



**Odisha State Health & Family Welfare Society, Govt. of Odisha**  
**Deptt. of Health & Family Welfare, Govt. of Odisha**  
**Annex Building of SIH&FW, Nayapalli, Unit-8, Bhubaneswar-751012,**  
**District-Khordha (Odisha) Phone/Fax: 0674- 2392480/79**



**Adv. No.: 09/2020**

**CONTRACTUAL APPOINTMENT**

**Date: 03/05/2020**

Applications are invited from eligible candidates for filling up the following positions 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. The positions are purely temporary and co-terminus with the Scheme. Lower age limit for all the positions is 21 years as on **01.04.2020**.

Sl. No.	Name of the Position	No. of Vacancy	Remuneration (in Rs.), Performance Incentive & other allowances as admissible
01	Consultant FPLMIS	1	Rs.53,483/-+PI
02	Assistant Manager LA&IS	18	Rs.34,399/-+PI
03	Consultant, Finance / Procurement, IDSP	1	Rs.27,957/-+PI

Interested candidates can log on to **www.nhmodisha.gov.in** for details of vacancy, eligibility criteria, age, selection procedure etc. Online application form will be available from **04/05/2020 to 10/05/2020 by 11.59 P.M.** Last date for receipt of the system generated application duly signed by the candidate along with self attested copies of all supportive documents is **19/05/2020 (by 5.00 P.M.)**.

Sd/-  
Mission Director, NHM  
Member Secretary, OSH&FWS, Odisha



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Sl. No	Name of the Position	Vacancy	Age as on 01.04.2020	Remuneration (in Rs.), Performance Incentive (P.I.) & other allowances as admissible	Eligibility Criteria
01	Consultant FPLMIS	01	Upto 45 yrs.	Rs.53,483/- +PI	<p><b>Qualification:-</b> The candidate must have passed B. Pharma / M. Pharma with Master Degree in Business Administration or its' equivalent course (2 years course duration), such as; Post Graduate Diploma in Business Administration or Post Graduate Diploma in Business Management or Post Graduate Diploma in Management from any recognised university/institute with minimum 50% marks. S/he must have minimum 02 years of post qualification experience in handling PF logistics at state or district level.</p> <p align="center"><b>OR</b></p> <p>The candidate must have passed Master Degree in Logistics and Supply Chain Management (2 years course duration) from any recognised university/institute with minimum 50% marks. S/he must have minimum 02 years post qualification experience in health sector.</p> <p align="center"><b>OR</b></p> <p>The candidate must have passed any Master Degree (2 years course duration) from any recognised university/institute with minimum 50% marks along with Post Graduate Diploma in Logistics and Supply Chain Management. S/he must have minimum 02 years post qualification experience in health sector.</p> <p align="center"><b>OR</b></p> <p>The candidate must have passed B. Pharma from any recognised university/institute with minimum 50% marks along with Post Graduate Diploma in Logistics and Supply Chain Management. S/he must have minimum 02 years post qualification experience in health sector.</p> <p align="center"><b>OR</b></p> <p>The candidate must have passed Master Degree or Diploma in Public Health (2 years course duration) /Hospital Management/ Hospital Administration (2 years course duration) from any recognized university/institute with minimum 50% marks. S/he must have minimum 02 years of post qualification experience in handling PF logistics at state or district level.</p> <p><b>The candidate must have passed PGDCA/DCA course with any of the above mentioned qualifications.</b></p>

Sl. No .	Name of the Position	Vacancy	Age as on 01.04.2020	Remuneration (in Rs.), Performance Incentive (P.I.) & other allowances as admissible	Eligibility Criteria
02	Assistant Manager LA&IS	18	Upto 45 yrs.	Rs.34,399/- +PI	<p><b>Qualification:</b> - The Candidate must have passed Graduation in Law along with Master Degree (2 years course duration) in Social Work or Sociology or Psychology or Anthropology or Public Health or Business Administration or its' equivalent course (2 years course duration), such as; Post Graduate Diploma in Business Administration or Post Graduate Diploma in Business Management or Post Graduate Diploma in Management from any recognised university/institute with minimum 50% marks.</p> <p>The candidate must have passed PGDCA/DCA course with the above mentioned qualifications.</p>
03	Consultant, Finance / Procurement, IDSP	01	Upto 45 yrs.	Rs.27,957/- +PI	<p>The candidate must have passed B.com with minimum 50% marks. Computer proficiency in M.S Office &amp; accounting package (Tally) is required.</p> <p><b>Experience:-</b>The candidate must have minimum 2 years of post qualification experience in the relevant field.</p>

## General information and Instructions:

- i. The above positions are purely temporary and co-terminus with the scheme. Canvassing in any form will render the candidate disqualified for the position.
- ii. Details of vacancy, eligibility, age, ToR, selection procedure etc. can be downloaded from the official website ([www.nhmodisha.gov.in](http://www.nhmodisha.gov.in)).
- iii. The applications received for the above position 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 (objection invitation / different tests notices), results etc. relating to recruitment.
- iv. Candidates will be selected on the basis of selection process as applicable. Only shortlisted candidates will be called for participation in the selection process.
- v. 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 **04/05/2020 to 10/05/2020** 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 19/05/2020 (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 dt 19/05/2020 (5.00 P.M.)**. No personal correspondence / queries will be entertained. All communication will be made through E-mail / official website / SMS.
- xiii. 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**

**Selection Procedure (09/2020)**

Consultant FPLMIS	All the eligible applicants, fulfilling the eligibility criteria as per the advertisement shall be called for Written Test. A list of candidates securing 50% or more marks in Written Test shall be called for Viva-voce. However, the final merit list shall be prepared by adding the marks secured in two stages i.e. Written Test and Viva-Voce marks. 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.
Assistant Manager LA&IS	
Consultant, Finance /Procurement, IDSP	All the eligible applicants, fulfilling the eligibility criteria as per the advertisement shall be called for Written Test. A list of candidates securing 50% or more marks in Written Test shall be called for Computer test & Viva-voce. 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. 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.

## **Terms of Reference of Consultant FPLMIS**

1. Supporting the implementation and roll out of FPLMIS, including the establishment of comprehensive data collection and reporting system.
2. Ensuring the timely assessment and processing of supply indents received by MoHFW through proper channels, for contraceptives and other FP supplies, to avoid stock outs in the state.
3. Coordinating with stake holders for the procurement, distribution and management of FP commodities.
4. Conducting regular field visits to provide support for the full operationalisation of FPLMIS at the district and sub-district levels.
5. Building the capacity of health functionaries responsible for store keeping and supply management of reproductive health commodities (including ANMs and ASHAs), with emphasis on logistics and supply chain management information system.
6. Developing the capacity of state and district store officers responsible for the management of FP supplies, with a view to ensuring effective management of distribution channels, as well as inventory management.
7. Conducting regular visits to districts for assessing the effectiveness of distribution channels, identifying critical bottlenecks and initiating appropriate measures at the Directorate level, to address the same.
8. Developing monthly, quarterly and annual reports for submission to DFW through Consultant, Family Planning.
9. Working in coordination with DFW at the State and FP Division, MoH&FW, Government of India.
10. Ensure maintenance and up gradation of FPLMIS software.
11. Carry out any other programme related activities, as required.

## Assistant Manager-Legal Affairs & Institutional Strengthening

### **1. Familiarity with RMNCH+A and NRHM programmes.**

- Have clear knowledge about different components of RMNCH +A programmes.
- Have basic understanding about SPMU, DPMU and BPMU.
- Have tangible knowledge about the structure and functions of ZSS, RKS, GKS.
- Have clear knowledge about the structure and functions of district/block/Sector and SC level of health system.
- Acquired knowledge about: Primary / Secondary / tertiary level of health system and function.
- Have command over PCPNDT Act and it's implementation at district and block level.
- Have clear understanding about different National Disease Control Programme and Non Communicable Disease.
- Apart from RMNCH+A, Programme Associate have sound knowledge about NRHM initiatives and community process.

### **2. Development of Programme plan and implementation:**

- Develop district PIP with the support and guidance of DPMU team.
- Provide logistics, documentation and reporting support to DPM and DM-RCH for programme planning, implementation reporting and review on regular basis.
- Develop all qualitative report of different RMNCH+A activities and NRHM initiatives.
- Ensure that all quantitative/ qualitative reports are submitted to State in due time (both in soft and hard copy).
- Provide required documentation support to district TST and DTT to develop the field visit report and ensure that the visits reports are issued to the respective institutions and compliance received by the CDMO.

### **3. Development of District training Calendar, training implementation, documentation & reporting to State.**

- Develop district training calendar as per the approved training PIP and approve the same from CDMO as per the guidance of DM-RCH.
- Organize different Maternal, CH, Adolescent, FP, NDCP, NCDP & PCPNDT training as per the approved training calendar and guidance of DM-RCH.
- Maintain all training related documents of different training programmes as per the guidelines.
- Develop and submit the monthly /quarterly/annual training report to DM-RCH for approval and onwards action.
- Maintain the name based training data of all DP and non-DP of the district.
- Ensure settlement of training expenditure within 15 days after training.
- Update the ITEMS software on monthly basis. Maintain name based individual performance of all trained personnel.
- Analyze the training achievement data both physical and financial and submit the status to DM-RCH.
- Maintain the stock of training material, equipments, instruments/ mannequin.
- Ensure that all required training materials and training manuals are available before organising the training.

- Coordinate all the training programmes to ensure that required logistics are available and participants are comfortable during residential training.
  - Organise training monitoring and post monitoring visit by the DTT and District TST during and after training respectively.
  - Provide required documentation support to DTT and district TST members.
  - Develop the follow-up letters and ensure that the same has been issued.
- 4. Institution strengthening:**
- Develop and up-date the data base of DPs and non – DPs.
  - Develop and up-date the name wise data base of HR (Regular and NRHM) for SC, PHC(N), CHC, Sub-Division, DHH and other Hospitals of the districts.
  - Develop and update the data base of ZSS/ District health Mission, RKS, District Vigilance Committee, it's meeting and submit the proceedings to DM-RCH.
  - Maintain the data base of VHND, PD, Fixed immunization day, AVD, Parivar Kalyan Diwas, Sector meeting, Block meeting and district meeting.
  - Develop the proceedings of different district level meeting of Health. Submit the proceedings to DM-RCH for due approval. Ensure that the approved proceeding is issued to the respective units/Dept. for required action.
  - Share all Electronic mails and Dak to the respective persons and track the compliance.
- 5. Management of PCPNDT activities of the district.**
- Develop the district implementation plan of approved PCPNDT activities under the guidance of DM-RCH.
  - Get approval of activities on quarterly basis from CDMO through DM-RCH.
  - Organise district level training/meeting /workshop on PCPNDT as per the approved plan.
  - Develop the programme report, ( process documentation with photograph), maintain the data base of all trained personnel on PCPNDT.
  - Develop and submit the monthly/ quarterly / annual report to DM-RCH for approval from CDMO.
  - Maintain the data base of all clinical establishment, registration, ultrasound machine, renewal and discontinuation of ultrasound machine and clinical establishment.
  - Keep the record of all legal cases and it's action at district level.
  - Organize regular review meeting of PCPNDT Act, develop the proceedings, submit the same to DM-RCH for approval from CDMO/authority and circulate the same.
  - Attend different training, Review meeting on PCPNDT at district /State / Block level. Maintain the proceedings and put up files to DM-RCH for approval and required action.
- 6. Any other : She /he has to provide any other required support to DPMU unit as and when ordered by the ADMO, FW and DPM.**