


	<p style="text-align: center;"> <b>Odisha State Health &amp; Family Welfare Society</b>  <b>Deptt. of Health &amp; Family Welfare, Govt. of Odisha</b>  <b>Annex Building of SIH&amp;FW, Nayapalli, Unit-8, Bhubaneswar-751012, District-</b>  <b>Khordha (Odisha), Phone/Fax: 0674- 2392480/79, E-mail Id-</b>  <b>hrdnrhm1@gmail.com</b> </p>		
<p> <b><u>Adv. No.: 06/22</u></b> <span style="margin-left: 150px;"><b><u>CONTRACTUAL APPOINTMENT</u></b></span> <span style="float: right;"><b><u>Date: 05.06.2022</u></b></span> </p>			
<p>Applications are invited from eligible candidates for filling up of the following positions under National Health Mission, Odisha on contractual basis with monthly remuneration as noted against each and subject to renewal as per the terms and conditions of OSH&amp;FW Society. These positions are purely temporary and co-terminus with the scheme. Lower age limit for all the positions is 21 years as on dtd. 01.06.2022.</p>			
<b>Sl. No.</b>	<b>Name of the Position</b>	<b>No. of Vacancy</b>	<b>Remuneration (in Rs.), Performance Incentive &amp; other allowances as admissible</b>
01	Project Manager – 102 (Consultant OEMAS-Management)	01	Rs. 48,948/-+PI
02	Assistant Manager, Procurement & Logistics	01	Rs. 36,842/-+PI
03	Accountant	01	Rs. 29,162/-+PI
<p>Interested candidates can log on to <b>www.nhmodisha.gov.in</b> for details of vacancy, eligibility criteria, age &amp; selection procedure etc. Online application form will be available from <b>07.06.2022 to 16.06.2022 by 11.59 P.M.</b> Last date for receipt of the System Generated Application duly signed by the candidate along with self attested copies of all supportive documents is <b>23.06.2022 (by 5.00 P.M.)</b>.</p> <p style="text-align: right;"> <b>Sd/-</b>  <b>Mission Director, NHM,</b>  <b>Member Secretary, OSH&amp;FWS, Odisha.</b> </p>			

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**Adv. No.: 06/22**

**CONTRACTUAL APPOINTMENT**

**Date: 05.06.2022**

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Sl. No.	Name of the Position	Vacancy	Upper Age Limit as on dtd. 01.06.22	Remuneration (in Rs.), Performance Incentive (P.I.) & other allowances as admissible	Eligibility Criteria
01	Project Manager – 102 (Consultant OEMAS-Management)	01	Upto 40 Years	Rs. 48,948/-+PI	<p><b>Educational Qualification:-</b> The candidate must have passed Master Degree in Social Work/ Sociology /Master Degree in Business Administration or it's equivalent courses, such as Post Graduate Diploma in Business Administration or Post Graduate Diploma in Business Management or Post Graduate Diploma in Management from a recognized university/institution with minimum of 55% marks. All the above courses must be of two years of course duration.</p> <p><b>Experience:-</b>The candidate must have 3 (three) years of post qualification experience in health/social sector.</p>
02	Assistant Manager, Procurement & Logistics	01	Upto 40 Years	Rs. 36,842/-+PI	<p><b>Educational Qualification:-</b>The candidate must have passed 02 years course in any of the following subject with minimum of 60% marks from a recognized University / Institution.</p> <ul style="list-style-type: none"> <li>• Master Degree or Post Graduate Diploma in Business Administration or Business Management or Management. However, the aforesaid Master Degree or Post Graduate Diploma must have specialization in Logistic &amp; supply chain management.</li> <li>• Master Degree in Material Management or Post Graduate Diploma in Material Management.</li> <li>• Master Degree in logistics &amp; Supply Chain Management or Post Graduate Diploma in logistics &amp; Supply Chain Management.</li> <li>• Master Degree in Supply Chain Management or Post Graduate Diploma in Supply Chain Management.</li> </ul> <p><b>Experience:-</b>The candidate must have 03 (three) years of post qualification experience in logistics &amp; supply chain management.</p>

Sl. No.	Name of the Position	Vacancy	Upper Age Limit as on dtd. 01.06.22	Remuneration (in Rs.), Performance Incentive (P.I.) & other allowances as admissible	Eligibility Criteria
03	Accountant	01	Upto 40 Years	Rs. 29,162/-+PI	<b>Educational Qualification</b> -The candidate must have passed M.com with minimum 50% marks. Computer proficiency in M.S Office & accounting package (Tally) is required. <b>Experience</b> :-The candidate must have minimum 1 (one) year of post qualification experience in the relevant field.

**N.B.:-**

**Besides the above, the following provisions also shall be applicable in respect of all the above posts as eligibility criteria.**

**Age Relaxation and Additional Weightage of Marks applicable for the eligible applicants who are employees of the OSH&FW Society.**

- To avail the benefit of age relaxation and weightage, employee concerned should have completed at least three terms of contractual services (11 months each) under the OSH&FW Society.
- The remarks recorded in PAR of the employee concerned must be "Outstanding" or "Very Good" for the preceding 03 (three) terms of contractual services under the OSH&FW Society.
- The age relaxation for the applied post in respect of the employee of the OSH&FW Society shall be allowed @ 1 year for each contractual term of service in the Society upto a maximum of 10 years, over and above the maximum age limit prescribed in the Advertisement for the said post, subject to an upper age ceiling of 55 years.
- Candidate who is an employee of the OSH&FW Society and has cleared all the steps in the recruitment process upto the final level of selection shall be eligible for award of grace marks to the extent of 01 percentage of the total marks of examinations for each completed term of services in the Society upto a maximum of 10 percentage of the total marks which shall be added to the total marks secured by the said employee.
- All the above provisions shall also be applicable for only one member of the family of a deceased employee of the OSH&FW Society, if eligible, as would have been applicable to the employee concerned.

**General information and Instructions:**

- The above positions are purely temporary and co-terminus with the scheme. Canvassing in any form will render the candidate disqualified for the position.
- Details of vacancy, eligibility, age, selection procedure, ToR etc. can be downloaded from the official website ([www.nhmodisha.gov.in](http://www.nhmodisha.gov.in)).
- The applications received for the above positions 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.
- Candidates will be selected on the basis of selection process as applicable. Only shortlisted candidates will be called for participation in the selection process.
- 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 to apply online through the above said website. Online application form will be available from 07.06.2022 to 16.06.2022 till 11.59 P.M. System Generated Application form duly signed by the candidate along with self attested photocopies of all certificates and Mark sheets, in support of age, qualification and experience shall however be sent 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 23.06.2022 (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 **dtd. 23.06.2022 (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. 06/22)
01	Project Manager – 102 (Consultant OEMAS-Management)	<p><b>Selection Procedure:-</b> Written Test (MCQ) and Viva-voce</p> <p>All the eligible applicants, fulfilling the eligibility criteria as per the advertisement shall be called for Written Test. A list of candidates securing 50% and more marks in Written Test shall be prepared. From amongst the said list, 10 times of number of vacancies from the top of the merit list of written test shall be called for Viva-voce test. However, the final merit list shall be prepared by adding the marks secured in two stages i.e. Written Test and Viva-Voce marks.</p>
02	Assistant Manager, Procurement & Logistics	<p><b>Selection Procedure:-</b> Written Test (MCQ) and Viva-voce</p> <p>All the eligible applicants, fulfilling the eligibility criteria as per the advertisement shall be called for Written Test. A list of candidates securing 50% and more marks in Written Test shall be prepared. From amongst the said list, 10 times of number of vacancies from the top of the merit list of written test shall be called for Viva-voce test. However, the final merit list shall be prepared by adding the marks secured in two stages i.e. Written Test and Viva-Voce marks.</p>
03	Accountant	<p><b>Selection Procedure-</b> Written Test, Computer test &amp; Viva-voce</p> <p>All the eligible applicants, fulfilling the eligibility criteria as per the advertisement shall be called for Written Test. A list of candidates securing 50% and more marks in Written Test shall be prepared. From amongst the said list, 10 times of number of vacancies from the top of the merit list of written test shall be called for Computer test &amp; Viva-voce test. However, the final merit list shall be prepared by adding the marks secured in three stages i.e. Written Test, Computer test and Viva-Voce marks.</p>

## **Terms of reference (ToR)**

### **Project Manager-102 (Consultant OEMAS-Management)**

The job descriptions of the Project Manager shall include but not be limited to the following:

- (i) Contract management: Ensure all contracts and sub contracts by the Service Provider for hiring of the ambulances etc are properly executed and appropriate documents are created, negotiated and maintained in accordance with accepted guidelines and policies, for potential legal risks. Monitor and flag contract expiration and follow up for the updated contracts.
- (ii) Analysis of service level parameters in respect of 102 Ambulances, rendered by the Agency on day to basis.
- (iii) Analysis of the minimum expected service levels for the health contact center (104 Health Helpline)
- (iv) Analysis of inspection reports from the districts on vehicle, functionality of the equipments and availability of the first aid drugs within the Ambulances.
- (v) Support in compilation of reports/information etc.
- (vi) Random performance audit at call centre and field level.
- (vii) Identification of issues/gaps/grievance etc and bring it to the notice of Team Leader.
- (viii) Review documents to identify key triggers such as termination dates, notice clauses, penalties, payment terms, escalations etc.;
- (ix) Co-ordination with the Department, State level Core-committee and Core-committees constituted during planning and implementation phase.
- (x) Flag all pending/executed issues on time before the Department / State Management Committee on Patient Transport System;
- (xi) Assess and minimize the commercial risks of contracts whilst ensuring the successful delivery of each project.
- (xii) Conceive, develop, and deliver techniques, practices, and procedures for contract administration in a manner that protects the Government's interests.
- (xiii) Define contracts recommendations that support goals, in collaboration with Department.
- (xiv) Analyze trends and market conditions for the present and future contracts requirements of goods, services and third-party agents.
- (xv) Monitor and analyze trends in contractual agreements in order to make recommendations for the future, and to identify areas for possible savings.
- (xvi) To evaluate potential risks and to the project and thereafter suggest measures to reduce risks to levels acceptable by the Government.

### **Accountant**

- Coordinate with of state level officials as well as programme officials on day to day basis for expeditious implementation of the various scheme.
- Assist DDO, Consultant (Finance) and other accounts officers in pragmatic planning for expeditious utilization of funds.
- Provide support to the Training section / COE section enabling state Health Planning initiative for community action for health and development of State Programme Implementation Plans (State PIP) and preparation of budget for different programmes both training & IEC/BCC activities.
- Submit FMR timely to the NRHM on monthly basis
- Identify resources / flexible funds under major components.
- Ensure proper maintenance of cash books and other financial records relating to various programmes and have it countersigned by DDO on Daily basis /monthly basis.
- Dissemination of all financial rules and guidelines to both state & districts functionaries.
- Assist DDO in physical verification of cash book on periodical basis.
- To track advances periodically and ensure timely recoupment / adjustment & preparation of its aging analysis.
- Ensure collection of all SoEs & UCs (both NRHM & Budgetary Fund) and their compilation at state level and submission to concerned funding agencies.
- Preparing periodically Bank reconciliation statement.
- Ensuring smooth management of distribution of TA/DA to the participants of different programmes & review meeting.
- Ensuring Tally-based / any software based accounting as will be directed by management.
- Assist in various audit and submission necessary compliances in time to the audit.
- Preparation of periodically fund analysis statement (Unspent Balance)
- Liaisoning with Bank for e-transfer of fund & other matters to ensure CPSMS system.
- Timely deposit of TDS & its quarterly filling & issue of TDS certificate to the respective deducties.
- Any other work assigned by the authority as and when necessary.