
	<p style="text-align: center;">OFFICE OF THE ADDITIONAL DISTRICT URBAN PUBLIC HEALTH OFFICER, BHUBANESWAR CITY PROGRAMME MANAGEMENT UNIT, BHUBANESWAR National Health Mission, Odisha Government of Odisha</p>	
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CONTRACTUAL APPOINTMENT

Adv. No.: 77

Date: 22/05/2025

Applications are invited from eligible candidates for filling up the following post under City Health Society, National Health Mission, Bhubaneswar on contractual basis with monthly remuneration as noted against each and subject to renewal as per OSH&FW Society terms and conditions.

Sl. No.	Name of the post	Age as on 01.05.2025	Vacancy	Remuneration	Eligibility Criteria
01.	Public Health Manager	Up to 45 years	04	R.s. 30,477/- + PI	<p>Qualification- Master Degree in Public Health or Graduate Diploma in Public Health (2 years course duration). OR Master Degree in Business Administration or Post Graduate Diploma in business Administration (2 years course duration). OR Master Degree or Post Graduate Diploma in Health Care Management/ Hospital Management/Health & Hospital Management (2 years course duration). OR Master Degree in Social Work (2 years course duration)</p> <p>Experience- S/he must have 1 year post qualification experience in health program management in disease surveillance/community mobilization/inter-sectorial collaboration/IEC-BCC activities/quality control/monitoring & evaluation.S/he should be acquainted with basic computer knowledge, like Ms Office & Internet.</p>
02.	Data Assistant-cum-Accountant	Up to 40 Years	03	Rs.16,636/- + P.I.	The candidate must be a Graduate in Commerce with minimum 50% marks in aggregate and must have passed PGDCA/ DCA etc. of minimum 6 months duration from recognized / registered Institute.

Age Relaxation and Additional Weightage of marks for the applicants who are employees of the OSH&FW Society: -

- a) To avail the benefits of age relaxation and weightage, employees concerned should have completed at least three terms of contractual services (11 Months each) under the OSH&FW Society.
- b) The remarks recorded in PAR of the employee concerned must be 'Outstanding' or 'Very Good' for the proceeding 03(three) terms of contractual services under the OSH&FW Society.
- c) The age relaxation for the applied post in respect of the employees of the OSH&FW Society shall be allowed @ 1 year for each contractual term of service in the Advertisement for the said post, subject to an age ceiling of 55 years.
- d) Employees of the OSH&FW Society who have cleared all the steps in the recruitment process upto the final level of selection shall be eligible for award of grace marks to the extent of 01 percentage of the total marks of examinations for each completed term of services upto a maximum of 10 percentage of the total marks which shall be added to the total marks secured by the said employees.

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. Eligibility, age, ToR, selection procedure etc. along with application form can be downloaded from the official website (www.bmc.gov.in).
- iii. The applications received for all the posts will be scrutinized and the database will be uploaded in BMC website for invitation of objection. Candidates are required to visit the official website of BMC at regular intervals for any notification, update (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 to the ADUPHO, Bhubaneswar on or before **06/06/2025, 5.00PM** in the prescribed application form, available in the website (www.bmc.gov.in) along with self-attested copies of all supportive documents through Regd. Post / Speed Post / Courier only to Office of ADUPHO, Bhubaneswar, City Programme Management Unit, In front of OMSA Bhawan, Capital Hospital Road, Ganganagar, Unit-6, Pin Code-751001

and the envelope containing the application should be superscribed clearly name of the post applied for.

- vii. 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.
- viii. Over aged, under qualification and short of requisite percentage of marks in the prescribed age and educational qualification shall be rejected.
- ix. Incomplete application in any form will be rejected. Non submission of certificate/documents along with the application form shall be liable for rejection.
- x. 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 / misbehaviour / criminal activity etc. are not eligible to apply.
- xi. Office of the ADUPHO, Bhubaneswar will not be held responsible for any postal delay. No application will be entertained after dt. **06/06/2025, 5.00PM** personal correspondence / queries will be entertained. All communication will be made through E-mail / BMC official website.
- xii. 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.
- xiii. Number of vacancies / remuneration as mentioned under this advertisement may vary at the time of actual engagement.
- xiv. 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/-

**ADUPHO,
Bhubaneswar**

Selection Procedure of Public Health Manager(PHM), NHM

Open advertisement (Mark distribution: - Written-60 Marks, Viva Voce-40 Marks). 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.

Selection Procedure of Data Assistant-cum-Accountant(DAA), NHM

Candidates shall only be shortlisted as per criteria given in the advertisement. A merit list of such shortlisted Candidates shall be made in accordance with their percentage of marks in aggregate. Candidates 03 times the number of vacancies shall be called for Computer Test and Viva-voice from the said merit list. The final merit list shall be prepared for all the candidates, who appeared for the Computer Test and Viva-voice by compiling marks secured in all the three stages i.e.-Mark Assessment, Computer Test and Viva-voce.

Terms of Reference of Public Health Manager-NUHM

1. Planning and Budgeting: Overall Management & functioning of Healthcare

The PHM at UPHC shall have a significant managerial role relating to such activities as planning & budgeting, organizing, staffing, directing, coordinating, monitoring/reporting to ensure optimal utilization/functionality of the facility. S/he shall be the nodal person for all activities and programs. S/he should provide financial oversight in planning & budgeting of annual UPHC Plan. S/He should compile the overall profile of facility regarding geographical coverage, target population, demographic and socio economic indicators etc. and update it periodically. PHM will also assist MO(I/C) in provision of comprehensive preventive, primitive and curative care, including free and easy access to drugs and diagnostics. S/he shall ensure efficient functioning of OPD and shall strive to reduce waiting time and timely health services. The PHM shall refer to the Indian Public Health Standard (IPHS) for assessing the functional status of health facilities and to bring-up UPHCs to the comparable level of IPHS. S/he should strive for continuous process improvement.

2. Management of Health Human Resource, Training & Capacity Building:

PHM will be responsible for organizing training and Capacity Building of the staff posted at UPHC. S/he shall draw out an annual list of training to be organized for various categories of staff. S/he shall from time to time take up the task of training and capacity building including continuing education of ANM, lab technician, pharmacist and other personnel at the PHC under the guidance of the district/city health authorities. S/he shall also be responsible for activities of community mobilization such as selection of ASHA MAS and will also ensure the training of the same under his UPHC. S/he will also assist the MO(I/C) in managing human resources, motivating and supervising day-to-day working and punctuality, improving work output and morale. S/he shall help them in proper maintenance of records, analyze and use this information to formulate public messages for action.

3. Management of Infrastructure, Equipment and all Support Services:

The PHM shall coordinate to ensure timely execution/completion of infrastructure work, building and equipment and assist MOIC in examination of tender documents(s) for civil works. S/he shall evaluate work progress against planned schedule. The PHM shall ensure calibration, upkeep maintenance of machines/equipment under Annual Maintenance Contract (AMC), as well as, ensure timely availability/supply. of essential equipment, consumables & furniture.

4. Quality Assurance and Infection Control & Environment Management

The PHM shall ensure good quality services in the facility. The PHM shall assist in gap analysis of existing services, preparation of action plan to fill identified gap, implementation of Standard Operating Procedures (SOPs). S/he shall also ensure BMW management practices are followed as per the guidelines. S/he shall facilitate periodic meeting of Quality Assurance Committee/team and prepare agenda notes and action taken report for the same and also note down the minutes of the meeting. S/he shall ensure that Protocol for all National Health Programmes is followed at UPHCs. S/he shall engage in regular monitoring of UPHC functioning to ensure the quality services. He shall be responsible for cleanliness & hygiene in the UPHC.

5. Grievance Redressal:

The PHM shall ensure display of the Charter of Patients' Rights focusing NUHM

component in each UPHC. *S/he* shall facilitate periodic meetings of Jana Arogya Samiti for improvement of the management and service provision of the UPHC as per the JAS guidelines issued from time to time. The PHM shall also facilitate conduct of D/CLVMC.

6. Community mobilization, Special Outreach, and Referral Support:

The PHM shall be the nodal in charge for selection of ASHAs and all the activities w.r.t their payments of incentives and grievances. *S/he* shall be responsible for their training and timely replenishment of their ASHA kits. PHM shall also ensure periodic meetings of MAS, utilization of MAS funds and submission of quarterly progress reports. The Public Health Manager will be responsible for community mobilization activities of the UPHC. Community mobilization will be done systematically by the ANMs for UHNDs and Special Outreach Camps, special weekly clinics, Observance of Special Health Days, health drives with supportive supervision of the Public Health Manager. The patients mobilized and identified in Special outreach camps, Special clinics, School health clinics, Adolescent clinics, UHNDs shall need referral support and follow-up for adequate treatment. It shall be the duty & responsibility of PHM to facilitate referral. PHM shall leverage already existing community structures for furthering the cause of public health and awareness.

7. Supply Chain Management:

The PHM shall ensure to keep up-to-date inventory & stock register of all the stores and equipment/drugs supplied and shall be responsible for its accounting. *S/he* will ensure timely preparation of indents for drugs, linen, vaccines, ORS, consumables, instruments, contraceptives sufficiently in advance and will ensure submission of the same to the appropriate authority.

8. Management of Support Services:

Support Services like security, diet, transportation and laundry, both in-house & running on PPP mode, are critical for the efficient management of healthcare facilities and need regular follow-up. The PHM shall assist MOIC in maintaining such non-clinical support services like security, laundry, transport & dietary services. The PHM shall ensure availability of hygienic diet and good quality of laundry services.

9. Convergence and Co-ordination of National & State Health Programmes: The PHM has an important role to play in bringing about convergence of all vertical National health programs at the UPHC. *S/he* shall ensure implementation of RCH components like maternal health, child health and family planning services in the catchment area of UPHC, as well as, reporting the progress of program indicators to the appropriate authority. *S/he* will provide the necessary linkages with all other vertical Programs like NTEP, NVBDCP and HIV/AIDS control. *S/he will* liaise with functionaries of NVBDCP to ensure public education, source reduction and other preventive measures. This would also be helpful in containing disease outbreaks. Linkages need to be developed with NTEP in order to improve diagnosis and treatment compliance. *S/he* should also collaborate with HIV/AIDS control workers in the field and thus improve the quality of care offered under HIV/AIDS Programme in the area covered by the UPHC.

10. Disease Surveillance and Epidemic Control:

The PHM shall in coordination with existing mechanism of disease reporting under IDSP ensure periodic disease surveillance in the catchment area of the UPHC and

notification of the same to the appropriate authority on timely manner. Disease notification may also be ensured from private and non-profit organizations working in the field of health. This will involve liaising with the community and health workers on the one hand and IDSP and specific disease control programs on the other. As the nodal health service institution in the area, the UPHC can provide valuable feedback and evidence based advocacy for provision of clean water, sanitation services and garbage disposal on behalf of the community to the agencies responsible for these services. In case of an outbreak, the PHM must assist MO/IC in identifying the cause and initiating remedial measures and necessary public health action. Collaboration and good working relationships will also have to be maintained with the Urban Local Body or the agencies responsible for provisioning of services like water supply, sanitation, and waste disposal as these are important social determinants of health.

11. IEC Activities and Public Health Education:

S/he shall work towards spreading awareness regarding seasonal occurrence of diseases; preventive measures like source reduction, use of insecticides impregnated bed nets, importance of early diagnosis (specially non -communicable diseases), healthy life styles, adequate treatment and timely referral. The Public Health Manager shall organize special awareness campaigns and communication events on special occasions, Like World AIDS day, Hand Washing day, Breast Feeding week, Nutrition week etc. Use of ICT and SMS based alerts may form important components of IEC and community awareness plans. Such communication drives should preferably be organized in the vicinity of vulnerable populations. S/he will ensure proper accounting & utilization of health education materials.

12. Data collection, HMIS reporting and analysis:

The PHM must ensure timely reporting and uploading of HMIS data and other reports. UPHC being the point of baseline data generation, the quality of data collected and entered must be under supervision by the PHM. This might require considerable hand holding and support to t h e staff involved and suitable training must be imparted accordingly. The PHM shall analyse the data collected for trends, draw relevant inferences and initiate necessary action. The PHM shall examine data for inconsistencies, do follow-up for rectifying the errors in HMIS data and identify gaps & suggest solutions for improvising HMIS reporting.

Terms of Reference of DAA:

- To provide support to the MO (I/c) for effective planning and monitoring of the programmes.
- To support MO (I/c) in day to day updating & up-keep of the data/information relating to finance.
- To ensure collection, compilation & reporting of all data related to HMIS, MCTS, HR & infrastructure of UPHC/UCHC, etc.
- To collect & validate data provided by ANMs.
- To support MO (I/c) for timely organisation of EC & GB meeting of the UPHC/UCHC.
- To maintain all financial records and accounts of all fund made available to the UPHC/UCHC.
- To support and organise payment to ANMs, ASHA incentive and maintain related accounts & data base including those of untied fund provided to UPHC/UCHC & MAS, etc.
- To maintain store records related to fixed assets.
- To maintain all physical & financial data in the form of MIS.
- Reporting of utilization certificates & SoEs, etc.
- Provide handholding support to MAS, WKS in maintenance of records & utilization of untied fund if any.
- To support MO (I/C) during the organisation of monthly/quarterly meetings, workshop, consultation, training, etc.
- Other assignments as assigned from time to time.

APPLICATION FORM

Advertisement No.		Photograph				
Name of the post						
		Identity proof no:				
1.Applicant Name (in Capital) :						
2.Father's Name :						
3.Date of Birth :		4.Sex :		5.District of Domicile:		
6. Age as on 01/05/2025:						
7. Please Mention if SC/SC/OBC/GEN						
8.Present Contact Address with Telephone No:						
9. Permanent Contact Address : .						
10. E-Mail id:				11.Mobile No:		
11. Languages spoken/written:						
12.Professional qualification details :						
Exam Passed	Name of Board or University	Year of Passing	Marks Excluding 4 th optional			Remarks
			Full Marks	Mark Secured	%	

13. Employment Record					
Total years of post-qualification experience:					
14. Details of Employment: (Use separate sheets if required).					
Starting with your present employment, list in reverse order all the employments you have had.					
Name of the Employer	Post held	From Date	To date	Total Experience	
				Years	Month

Declaration: 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 material information is false/incorrect or is suppressed by me, my candidature / appointment under Odisha State Health & Family Welfare Society (OSH&FWS), Odisha is liable to be rejected / terminated. I also declare that I have never been disengaged from service under the OSH&FWS, Odisha on administrative ground such as disobedience/ poor performances/ misbehaviour/ criminal activity etc.

Date:

Place:

Full Signature of the Applicant

Note:

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

- Two copies of passport size colour self-attested photographs. One copy of self-attested photograph will however to be affixed at the position in the application form.
- Self-attested photocopies of documents in support of age, qualification, experience etc.
- Self-attested photocopy of Identity Proof (Voter ID card / PAN card / Driving License / Adhar card / Passport).
- No Objection Certificate from Employer (if any)
- Conversion certificate in case of CGPA, OGPA, DGPA, GPA, CPI to Marks and Percentages.