

**ZILLA SWASTHYA SAMITI, MALKANGIRI
RECRUITMENT**



Applications are invited from eligible candidates for the following posts on purely contractual basis. The contract will be initially for a period of one year and subject to renewal.

| Sl. No | Posts | Qualification | Place of posting | Monthly Remuneration |
|--------|------------------|---|--------------------|----------------------|
| 1 | Office Assistant | Any Graduate with DCA/PGDCA/BCA/MCA or equivalent | DPMU,O/o CDMO, MKG | Rs. 5000/- |
| 2 | Accountant | B Com Graduate with DCA/PGDCA/BCA/MCA or equivalent | DPMU,O/o CDMO, MKG | Rs.6000/- |

Candidates are requested to logon to www.malkangiri.nic.in to download the application form. The complete filled up application form along with attested photocopies of the relevant documents in support of the all educational qualification, mark sheet, experience certificate, two color passport size photograph, Character Certificate, Residence / Nativity Certificate may be sent to the Chief District Medical Officer, Malkangiri by registered / Speed post only. The applicants are requested to super scribe on the top left hand corner of the envelop regarding the post they are applying for. Any undertaking for any purpose will not be considered. The selection will be done in term of mark secured in 10th, 10+2th, Graduation level with practical computer test and personal interview. The undersigned has rights to cancel / postpone the interview without assigning any reason thereof or in case of non availability of suitable candidate.

Local candidates will be given preference. Last date of receipt of Application is 20th Sept. 2008

Chief District Medical Officer
Malkangiri

Selection Procedure for the post of Office Assistant & Accountant

1. Required qualification

- The candidates should be any graduate (for Office Assistant) & B. Com for Accountant
- Should have Diploma in computer Application /PGDCA/BCA/MCA or equivalent

2. Modalities for short listing

- **Matriculation** **20 Marks**
- **+ 2 (Intermediate)** **20 Marks**
- **Graduation** **20 Marks**
- **Computer Test (Practical)** **30 Marks**
- **Interview** **10 Marks**

For Matriculation

| Total | Achieved | Percentage |
|-------|----------|------------|
| 100 | | |

% obtained out of total 20 marks

For + 2 (Intermediate)

| Total | Achieved | Percentage |
|-------|----------|------------|
| 100 | | |

% obtained out of total 20 marks

For Graduation

| Total | Achieved | Percentage |
|-------|----------|------------|
| 100 | | |

% obtained out of total 20 marks

For Computer Test

Computer Test (Practical) **30 Marks**

For Interview

Marks for interview **10 Marks**

- Candidates in the ration of 1:2 shall be called for the interview
- A Back up list to be prepared
- Final result and Issue of appointment order should be done on the day of interview itself
- Verification of certificate is to be done on the day to interview itself
- Contact needs to be signed with CDMO for a period of 1 (one) year as has been done for other NRHM staff.

APPLICATION FORM



| Post Applied for | | Attested Photograph | | | | |
|---|---|-----------------------------------|-----------|---------------|---------------|--------------------------------------|
| 1. First Name: | | Last Name: | | | | |
| 2. Date of Birth: | 3. District of Domicile: (Attach Res. Certificate) | 4. Sex | | | | |
| 5. Please mention if SC/ ST/ OBC: General | | | | | | |
| 6. Present Contact Address: | | Permanent Contact Address: | | | | |
| 9. Email Address:- | | 10. Mobile No. / Phone No. | | | | |
| Educational Qualification | | | | | | |
| Degree | Institute/Board & Location | Year | Marks | | | Full/Part Time/ Distance Learning |
| | | | Full Mark | Marks Secured | % | |
| Matriculation | | | | | | |
| 10 + 2 | | | | | | |
| Graduation | | | | | | |
| Any other | | | | | | |
| Computer Education | | | | | | |
| PGDCA | | | | | | |
| DCA | | | | | | |
| MCA | | | | | | |
| Others | | | | | | |
| Working Experience | | | | | | |
| Sl. No | Name of the Organization | Year of Experience | From | To | Nature of Job | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| Declaration: | | | | | | |
| I do hereby declare that all the information furnished above are true to the best of my knowledge | | | | | | |
| Date :- /9/2008 | | | | | | |
| Place :- | | | | | | Signature |

Candidates can use additional paper if required)