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OFFICE OF THE NOTIFIED AREA COUNCIL, BANPUR

Advt.1706

Date:24/06/2022

WALK-IN INTERVIEW

Applications are invited from eligible candidates for filling of vacancy of Medical Officer to be engaged in Urban Health & Wellness Centres under XV FC Grants in Banapur NAC of Khordha District on contractual basis, for a period of 11 months with monthly remuneration as mentioned below and subject to renewal as per society norms based on the performance and subject to continuance of the programme & XV FC Grants.

Sl No	Name of the Post	No of Vacancy	Remuneration	Qualification	Date & interview
1	Medical Officer	01	Rs 58,343+PI 25% (Max)	1. The person should have MBBS Degree. 2. The doctor should have valid registration from any University approved by MCI 3. Age- 21 to 70 years	

Eligible Candidates for the above post may appear for the Walk-In-Interview at the O/o **OFFICE OF THE NOTIFIED AREA COUNCIL, BANPUR** on date **08/07/2022**. Registration timing will be from 10.00AM to 12Noon. No application will be received after scheduled time of registration.

Details regarding eligibility criteria, Age, Selection Process & Application form can be downloaded from district website www.khordha.nic.in. Candidates fulfilling the eligibility criteria are to appear before the undersigned on the scheduled date & time. the undersigned reserves the right to cancel any or all the applications without assigning any reason thereof.

Sd/-
Executive Officer
Banapur NAC

General Information & Instruction

1. Eligible candidates required to come for interview with duly filled in application form in prescribed format (available in the official website: <https://www.khordha.nic.in> and bring all certificates in original and a set of attested photocopies of the same, in support of age, qualification and experience, for verification on the scheduled date. Incomplete application in any form will be rejected.
2. Candidates are also required to bring two recent passport size colour photographs and self photo ID proof (voter ID card/ PAN Card/ Driving License/ Adhar Card/ Passport).
3. All the position purely temporary and co-terminus with XV-FC Grant scheme.
4. Candidates who have been disengaged earlier from the OHS&FW Society on administrative ground such as disobedience/ poor performance/ misbehaviour/ criminal activity etc. are not eligible, for any of the advertised post.
5. 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/-
Executive Officer
Banapur NAC

APPLICATION FORM

Advertisement No:		Photograph					
Post applied for:							
1. Name of the Candidate (In Block letter)							
2. Father's name/ Spouse name							
3. Date of Birth:	4. District of Domicile	5. Gender					
6. Category (SC/ST/SEBC/UR):	7. Marital Status (Married/Unmarried)	8. Person with Disability/Ec-servicemen/ Sport person					
9. Present Address:	10. Permanent Address:						
11. Contact No/ Mobile No:							
12. Email Address							
13. Regd. Number:							
14. Language Spoken/ Written:							
15. Academic and Professional Qualification details:							
Sl. No	Exam Passed	Name of the Board/ University	Year of passing				Remarks
				Full marks	Marks secured	% of Marks	

16. Experience Details:

a) Total years of post qualification experience:

b) Years of experience in Development Sector:

c) Years of experience in Government:

DECLARATION BY THE CANDIDATE

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 information is false/ incorrect or is suppressed by me, my candidature/ appointment is liable to be rejected/ terminated. I also declared that I have never been disengaged from service previously on administrative ground.

Further, I undertake that I shall produce all original certificates/ documents in support of the above information at the time of interview/ certificate verification.

Full Signature of the Applicant

Job Description & ToR of Medical Officer (I/C)

Reporting authority: Medical Superintendent of CHC

- Diagnosis and treatment of patients coming to OPD.
- Ensure 12 services under the UHWC .
- To conduct minor surgery, ANC, PNC etc in the UHWC.
- In case of any complication, immediate referral to the higher health institutions.
- Prescription of medicines from the available essential drug list.
- Supervision of day to day hospital activities & management so as to ensure quality assurance and client satisfaction care of the patients.
- Supervision on proper maintenance and update of records and reports.
- General administration of the urban HWC & staff management etc.
- Ensure achievement of quality standard & other achievement.
- Supervise out-reach activities/community mobilization under the jurisdiction of the Urban HWC.
- Keep close coordination with reporting health institutions. City / District/ ULB and other key line departments for smooth operation of the facility and regularly participation in the district/ city level monthly meetings.
- Verify reports & returns generated every month and their analysis before submission to City/ District.
- Conduct verification/ audit of the stock allotted/procured for Hospital and forward the Indent to CHS/DHS for supply of medicine from time to time.
- Ensure proper use and management of bio-medical waste.
- Any other tasks assigned by District/City/ ULB from time to time