



**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-Khorda (Odisha) Phone/Fax: 0674- 2392480/79**



**Adv. No.: 32/18**

**CONTRACTUAL APPOINTMENT**

**Date: 15/08/2018**

Applications are invited from eligible candidates 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 posts is 21 years as on **01.08.2018**.

| Sl. No. | Name of the Post                                               | Vacancy | Age as on 01.08.18 | Remuneration (in Rs.), Performance Incentive (P.I.) & other allowances as admissible | Eligibility Criteria                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|---------|----------------------------------------------------------------|---------|--------------------|--------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 01      | District Accounts Manager                                      | 02      | Upto 40 Yrs.       | Rs.41,675/-+ PI                                                                      | <b>Qualification:-</b> Candidate must have passed Inter CA from institute of Chartered Accountants of India <b>or</b> Inter ICWA from Institute of Cost Accountants of India.<br><b>Experience:-</b> She/he must have at least 3 years of post qualification experience in financial management.                                                                                                                                                                                                                                                                                                                                                                   |
| 02      | Assistant Manager- Legal Affairs & Institutional Strengthening | 19      | Upto 40 Yrs.       | Rs.31,201/-+ PI                                                                      | <b>Qualification-</b> Candidate must have passed two years full time course in any of the following subject with minimum 60% marks from a recognized University/Institution:<br>- Master Degree in Social Work<br>- Master Degree in Public Health<br>-MBA with specialization in Human Resource Management<br>-PG Diploma with specialization in Human Resource Management<br>-Master Degree or PG Diploma in Personnel Management & Industrial Relation or HR Management or Personnel Management & HRD.<br><b>Experience-</b> She/he must have 2 years post qualification managerial experience in social sector, out of which 01 year must be in health sector. |

### 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.nrhmorissa.gov.in](http://www.nrhmorissa.gov.in)).
- iii. The applications received for all the posts 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.nrhmorissa.gov.in](http://www.nrhmorissa.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. 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.
- vii. The experience certificate of the Employer/s must clearly specify the period of incumbency, name of the post and nature of responsibility.
- viii. **Interested candidates fulfilling the eligibility criteria are to apply online through the above said website.** Online application form will be available from **17.08.2018 to 31.08.2018** 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 07.09.2018 (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.**
- ix. 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.
- x. Over aged, under qualification, short of requisite percentage of marks in the prescribed age and educational qualification shall be rejected.
- xi. Incomplete application in any form will be rejected. Non submission of certificate/documents along with the online application shall be liable for rejection.
- xii. 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.
- xiii. This office will not be held responsible for any postal delay. **No application will be entertained after dt 07.09.2018 (5.00 P.M.).** No personal correspondence / queries will be entertained. All communication will be made through E-mail / official website / SMS.
- xiv. The panel for above positions 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.
- xv. Number of vacancies / remuneration as mentioned under this advertisement may vary at the time of actual engagement.
- xvi. 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 Post                                                        | Selection Procedure                                                                                                                                                                                                                                                                                                                                                    |
|---------|-------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 01      | District Accounts Manager                                               | A list of eligible candidates of each category shall be prepared on the basis of marks secured in qualifying examination. From among the said list, in order of merit (i.e., candidates having higher marks) 05 times of number of vacancies from each category shall be called for viva-voice. Final merit list shall be prepared by the marks secured in viva-voice. |
| 02      | Assistant Manager-<br>Legal Affairs &<br>Institutional<br>Strengthening | All the eligible applicants, fulfilling the eligibility criteria as per advertisement will be called for written test. Those who will qualify in the written test will be called for viva-voice. However, the final merit list shall be prepared by compiling the marks secured in two stages i.e. Written test and viva-voice marks.                                  |

# **Terms of Reference**

## **District Accounts Manager**

### **Programme Management Support: Pre-Planning**

- Maintain an updated District Programme Management Manual for adherence to prescribed mandates, reporting mechanism, institutional linkages, reporting formats, protocols and resource envelops.
- Coordinate with the members of DPMU as well as programme officers on day to day basis for expeditious implementation of scheme.

### **Programme Management Support: Implementation and Monitoring**

- Activate Financial Management Group (FMG) at district level in proper co-ordination with other office assistants.
- Assist CDMO and other programme officers in prudent planning for expeditious utilization of funds.
- Provide leadership and guidance to the Block Programme Management Support Units (BPSMUs) in enabling Village Health Planning initiative for community action for health and development of Block Programme Implementation Plans (Block PIPs).
- Facilitate financial plans in the aggregate block PIPs in to District Programme Implementation Plan in consultation with the CDMO & DPM.
- Assist the CDMO in dissemination of PIP and programme communication across the district.
- Identify resources/ flexible funds under major components.
- Undertake planned monitoring (physical and financial) of implementation and share feedback at sub-district, district and state levels and undertake required field visits.
- Ensure proper maintenance of cash books and accounts relating to various programmes and have it countersigned by CDMO on monthly basis.
- Dissemination of all financial rules and guidelines to all field functionaries
- Ensure compliance of financial discipline by all levels through regular fields visits at least for a minimum of 10 days in a month
- Assist CDMO in physical verification of cash book
- To track advances and ensure timely recoupment / adjustment
- Ensure collection of all UCs & SoEs and their complication at district level and submission to SPMU.

### **Programme Management Support: Management of Funds:**

- Ensure that funds are released to implementing agencies in time together with clear guidelines on their use.
- Follow up to ensure that implementing agencies report back on statement of expenditure/ submission of utilization certificates in accordance with the Manual.
- Report the funds utilization to Zilla Swasthya Samiti/ SPMU.
- Follow up with SPMU regarding timely release of fund against approved activities.
- To manage the accounts of the society including the grants received from state society and mobilize for its flow to the ground level.
- Ensure maintenance of necessary books of accounts and arrange timely internal audit to ensure that procedures laid down in the accounting manual are followed.
- Facilitate audit of books of account.

### **Other.**

- Any other activities as assigned by the Mission Directorate from time to time.



## **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.**