



ZILLA SWASTHYA SAMITI, BHADRAK  
DISTRICT PROGRAMME MANAGEMENT UNIT  
O/O- CDMO, BHADRAK, DIST- BHADRAK  
Advt. No. 12/2016 Date: 01/01/2016



**ADVERTISEMENT**

**for filling up vacancies of various staffs under NHM, O/o CDMO, Bhadrak**

Applications are invited from eligible candidates for filling up of different posts viz. Medical Officer (MBBS), Medical Officer (Part Time- O&G, Pediatrics Specialists), Staff Nurse, ANM, LT, BPM, BDM, DEO, Immunization Computer Assistant & Accountant for Bhadrak District under National Health Mission, Odisha on contractual Basis for a term of 11 months. Application form duly filled in with all required documents must reach to the office of CDMO, Bhadrak on or before 11-01-2016 upto 5.00 P.M. by **registered post or speed post only**. *This office will not be held responsible for any postal delay.* No personal correspondences / enquiry will be entertained in this matter. **The application form and other details can be downloaded from the district web site i.e. [www.bhadrak.nic.in](http://www.bhadrak.nic.in).** Number of vacancies/ remuneration as mentioned under this advertisement may vary at the time of actual engagement. The undersigned reserves the right to cancel any or all the applications without assigning any reason thereof.

-sd/-

**CDMO-cum-District Mission Director, Bhadrak.**



**OFFICE OF THE CHIEF DISTRICT MEDICAL OFFICER, Bhadrak**  
**DISTRICT PROGRAMME MANAGEMENT UNIT,**  
**(Department of Health & FW, Govt. of Orissa),**  
E-mail : [dpmubhadrak@gmail.com](mailto:dpmubhadrak@gmail.com), Phone/Fax: 06784-250605



Advt. No. \_\_\_\_\_

Date: \_\_\_\_\_

**ADVERTISEMENT**

Applications are invited from eligible candidates for filling up the following posts under National Health Mission, Bhadrak on contractual basis for a period of 11 months with monthly remuneration as noted against each and subject to renewal as per society norms basing on the performance and subject to continuance of the programme. Performance Incentives & other benefits are also admissible for all posts as per norms applicable and orders issued there under from time to time. Lower age limit for all the posts is 21 years and upper age limit is as mentioned in the table as on 01-01-2016.

Sl. No.	Name of the Post	Vacancy	Category	Eligibility Criteria	Monthly Remuneration (in Rs.)
1	Staff Nurse	20	UR -13 SC -04 ST -03 (Total 20, one post for PH (Blindness/Low vision and one for Ex-Servicemen)	<b>Age:</b> She must have attained the age of 21 years and must not be above the age of 32 years as on 01-01-2016 for the post, (however, age relaxation & reservation policy is to be followed as per State Govt. norms) except ASHAs those who have completed 1 year in the health system in the State and below the age of 45 years. <b>Minimum Qualification:</b> The candidate must have passed in General Nursing & Midwife/ B.sc Nursing schools from any 3 Govt. Nursing Schools of 3 medical colleges/School of nursing MCL Talcher/ IGH Rourkela or other recognized private institutions duly approved by NIC and must have registered in the Odisha nursing council	Rs. 11,770/ + PI as admissible
2	ANM	05	SC - 02 ST - 03 (Total - 05)	<b>Age:</b> She must have attained the age of 21 years and must not be above the age of 32 years as on 01-01-2016 for the post, (however, age relaxation & reservation policy is to be followed as per State Govt. norms) except ASHAs those who have completed 1 year in the health system in the State and below the age of 45 years. <b>Minimum Qualification:</b> The Candidate must have passed the HSC examination & shall have completed ANM course from institutions recognized by Govt. and approved by INC and must have registered in the Odisha Nursing Council.	Rs. 9,020/ + PI as admissible
3	LT	03	UR - 01 SC - 01 ST - 01 (Total - 03)	<b>Age:</b> S/he must have attained the age of 21 years and must not be above the age of 32 years as on 01-01-2016 for the post, (however, age relaxation & reservation policy is to be followed as per State Govt. norms). <b>Minimum Qualification:</b> The candidate must have passed in Diploma in Medical Laboratory Technology from any of the 3 Govt. Medical Colleges or from any other AICTE approved institution.	Rs. 9,350/ + PI as admissible
4	MO MBBS (01-STD Clinic, 03-SNCU)	04	UR - 04	<b>Age:</b> Upto 68 years as on 01-01-2016 for the post, subject to their physical fitness. <b>Minimum Qualification:</b> MBBS from Recognized University with MCI registration	Rs. 30,800/ + PI as admissible

Sl. No.	Name of the Post	Vacancy	Category	Eligibility Criteria	Monthly Remuneration (in Rs.)
5	Medical Officer (Part Time: Specialist - 01 O&G and 01 - Paediatric)	02	UR - 02	<b>Age:</b> Upto 68 years as on 01-01-2016 for the post, subject to their physical fitness <b>Minimum Qualification:</b> MBBS with post-graduation in O&G for Gynecologist and PG in Pediatric for pediatric specialist respectively from Recognized University with MCI registration	@ 1250/- per session (First or second)
6	Block Programme Manager	01	UR - 01	<b>Age:</b> S/he must have attained the age of 21 years and must not be above the age of 35 years on 01-01-2016. <b>Minimum Qualification:</b> The candidate should be a Post Graduate with minimum 50% marks. S/He should have completed one year Diploma course in Computer Application from a recognized / registered institute.	Rs. 18,900/ + PI as admissible
7	Block Data Manager	01	UR - 01	<b>Age:</b> S/he must have attained the age of 21 years and must not be above the age of 35 years on 01-01-2016. <b>Minimum Qualification:</b> The candidate should be a Graduate with minimum 50% marks. S/He should have completed PGDCA / DCA of one year duration from recognized / registered institute.	Rs. 11,600/ + PI as admissible
8	Data Entry Operator (DEO)	01	UR - 01	<b>Age:</b> S/he must have attained the age of 21 years and must not be above the age of 35 years on 01-01-2016. <b>Minimum Qualification:</b> The candidate should be a Graduate with minimum 50% marks. S/He should have completed PGDCA / DCA of one year duration from recognized / registered institute.	Rs. 11,600/ + PI as admissible
9	Immunization Computer Assistant	01	UR - 01	<b>Age:</b> S/he must have attained the age of 21 years and must not be above the age of 40 years on 01-01-2016. <b>Eligibility:</b> The candidate should be a Graduate in Commerce with minimum 50% marks in aggregate. S/he should have basic knowledge in computing and should have at least 2 years post qualification working experience in accounting.	Rs. 13,800/ + PI as admissible
10	Accountant	01	UR - 01	<b>Age:</b> S/he must have attained the age of 21 years and must not be above the age of 35 years on 01-01-2016. <b>Minimum Qualification:</b> The candidate should be a Graduate in Commerce with minimum 50% marks in aggregate. S/He should have basic knowledge in computing and should have at least 2 years post qualification working experience in accounting.	Rs. 13,800/ + PI as admissible

The above positions are purely temporary and also co-terminus with the scheme, Canvassing in any form will render the candidate disqualified for the position. Interested candidates may log on [www.bhadrak.nic.in](http://www.bhadrak.nic.in) for downloading the application form for detail reference of eligibility criteria, selection guideline and other terms and conditions. Age relaxation shall be applicable to the candidates as per the ORV rules. Candidates who are already working with any organization either on regular or contractual basis have to submit 'No Objection Certificate' from concerned employer. Interested candidates fulfilling the eligibility criteria mentioned above are to apply to the CDMO-cum-District Mission Director, Bhadrak on or before **11.01.2016 by 5 p.m. through Regd. Post/Speed Posts only and the envelope containing the application should be superscribed clearly the name of the post applied for.** 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 from the OSH & FW 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. Number of vacancy / remuneration under this advertisement may vary at the time of actual engagement. However, the panel of advertised position can be utilized for other positions of the society having same educational qualification and remuneration. The number of vacancy projected in the advertisement is an indicative one and may vary as per the actual requirement at the time of recruitment. The undersigned reserves the right to cancel any or all the applications without assigning any reason thereof.

**CDMO-cum-District Mission Director, Bhadrak, Odisha.**

## **Selection Process for contractual engagement of SNs & ANMs & LT, Medical Officers, BPM, BAM & Accountant under NHM, Bhadrak**

### **Process of Selection for Staff Nurse & ANM:**

To select competent candidates, the following process will be adopted by the district.

<b>Step</b>	<b>Process</b>
01	Finalization of merit list as per carrier assessment
02	Competency Based Skill Test (CBST) of the eligible candidates in order of merit for final selection.

#### **01. Name of Position: Staff Nurse**

- 1.1 **Nature of Contract:** The above positions are purely temporary in nature and also co-terminus with project period. The contract will be for 11 months and to be renewed based on performance appraisal report.
- 1.2 **Eligibility Criteria:** In order to be eligible for direct recruitment to the post of Staff Nurse a candidate shall have to satisfy the following conditions, namely:-
  - 1.2.1 **Nationality:** She must be a citizen of India.
  - 1.2.2 **Age Limit:** She must have attained the age of 21 years and must not be above the age of 32 years on the date of such advertisement for the post except ASHAs those who have completed 1 year in the health system in the State and below the age of 45 years. She shall be allowed to take part in the recruitment process if having the minimum qualification as required for SN. However, age relaxation & reservation policy of State Govt. is to be followed in toto, for candidates fulfilling criteria prescribed in the said policy ( Except for ASHA)
  - 1.2.3 **Knowledge in Odia:** The candidate must
    - (i) be able to read, write and speak Odia .
    - (ii) have passed middle school examination with Odia as language subject; or
    - (iii) have passed Matriculation or equivalent with Odia as medium of examination in non- language subject; or
    - (iv) have passed in Odia as language subject in the final examination of Class – VII from a school or educational institution recognized by the Government of Odisha or the central Government; or
    - (v) have passed a test in Odia in Middle English School standard conducted by the School and Mass Education Department.
- 1.3 **Marital Status:** If married, the candidate must not have more than one spouse living: Provided that the Government may, if satisfied that such marriage is permissible under the personal law applicable to such person or there are other specific grounds for doing so, exempt any person from the operation of this rule.
- 1.4 **Minimum Educational Qualification:** The candidate must have passed in General Nursing & Midwife/ B.sc Nursing schools from any 3 Govt. Nursing Schools of 3 medical colleges/School of nursing MCL Talcher/ IGH Rourkela or other recognized private institutions duly approved by NIC and must have registered in the Odisha nursing council.
- 1.5 **Physical Fitness:** The candidate must be of good mental and physical health and free from any physical defects likely to make her incapable of discharging her normal duties in the Service. A candidate who after such medical examination as the Government may prescribe is not found to satisfy the requirements shall not be appointed to the Service.
- 1.6 **Registration:** The candidate must have registered her name in Nursing Council in the State and have possessed valid registration certificates as on the date of advertisement.

## 1.7 Process of Finalization of Merit list

### 1.7.1 Carrier Assessment

The carrier assessment would be done for individual applicant using following criterias.

Sl. No.	Examination	Weightage
i.	HSC (excluding 4 <sup>th</sup> optional)/equivalent	20%
ii.	+2 Science (excluding 4 <sup>th</sup> Optional)/ equivalent	30%
iii.	B.sc Nursing/Diploma in General Nursing & Midwife Course	50%

#### Total Marks – 100

**Additional Marks for ASHAs:** ASHAs shall be allowed one percent extra mark of the total marks for each completed year of continuous service subject to the maximum of fifteen percent which will be added to the marks secured by them for deciding the merit position.

1.7.2 **Constitution of Selection Board-** The selection shall be done by a Committee and decision of the committee is final.

### 1.7.3 Procedure for finalization of merit list by the Board.

After the last date for receipt of applications, the Board shall

1.7.3.1 Scrutinize all the applications & prepare a database

1.7.3.2 Prepare provisional merit list of the candidates against the vacancies advertised considering career marks & other criterias as follows:

Provided that if two or more candidates secure equal marks as per the career assessment made, then the following step shall be taken in order of preference, namely – The Candidate who secures more marks in Diploma in General Nursing and Midwife Course Examination shall be assigned higher position. If the marks are the same then:

- The candidate who secures higher mark in Physics, in +2 Science, shall be assigned higher position. If the marks are the same then;
- The candidate who secures higher marks in Chemistry, in +2 Science, shall be assigned higher position. If the marks are still the same then;
- The candidate older in age as per date of birth shall be assigned higher position.

1.7.3.3 Publish the provisional merit list with date of verification in the website for accepting objections if any.

1.7.3.4 Draw the final merit list containing the names of the candidates against the number of vacancies advertised, after due verification.

### 1.7.4 Validity of Merit List

The select list of the candidates prepared shall be in force for a period of one year only. Extension of such validity of the select list beyond one year shall be with due justification and by Government approval only.

1.7.5 **Reservations:** The existing reservation principles and age relaxation norms of the State Govt. will be followed strictly in toto. However, in case of non availability of required numbers of candidates in reserved category(ies), the same shall be referred to Mission Directorate for appropriate decision.

1.7.6 If any candidate is found to have suppressed any material information or furnished false information/ documents, her service shall be terminated from the society forthwith. Candidates who have been disengaged from the society on administrative grounds such as disobedience/ poor performance/ misbehavior/ criminal activities etc. are not eligible to apply. Incomplete application in any form will be rejected.

- 1.8 Modalities for Competency Based Skill Assessment (CBST)
- (i) All the skill assessment tests will be conducted at district level.
  - (ii) All the candidates in the merit list would be called in batches (Batch size-20/batch) for competency based skill tests.
  - (iii) Candidates will be assessed on 11 skills and related knowledge base following OSCE model.
  - (iv) Assessment will be done only by the trained assessors available in the districts.
  - (v) All the candidates who will secure >70% marks in the skill assessment will be eligible for final recruitment.
- 1.9 **Issue of engagement order:**  
The merit list candidates qualifying as per CBST will be issued engagement order.

## **02. Name of Position: ANM**

- 2.1 **Nature of Contract:** The above positions are purely temporary in nature and also co-terminus with project period. The contract will be for 11 months and to be renewed based on performance appraisal report.
- 2.2 **Eligibility Criteria:** In order to be eligible for recruitment to the post of ANM, a candidate shall have to satisfy the following conditions, namely
- 2.2.1 **Age Limit:** She must have attained the age of 21 years and must not be above the age of 32 years on the date of such advertisement for the post except ASHAs those who have completed 1 year in the health system in the state & below the age of 45 years. She shall be allowed to take part in the recruitment process if have the minimum qualification as required for HW(F). However, age relaxation & reservation policy of state Govt. is to be followed in toto, for candidates fulfilling criteria prescribed in the said policy (except for ASHA).
- 2.2.2 **Knowledge in Odia :** She must
- (a) be able to read, write and speak Odia;
  - (b) have passed middle school examination with Odia as language subject; or
  - (c) have passed Matriculation or equivalent examination with Odia as medium of examination in non-language subject; or
  - (d) have passed in odia as language subject in the final examination of class- VII from a school or educational institution recognized by the Government of Odisha or the central Government; or
  - (e) have passed a test in Odia in Middle English School standard conducted by the School and Mass Education Department.
- 2.3 **Marital Status:** A candidate if married must not have more than one spouse living, provided that the Government may, if satisfied that there are other specific grounds for allowing such marriage exempt any person from the operation of these rules.
- 2.4 **Minimum Educational Qualification:** The Candidate must have passed the HSC examination & shall have completed ANM course from institutions recognized by Govt. and approved by INC and must have registered in the Odisha Nursing Council.
- 2.5 **Physical Fitness:** A candidate must be of good mental and physical health and free from any physical defects likely to make her incapable of discharging her normal duties in the Service.  
A candidate who after such medical examination as the Government may prescribe is not found to satisfy the requirements shall not be appointed to the Service.
- 2.6 **Registration:** Candidate must have registered her name in the Odisha Nursing Council and have possessed valid registration certificates as on the date of advertisement.

## 2.7 Process of finalization of Merit list

**2.7.1 Carrier Assessment:** The career assessment would be done for individual applicant using following criterias.

Sl. No.	Examination	Weightage
01	HSC (excluding 4 <sup>th</sup> optional)/equivalent	20%
02	+2 (excluding 4 <sup>th</sup> Optional) /equivalent	30%
03	Health Worker Female Training Course	50%

### Total Marks- 100

**Additional Marks for ASHAs:** ASHAs shall be allowed one percent extra mark of the total marks for each completed year of continuous service subject to the maximum of fifteen percent which will be added to the marks secured by them for deciding the merit position.

**2.7.2 Constitution of Selection Board:** The selection shall be done by a committee and the decision of the committee is final.

**2.7.3 Procedure for finalization of merit list by the Board:** After the last date for receipt of applications, the Board shall

**2.7.3.1** Scrutinize all the applications & prepare a database

**2.7.3.2** Prepare provisional merit list of the candidates against the vacancies advertised considering career marks & other criterias as follows:

Provided that if two or more candidates secure equal marks as per the career assessment made, then the following step shall be taken in order of preference, namely –

a. The candidate who secures more marks in Health Worker Female Training Examination shall be assigned higher position. If the marks are the same then;

b. The candidates older in age as per date of birth shall be assigned higher position.

**2.7.3.3** Publish the provisional merit list with date of verification in the website for accepting objections if any.

**2.7.3.4** Draw the final merit list containing the names of the candidates against the number of vacancies advertised, after due verification.

**2.7.3.5** Prepare provisional merit list of the candidates against the vacancies advertised considering career marks & other criterias

**2.7.4 Validity of Merit List:** The select list of the candidates prepared shall be in force for a period of one year only. Extension of such validity of the select list beyond one year shall be with due justification and by Government approval only.

**2.7.5 Reservations:** The existing reservation principles and age relaxation norms of the State Govt. will be followed strictly in toto. However, in case of non- availability of required number of candidates in reserved category (ies), the same shall be referred to Mission Directorate for appropriate decision.

**2.7.6** If any candidate is found to have suppressed any material information or furnished false information/documents, her service shall be terminated from the society forthwith. Candidates who have been disengaged from the society on administrative grounds such as disobedience/poor performance/misbehavior/criminal activities etc are not eligible to apply. Incomplete application in any form will be rejected.

## 2.8 Modalities for Competency Based Skill Assessment (CBST)

a) All the skill assessment tests will be conducted at district level.

b) All the candidates in the merit list would be called in batches (Batch size- 20/ batch) for competency based skill tests.



- c) The candidates will be assessed on 11 skills and related knowledge base following OSCE model.
- d) Assessment will be done only by the trained assessors available in the districts.
- e) All the candidates who will secure >70 % marks in the skill assessment will be eligible for final recruitment.

2.9 **Issue of engagement order:** The merit list candidates qualifying as per CBST will be issued engagement order.

### 03. **Name of Position: Laboratory Technician**

**3.1 Nature of Contract:** The above positions are purely temporary in nature and also co-terminus with project period. The contract will be for 11 months and to be renewed based on performance appraisal report.

**3.2 Eligibility Criteria:** In order to be eligible for direct recruitment to the post of Laboratory Technician a candidate shall have to satisfy the following conditions, namely:-

**3.2.1 Nationality:** S/he must be a citizen of India.

**3.2.2 Age Limit:** S/he must have attained the age of 21 years and must not be above the age of 32 years on the date of such advertisement for the post However, age relaxation & reservation policy of State Govt. is to be followed in toto, for candidates fulfilling criteria prescribed in the said policy.

**3.2.3 Minimum Educational Qualification:** The candidate must have passed in Diploma in Medical Laboratory Technology from any of the 3 Govt. Medical Colleges or from any other AICTE approved institution.

**3.3 Physical Fitness:** The candidate must be of good mental and physical health and free from any physical defects likely to make her incapable of discharging her normal duties in the Service. A candidate who after such medical examination as the Government may prescribe is not found to satisfy the requirements shall not be appointed to the Service.

**3.4 Registration:** The candidate must have registered her/his name in respective Medical Council in the State and have possessed valid registration certificates as on the date of advertisement.

#### **3.5 Process of Finalization of Merit list**

##### **3.5.1 Carrier Assessment**

The carrier assessment would be done for individual applicant using following criterias.

<b>Sl. No.</b>	<b>Examination</b>	<b>Weightage</b>
i.	Mark secured in DMLT	100%

**Total Marks - 100**

#### **04. Medical Officer (MBBS): Vacancy: 04 (STD Clinic – 01 & SNCU – 03)**

##### **Eligibility Criteria:**

Age	:	Upto 68 years subject to their physical fitness
Qualification	:	MBBS from Recongnized University with MCI registration
Preference	:	Post Graduate Degree / Diploma in Dermatology or O&G Specialist ( <b>STD Clinic</b> ) & Paediatric Specialist ( <b>SNCU</b> )

#### **05. Medical Officer (Part Time: Specialists): Vacancy: 02 (O&G – 01 & Paediatric – 01)**

Age	:	Upto 68 years subject to their physical fitness
Qualification	:	MBBS with post-graduation in O&G for Gynecologist and PG in Pediatric for pediatric specialist respectively from Recognized University with MCI registration

##### **Selection Modalities, Service Provisioning and remuneration of the Specialist**

<b>SL. No.</b>	<b>Activity</b>	<b>Proposal</b>
1	Qualification requirements for services providers	Specialist service will be provided by a doctor having MBBS with post-graduation in O&G for Gynecologist and PG in Pediatric for pediatric specialist respectively
2	Age limit	Upto 68 yrs. Subject to their physical fitness
3	Days & time of services	Fixed day assured specialist service will be provided in the UPHC. <b>O&amp;G –OPD</b> will be open once a week i.e. on each Monday from <b>8 AM to 11AM &amp; 5 PM to 8 PM (6 hours a day) : 4 day in a month</b> Paediatric OPD will be open on each Tuesday from <b>8 AM to 11AM &amp; 5 PM to 8 PM (6 hours a day) : 4 day in a month</b>
4	Job Description of Pediatric Specialist	The Paediatric Specialist will treat the sick children referred to the UHND in the OPD. Separate OPD register will be maintained for specialist services.
5	Job Description of O&G Specialist	The O&G Specialist will treat the patients having Obstetrics & Gynecologists problems, the patients referred from UHND in the OPD. She /he will provide ANC, PNC to patients. Separate OPD register will be maintained for specialist services.
6	Remuneration and mode of payment	<b>Remuneration will be given to the specialist @ 1250/- per session</b> (First or second). The specialist will submit the claim sheet in the prescribed format to MO(I/C) / ADMO (PH) –UPHC and MO(I/C) / ADMO (PH) will verify the claim sheet and submit the same to DPMU for transfer of the claims to the person concerned within 15 days after receipt of the claim sheet.
7	Work Certificate & Remuneration	The MO (I/C) / ADMO (PH) of the concerned UPHC / district will certify the number of the sessions the specialist has render services and will recommend for payment. In case the specialist not attended both morning and evening sessions, necessary amount will deducted for the same.
8	Quality Monitoring	The district QA team / any district officers visiting the health facilities where specialized services are being provided will oversee the quality of service being provided.
8	Alternative arrangement	If the Doctor will not attended the OPD on any fixed day, she/ he has to inform the MO(I/C) / ADMO (PH) well in advance at list 2 days prior, so that other empanelled doctor can be called to provide fixed day service in the UPHC.
9	Others	In case of poor performance and irregular in duty, the decision of District Health Society is final.

## **06. Block Programme Manager**

**Eligibility:** The candidate should be a Post Graduate with minimum 50% marks. S/He should have completed one year Diploma course in Computer Application from a recognized / registered institute.

**Age:** S/he must have attained the age of 21 years and must not be above the age of 35 years on 01-01-2016.

### **Selection Procedure:**

- |                                    |          |
|------------------------------------|----------|
| a. Mark Assessment (Post Graduate) | 40 marks |
| b. Computer Test (Practical)       | 20 marks |
| c. Viva Voice                      | 40 marks |

For computation of score of a candidate out of 40 earmarked for mark assessment, the following procedure to be followed:

$\frac{\text{Marks Secured}}{\text{Total Marks}} \times 40$

Candidates securing 50% and above marks in the Mark Assessment shall be shortlisted. Candidates 3 times the number of vacancies on the basis of merit list prepared on Mark Assessment shall be called for computer test. Candidates securing 50% and above marks in the Computer Test shall be called for Viva – Voice. The final merit list shall be prepared for all the candidates, who appeared for the interview by compiling marks secured in all the three stages.

## **07 & 08. Block Data Manager & Data Entry Operator**

**Eligibility:** The candidate should be a Graduate with minimum 50% marks in aggregate and have passed PGDCA / DCA etc. of one year duration from recognized / registered institute.

**Age:** S/he must have attained the age of 21 years and must not be above the age of 35 years on 01-01-2016.

### **Selection Procedure:**

- |                                 |          |
|---------------------------------|----------|
| a. Mark Assessment (Graduation) | 40 marks |
| b. Computer Test (Practical)    | 40 marks |
| c. Viva Voice                   | 20 marks |

For computation of score of a candidate out of 40 earmarked for mark assessment, the following procedure to be followed:

$\frac{\text{Marks Secured}}{\text{Total Marks}} \times 40$

Candidates securing 50% and above marks in the Mark Assessment shall be shortlisted. Candidates 3 times the number of vacancies on the basis of merit list prepared on Mark Assessment shall be called for computer test. Candidates securing 50% and above marks in the Computer Test shall be called for Viva – Voice. The final merit list shall be prepared for all the candidates, who appeared for the interview by compiling marks secured in all the three stages.

### **09. Immunization Computer Assistant**

**Eligibility:** Any graduate with minimum 50% marks in aggregate with Post Graduate Diploma in Computer Application (1Year duration) from a Govt. recognized Institution. **The candidate must be a permanent resident of the district applied for.**

**Age:** S/he must have attained the age of 21 years and must not be above the age of 40 years on 01-01-2016.

#### **Selection Procedure:**

- |                              |          |
|------------------------------|----------|
| a. Computer Test (Practical) | 50 marks |
| b. Interview                 | 50 marks |

#### **Shortlisting of Candidates**

The candidate having the above qualification may be shortlisted. All the eligible (shortlisted) applicants shall be called for the computer test.

#### **Computer Test: 50 Marks**

Candidates securing 50% (fifty percent) or above marks in the Computer test will be eligible for appearing in interview.

#### **Final Tabulation of Marks**

Final tabulation of marks will be done on the basis of marks scored in the computer test together with interview on the basis of which the suitability of the candidate will be decided.

### **10. Accountant**

**Eligibility:** The candidate should be a Graduate in Commerce with minimum 50% marks in aggregate. S/he should have basic knowledge in computing and should have at least 2 years post qualification working experience in accounting.

**Age:** S/he must have attained the age of 21 years and must not be above the age of 35 years as on 01-01-2016.

#### **Selection Procedure:**

- |  |          |
|--|----------|
| a. Mark Assessment (Graduation)              | 40 marks |
| b. Viva Voice                                | 40 marks |
| c. For Either CA or ICWA (Inter), candidates | 20 marks |
- Shall be given full marks of

For computation of score of a candidate out of 40 earmarked for mark assessment, the following procedure to be followed:

$$\frac{\text{Marks Secured}}{\text{Total Marks}} \times 40$$

Candidates securing 50% and above marks in the Mark Assessment shall be shortlisted. Candidates 3 times the number of vacancies on the basis of merit list prepared on Mark Assessment shall be called for Viva-Voice. The final merit list shall be prepared for all the candidates, who appeared for the interview by compiling marks secured in all the stages.

\*\*\*\*\*

## **Application Form (For Medical Officer)**

*Paste recent  
passport size self  
attested photograph*

Name of the Candidate: \_\_\_\_\_

(In capital letter)

Father's Name: \_\_\_\_\_

Sex: \_\_\_\_\_

Nationality: \_\_\_\_\_

Communication address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Permanent Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Contact No. \_\_\_\_\_

Email ID: \_\_\_\_\_

Date of Birth

(Copy of the proof): \_\_\_\_\_

Qualification \_\_\_\_\_

(Copy of all relevant documents):

Place:

Name of the Candidate:

Date:

Signature:

*City Name: Bhadrak*



# APPLICATION FORM



**Post Applied for**

**ANM / Staff Nurse**

**Photograph**

1. First Name: Last Name

2. Date of Birth:

3. Sex:

4. District of Domicile

5. Please mention if SC/ST/SEBC/UR:

6. Present Contact Address with Telephone No.

7. Permanent Contact Address:

8. Mobile No.

9. Education: High School onwards, please list all your qualifications

Degree (Starting from 10 <sup>th</sup> onwards)	Institute/Board & Location	Year	Marks			Full/Part Time/Distance Learning
			Full Mark	Marks Secured	%	

10. Orissa Nursing Council Registration Number:

11. Employment Record:		
Total Years of post qualification experience:		
Years of experience in the Development Sector/ NGO :		
Years of experience in Government:		
12. Details of Employment: (Use separate sheets if required)		
Starting with your present employment list in reverse order all the employments you have had		
12A. Current Employment:		
From Month/Year	To Month/ Year	Designation
Location of Employment:		
<b>Description of your duties:</b>		
12B. Previous Employment:		
From Month/Year	To Month/ Year	Designation
Location of Employment		
Description of your duties:		
12C. Previous Employment		
From Month/Year	To Month/ Year	Designation
Location of Employment:		
<b>Description of your duties:</b>		
Date:		
Place:	<b>Signature of the Applicant</b>	

Note:

**The following documents are to be enclosed along with the application**

1. Two copies of passport size colour self-attested photograph.
2. Self- attested photo copies of all mark sheets & certificates in proof of the claim made by the candidate relating to his/ her educational qualification and age.
3. Application form & attested photo copies of all mark sheets & Certificates ( for each Individual post)
4. Residential Certificate.