of programme activities in the Block.
- ✚ Identify resources/ flexible funds under major components.
- ✚ Undertake planned monitoring (physical and financial) of implementation and share feedback at sub-district, district and undertake required field visits.
- ✚ Ensure proper maintenance of cash books and accounts relating to various programmes and have it countersigned by Block level M.O. on monthly basis.
- ✚ Dissemination of all financial rules and guidelines to all field functionaries
- ✚ Ensure compliance of financial discipline at all levels through regular fields visits at least for a minimum of 10 days in a month
- ✚ Assist M.O. in physical verification of cash book
- ✚ To track advances and ensure timely recoupment / adjustment
- ✚ Ensure collection of all UCs & SoEs (both NRHM & Budgetary Fund) and their compilation at block level and submission to District & DPMU.



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ENGINEERING CONSULTANT

Funds out of various heads of account are being released to PMU for construction/repair/renovation of health institutions in the districts. Besides funds flow out of Non-plan grant, 12th Finance Commission, MP LAD, MLA LAD, NREGA, WODC, PDS and other grants are being utilized for construction /repair/renovation through PWD, (R & B), RD and Panchayat Samiti.

In view of the above, it is necessary to prepare an elaborate job chart for the Engineer Consultant which is mentioned below.

- ✚ The Engineering Consultant will act as the technical assistant of ZSS.
- ✚ At 1st instant he/she has to inspect all the health institutions of the district to assess the position and stage of nonresidential and residential buildings.
- ✚ He/She will be responsible to ZSS in all matter concerned with efficient management and execution of work directly executed through ZSS.
- ✚ He/She will maintain a consolidated list of execution of health institution of the district executed through all line deptts. and submit progress report in time to different authorities as and when necessary.
- ✚ He/She should conduct timely and careful survey and investigation, preparation of plan estimates of all works executed through ZSS out of various grant.
- ✚ He/She should maintain a permanent register of buildings and land of all the health institutions of the district along with requirement for future planning.
- ✚ He/She should maintain all register relating to work.
- ✚ He/She should give special attention for timely execution of petty repair maintenance of structure, furniture and electrical works of health institutions. Should prepare routine maintenance for waste management of District and Sub divisional Headquarter Hospitals.
- ✚ He/She should co-ordinate between line dept. and PMU/NRHM relating to constructional activities of health institution taken up through various line dept. from time to time.
- ✚ For works executed through line dept. and Panchayat Samiti the estimate submitted by concerned dept. should be examined and other should be



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put up for accordance of administrative approval by CDMO/Collector. Any short fall, overlapping and omission of requirement is to be detected.

- ✚ Prompt and efficient execution of work in accordance to specification and terms of agreement is to be undertaken.
- ✚ He/She must regularly inspect all health related works within the jurisdiction of the concern district and ensure that they are as per requirement. If any deviation is noticed the fact should be brought to the notice of CDMO for immediate intimation to the concerned authorities. For the works being executed directly through ZSS, measurement should be taken soon after implementation and work bill should be prepared accordingly.
- ✚ During his visit to field any deviation in quality, specification, site or any other discrepancy noticed should be reported in the following manner. Administrative note is to be brought to the notice of CDMO and technical note to be brought to the notice of APD technical DRDA or Executive Engineer RD or PWD (R & B) as decided by Collector of the concerned district.
- ✚ The Engineering Consultant is to remain directly in charge of execution of construction/renovation/maintenance of minor work (up-to Rs. 10.00 lakhs) relating to all type of grants including IDSP, RNTCP, EMCP etc. routed through ZSS and Rogi Kalyan Samiti.
- ✚ He/She should take up necessary steps for immediate repair and maintenance of Civil, PH, Electrical, Furniture and equipment at the time of requirement, in consultation with the concerned officer in charge and make them functionable at the earliest.
- ✚ He/She is to look after proper sanitation and cleanliness, waste management of all institutions from DHH to PHC and take appropriate action to maintain hygienic environment. He/She should suggest for