

**ZILLA SWASTHYA SAMITI, KHORDHA****OFFICE OF THE CHIEF DISTRICT MEDICAL & PUBLIC HEALTH OFFICER cum DMD, KHORDHA****Department of Health and Family Welfare, Govt. of Orissa****NOTICE FOR WALK-IN-INTERVIEW****ADVERTISEMENT FOR CONTRACTUAL ENGAGEMENTS, ZILLA SWASTHYA SAMITI, KHORDHA**

Walk-in-Interview will be conducted as scheduled below for filling up the following post under National Health Mission, Khordha for a period of 11 month on the contractual basis with monthly remuneration as noted against the post and subject to renewal as per OSH&FW Society terms and conditions. The position is purely temporary and co-terminus with the scheme.

Sl. No	Name of the Position	No of Vacancy	Age as on 01.12.18	Monthly Remuneration (in Rs.)	Date of Registration, Computer Test/ Interview	Eligibility Criteria
1	Data Assistant-cum-Accountant, NUHM. Khordha	01	Upto 35 years as on 01.11.18	Rs. 11,550/-	10.12.2018	The candidate must be a Graduate in Commerce with minimum 50% marks in aggregate and must have passed PGDCA / DCA etc. of one year duration from recognized / registered institute.

Venue:- DTU, Office of Chief District Medical & Public Health Officer-cum-District Mission Director, Khordha, Dist.- Khordha, Pin – 752055, Odisha.

**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. Candidates fulfilling the eligibility criteria may appear for registration in between 10.30 A.M. to 12 Noon and consequently for Interview if eligible, on the date as mentioned against the post. No registration will be allowed in any case after scheduled date & time of registration. After short listing 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 dates, which will be notified to the candidates on the date of registration.
- iii. Candidates are required to come for interview with duly filled in application in prescribed format, available in the district website: [www.khordha.nic.in](http://www.khordha.nic.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 etc., 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.
- iv. 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.
- v. Details of vacancy, eligibility, ToR, age, application form etc. can be downloaded from the district website ([www.khordha.nic.in](http://www.khordha.nic.in)).
- vi. Candidates must have passed Odia up to M.E. Standard
- vii. All positions are contractual in nature for a period of 11 months, which can be extended depending upon requirement and suitability.
- viii. Candidates will be selected on the basis of selection process as applicable. Only shortlisted candidates will be called for participation in the interview/selection process.
- 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. Candidates who are over aged, under qualified, not having requisite percentage of marks, not having requisite experience etc. need not apply.
- xi. 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.
- 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.
- xiii. No personal correspondence / queries will be entertained. All communication will be made through e-mail / official website / Notice Board.
- xiv. 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.
- 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 this advertisement for contractual recruitment at any stage of recruitment process without assigning any reason thereof.
- xvii. The result of walk-in-Interview will be published in the district website ([khordha.nic.in](http://khordha.nic.in)).

Sd/-

CDM&amp;PHO cum District Mission Director, Khordha





**ZILLA SWASTHYA SAMITI, KHORDHA**  
**OFFICE OF THE CHIEF DISTRICT MEDICAL & PUBLIC HEALTH OFFICER cum DMD, KHORDHA**  
**Department of Health and Family Welfare, Govt. of Orissa**

13. Employment Record:		
Total years of post qualification experience :		
Years of experience in the Development Sector / NGO :		
Years of experience in Government :		
14. Details of Employment: (Use separate sheets if required).		
Starting with your present employment, list in reverse order all the employments you have had.		
15 A. Current Employment:		
From Month / Year	To Month / Year	Designation
Location of Employment:		
Description of your duties:		
16. Previous Employment:		
From Month / Year	To Month / Year	Designation
Location of Employment:		
Description of your duties: Hardware, Data entry & every works in Internet		
Date		
<i>Signature of the Applicant</i>		

**Note:**

**Documents to be attached in the application.**

1. Self attested copy of all academic certificates and marks sheets.
2. Two copies of passport size colour self attested photograph to be submitted along with the application.
3. Self attested copy of passed certificate of Odia test conducted by the school and Mass Education Dept. in case of Middle English school standard.
4. An undertaking regarding one spouse living in case of married.