

Adv. No.:48/16
Walk-in- Interview
Date: 22.12.2016

Walk-in-Interview will be conducted as scheduled below for filling up the following posts under **National Health Mission, Odisha** on contractual basis with monthly remuneration as noted against each and subject to renewal as per OSH&FW Society terms and conditions. Lower age limit for all the post is 21 years as on **dt 01.12.2016**

Sl. No.	Name of the Post	Age as on <u>1.12.2016</u>	Remuneration (in Rs.), Performance Incentive & other allowances as admissible	Date of Registration / Interview	Eligibility Criteria
01	State Programme Coordinator (Tech.), NPCDCS	Upto 65 years	Rs. 50,800/- + P.I.	30.01.2017	MBBS degree from an Institution recognized by Medical Council of India (MCI) with valid registration from the Odisha Medical Council. Candidates having MBBS degree along with Diploma or Masters in Public Health or Community Health Administration will be given preference. Experience - At least 5 years of post qualification experience of working in Health services / Public Health programme.
02	Epidemiologist / Public Health Specialist (District NCD Cell-NPCDCS)	Upto 65 years	Rs.44,000/- + P.I.	30.01.2017	MBBS degree from an Institution recognized by Medical Council of India. Candidates having MBBS degree alongwith MD or DNB in Preventive & Social Medicine or Community Medicine or Community Health Administration will be preferred. S/He must have valid registration from the Odisha Medical Council
03	Management Consultant, Blood Cell	Upto 65 years	Rs. 44,000/- + P.I.	30.01.2017	MBBS degree from an Institution recognized by Medical Council of India with valid registration from the Odisha Medical Council. S/He must have 2 years post qualification experience in Blood Bank management.
04	Logistic Manager	Upto 45 years	Rs. 44,000/- + P.I.	31.01.2017	(i)The candidate must have secured minimum 60% marks in Master Degree or Post Graduate Diploma (2 years course) in either Business Administration or Business Management or Management. However, the aforesaid Master Degree or Post Graduate Diploma must have specialization in Logistic & Supply Chain Management from a recognized University / Institution. <u>OR</u> (ii)The candidate must have Master Degree or Post Graduate Diploma (2 years course) in either Business Administration or Business Management or Management. The aforesaid Master Degree or Post Graduate Diploma must have specialization in HR or Finance or Marketing with minimum 60% marks in aggregate and also must have the additional qualification of Graduate degree or PG Diploma in Material Management or Supply Chain Management from a recognized University / Institution. Experience - For (i) & (ii) above , the candidate must have at least 2 years post qualification experience in Logistics & Inventory Management in Govt. or Govt. aided agencies or reputed private organizations.

Venue:- Mission Directorate (National Health Mission), Annex Building of SIH&FW, Nayapalli, Unit-8, Bhubaneswar, Dist.- Khordha, Pin – 751012, Odisha.

General information and Instructions:-

- i. Interested candidates having requisite qualification and experience may register their names for the interview in between **10.30 A.M. to 12 Noon** of the date (s) mentioned against each post. No registration will be allowed in any case after scheduled time of registration. After shortlisting basing on the required eligibility criteria, the candidates will be required to stay back for interview. If the number of candidates registered and shortlisted will be high, then the interview will be continued for other date/s, which will be notified to the candidates on the date of registration.
- ii. Candidates are required to come for interview with duly filled in application in prescribed format, available in the official website: **www.nrhmorissa.gov.in** and bring all certificates / testimonials, in original and a set of self attested photocopies of the same, in support of age, qualification and experience, for verification. Candidates are also required to bring two recent passport size colour photographs and self photo ID proof (Voter ID card / PAN card / Driving License / Aadhar card / Passport). Incomplete application in any form will be rejected.
- iii. The above positions are purely temporary and co-terminus with the scheme. Canvassing in any form will render the candidate disqualified for the position.
- iv. Details of vacancy, eligibility, ToR, age, application form etc. can be downloaded from the official website (**www.nrhmorissa.gov.in**).
- v. 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.
- vi. Over aged and under qualification in the prescribed educational qualification shall be rejected.
- vii. Candidates, who are already working in Health Department either on regular or on contractual basis, have to submit **No Objection Certificate (NOC)** from the employer (appointing authority) at the time of interview, without which they will not be eligible for appearing interview. 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.
- viii. 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.
- ix. No personal correspondence / queries will be entertained. All communication will be made through e-mail / official website / Notice Board.
- x. The panel for above positions shall also remain valid for similar post / in other programmes under NHM ambit with same educational qualification and same remuneration, as will be decided by the Society.
- xi. Number of vacancies / remuneration as mentioned under this advertisement may vary at the time of actual engagement.
- xii. The undersigned reserves the right to cancel any or all the applications / positions at any stage of recruitment process without assigning any reason thereof.
- xiii. The result of walk-in-interview will be published in the **official website of NHM**.

Sd/-

**Mission Director, NHM
Member Secretary, OSH&FWS, Odisha**

Detailed Vacancy	
State Programme Coordinator (Tech.), NPCDCS	1
Management Consultant, Blood Cell	1
Logistic Manager	1

SI No	Name of the District	Epidemiologist / District Programme officer (District NCD
1	Angul	1
2	Balasore	1
3	Cuttack	1
4	Ganjam	1
5	Jajpur	1
6	Jharsuguda	1
7	Kalahandi	1
8	Kandhamal	1
9	Kendrapara	1
10	Khordha	1
11	Koraput	1
12	Malkangiri	1
13	Mayurbhanj	1
14	Nabarangpur	1
15	Rayagada	1
16	Sundargarh	1
17	Baragarh	1
18	Bhadrak	1
19	Boudh	1
20	Deogarh	1
21	Dhenkanal	1
22	Gajapati	1
23	Jagatsingpur	1
24	Nayagarh	1
25	Keonjhar	1
26	Sonepur	1
Total		26

ToR

State Programme Coordinator (Tech.), NPCDCS

1. Preparing Program Implementation Plan.
 2. Formulating operational and financial guidelines for program implementation including review of existing guidelines.
 3. Organizing National & Regional level review meetings and orientation workshops.
 4. Organizing training program for Medical Officers.
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5. Reviewing and integrating existing training material into the program.
 6. Developing other training material and training strategy.
 7. Visiting states & districts to monitor the NCD activities.
 8. Reviewing program implementation at state, district and below district levels.
 9. Collaborating with States, Medical colleges, NGOs and other sectors.
 10. Preparing and submitting quarterly progress report for NPCDCS to DDG (NCD).
 11. Parliament questions replies including preparation of supplementary.
 12. Any other job assigned by concerned officers.
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Epidemiologist / Public Health Specialist (District NCD Cell) – NPCDCS

1. Preparing Programme Implementation Plan.
2. Organizing review meetings and orientation workshops.
3. Organizing training programme for Medical Officers.
4. Visiting districts and peripheral units to monitor the NCD activities.
5. Reviewing programme implementation at district and below district levels.
6. Collaborating with Centre, Medical colleges, Districts, NGOs and other sectors.
7. Preparing and submitting quarterly progress report for NPCDCS to SNO (NCD).
8. Any other job assigned by concerned officers.

Management Consultant (Blood cell)

Key Responsibilities and Accountabilities:-

- ☐ To coordinate Director SBTC to planning and implementation of Blood activities in the District.
- ☐ To assess the need of requirement in the districts and FRU for blood services and supplement in under NHM
- ☐ Monitoring of funds for blood services, blood disorders provide under NHM. Data analysis of the reports generate by the district level blood banks and FRUs.
- ☐ Providing support and monitoring of blood disorders patients at the medical college level.
- ☐ Preparing the PIPs and monitoring and implementation of the programme
- ☐ Linkages plan, Co-ordination with state drugs authority, state health department, SBTC and blood banks.
- ☐ Monitoring of blood banks and blood storage centers.
- ☐ Any other task as assigned by the competent authority.

LOGISTIC MANAGER

1. Management of overall logistic activities of SPMU involving coordinating with all the sections of SPMU, Directorates & District PMUs.
2. Arrangement of Logistics for different training & workshops in office and outside venues with coordination of concerned sections.
3. Arrangement of vehicles, tickets (Train, Bus & Flight) for NHM officials.
4. Booking of accommodations for the guest and venues for training purpose as and when required basis.
5. Receipt of material at Store along with document. Checking of material, quantity & condition and document completeness.
6. Logistic arrangement for dispatch of the printing materials at the Store to Districts as per the requirements received from the concerned sections of SPMU.
7. Supervise Material Handling, Storage, Material Disbursement, Inventory control, & Housekeeping.
8. Inventory management & storage: Planning of inventory so as to curtail inventory-holding expenses and adherence to the minimum inventory level to minimize wastage.
9. Conduct physical verification of inventory on quarterly basis & reconciling with systems stocks.
10. Interface with finance team & supplier to ensure that overdue payments to vendors are cleared in time so that the supplies are not only affected but the confidence of the supplier in the organization is enhanced.
11. Preparation of Audit compliance related to Stock / Store in coordination with the finance team.
12. To understand the end user requirement, Receiving and Evaluating Quotations, Negotiation, Placing Order, follow up for on time Delivery and Pending Orders.
13. Developing long-term partnerships with local suppliers, managing day-to-day supplier performance to ensure meeting of service, cost, delivery & quality norms
14. Ensure timely renewal of Annual Maintenance Contracts with hardware & other warehouse gadgets.
15. Any other task assigned by the Reporting Authority.

APPLICATION FORM

Advertisement No.		Photograph					
Name of the Post							
		Identity Proof No.					
1. Applicant Name:							
2. Father's Name:							
3. Date of Birth:	4. District of Domicile:	5. Sex:					
6. Age as on 01.12.2016							
7. Present Contact Address:		8. Contact Telephone No. :-					
Permanent Contact Address:		Mobile No:-					
9. Email Address:							
10. Languages spoken/written:							
11. Professional Qualification details:							
Sl. No.	Exam Passed	Name of Board / University	Year of passing	Marks (excluding 4th optional)			Duration of Course
				Full Mark	Marks Secured	% of Marks	

12. Employment Record:-
Total years of post qualification experience:-

13. Experience Details (starting from present / last employment):-

Name of the Employer	Post Held	From Date	To Date	Total	
				Year	Month

Declaration: I do hereby declare that the information furnished above are true to the best of my knowledge and belief and that, if at any stage, it is found that any of the above material information is false / incorrect or is suppressed by me, my candidature / appointment under Odisha State Health & Family Welfare Society (OSH&FWS), Odisha is liable to be rejected / terminated. I also declare that I have never been disengaged from service under the OSH&FWS, Odisha on administrative ground such as disobedience / poor performances/ misbehavior/ criminal activity etc.

Date:

Place:

Full Signature of the Applicant

List of enclosure(s):-

Note:

1. The following documents are to be enclosed along with the application:
 - a. Two copies of passport size colour self attested photographs. One copy of self attested photograph will however to affixed at the position in the application form.
 - b. Self attested photocopies of documents in support of age, qualification, experience etc.
 - c. Self attested photocopy of Identity Proof (Voter ID card / PAN card / Driving License / Adhar card / Passport).