



**CITY HEALTH SOCIETY, SAMBALPUR**  
**NATIONAL URBAN HEALTH MISSION, SAMBALPUR**



Advt.No : 80

Date: 20/01/2021

Applications are invited in the prescribed application form from the eligible candidates for filling up the following posts on contractual basis for a period 11 months with monthly remuneration as mentioned in each category of post and subject to renewal as per City Health Society, Sambalpur terms & conditions.

Sl. No.	Name of The Post	No of Vacancies	Consolidated Remuneration	Age as on the date of advertisement	Eligibility Criteria
1	Data Assistant cum accountant	2	Rs.12,128/- +PI	Up to 35 years	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.

Interested candidates are requested to apply in the prescribed format to CDM & PHO Office, Sambalpur by **04/02/2021 up to 5 PM through Speed Post/Register Post. The application form and the selection criteria are available at District website [www.sambalpur.nic.in](http://www.sambalpur.nic.in)**. The vacancy shown in advt. is provisional & subject to change as per requirement. Till the finalization of selection If any revised guideline will be received from state NHM office regarding the selection of the said post then the selection will be done as per the revised guideline. The undersigned reserve the right to cancel any or all the process without assigning any reason thereof.

Sd/-

**CDM & PHO, Sambalpur**



## APPLICATION FORM

<b>Name of the applicant</b>		<b>Photograph</b>					
<b>Name of the District</b>							
<b>Name of the post</b>							
<b>Name of the City</b>							
1. First Name: _____ Last Name: _____							
2 (i). Date of Birth:	2 (ii). Age as on (01.01.2021) <u>20.01.2021</u>	3. Sex:					
4. District of Domicile:	5. Please mention Category (SC/ST/OBC/UR):						
6. Present Contact Address:		7. Permanent Telephone No: (STD Code) Number					
Permanent Contact Address:		8. Present Telephone No: (STD code)					
		Office number -					
9. Email Address:		10. Mobile No.:					
11. Languages spoken/written:							
12. Computer Literacy:							
13. Education: High school onwards, please list all your qualifications							
Sl. No	Degree	Institute/Board & Location	Year	Marks			Full/Part Time/Distance Learning
				Full Mark	Secure d	%	
1							
2							
3							
4							
5							

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14. Employment Record:

Total years of post qualification experience :

Years of experience in the Development Sector /NGO :

Years of experience in Government :

**15. 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	Name of Employer:	Nature of Business:
Designation:		Reporting to (Designation of supervisor):	
Location of Employment:			

**15 B. Previous Employment**

From Month / Year	To Month / Year	Name of Employer:	Nature of Business:
Designation:		Reporting to (Designation of supervisor):	
Location of Employment:			

**15 C. Previous Employment**

From Month / Year	To Month / Year	Name of Employer:	Nature of Business:
Designation:		Reporting to (Designation of supervisor):	
Location of Employment:			

**16. References:**

List two persons, not related to you, who are familiar with your experience and qualifications

Full Name, Address and Telephone No(s)	Designation, Organization & professional relationship

Any other relevant information:

I do hereby declare that the information furnished by me 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 or information is false/ incorrect or suppressed by me, my candidature/ appointment is liable to be rejected/ terminated. I also declare that I have never been disengaged from service previously on administrative ground such as disobedience/ poor performance/ misbehavior/ criminal activity etc.

**Signature of the Applicant**

**Note:**

The following self attested documents are to be enclosed with application

1. Attested photo copies of all Mark sheets & Certificate in proof of the claim made by the candidate relating to his/her educational qualification, age & experience.
2. Post qualification Experience certificate.
3. Two copies of passport size color photograph to be submitted along with the application.
4. Cast certificate issued by the Competent Authority.
5. One number of self address envelop with stamp of Rs.25(Twenty Five)
6. No Objection Certificate from the appointing authority in case of employed.
7. Any photo Identity proof (Voter ID/Aadhar card/DL etc.)
8. Self attested photocopy of identity proof (Voter ID/PAN card/Driving license/Aadhar card or Passport).

In case of submission of incomplete application, including non-attachment or not submission clearly name of the post applied for the candidate is liable to be rejected.

## **Selection Criteria for the post of Data Assistant cum Accountant under NUHM**

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 3 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-voice.

### **Terms of Reference for Data Assistant cum Accountant**

1. To provide support to the MO (i/c) for effective planning and monitoring of the programmes.
2. To support MO (i/c) in day to day updating & up-keep of the data/information relating to finance.
3. To ensure collection, compilation & reporting of all data related to HMIS, MCTS, HR & infrastructure of UPHC/ UCHC, etc.
4. To collect & validate data provided by ANMs.
5. To support MO (i/c) for timely organization of EC & GB meeting of the UPHC/UCHC.
6. To maintain all financial records and accounts of all fund made available to the UPHC/ UCHC.
7. To support and organize payment to ANMs, ASHA incentive and maintain related accounts & data base including those of untied fund provided to UPHC/UCHC & MAS, etc.
8. To maintain store records related to fixed assets.
9. To maintain all physical & financial data in the form of MIS.
10. Reporting of utilization certificates & SOEs etc.
11. Providing handholding support to MAS, WKS in maintenance of records utilization of untied fund if any.
12. To support MO (i/c) during the organization of monthly/quarterly meetings, workshop, consultation, training, etc.
13. Other assignments as assigned from time to time.

### **GENERAL INFORMATION AND INSTRUCTION**

- 1) Interested Candidates fulfilling the eligibility criteria are to apply in prescribed format, available in the official website: **[www.sambalpur.nic.in](http://www.sambalpur.nic.in)** and to submit a set of self attested photocopies of all the certificates / testimonials in support of age, qualification and experience, Candidates are also required to submit two recent passport

size colour photographs and self photo ID proof (Voter ID card / PAN card / Driving License / Adhar card / Passport) and Caste Certificate issued by the Tahsildar / Sub-Collector etc. (duly attested) to the **CDM & PHO office, District Head Quarter Hospital, Sambalpur-768002**. Incomplete application in any form will be rejected and **the envelope containing the application must be superscribed clearly name of the post applied for.**

- 2) Candidates, who are already working in Health Department either on regular or on contractual basis, have to submit **No Objection Certificate** from concerned 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.
- 3) The applications received for the posts will be scrutinized and the database will be uploaded in the official website for invitation of objection. Candidates are required to visit official website: **-www.sambalpur.nic.in** at regular intervals for any notification, updates (objection invitation / different tests notices), results etc. relating to recruitment. Candidates will be selected on the basis of selection process as applicable. Only shortlisted candidates will be called for participation in the selection process.
- 4) Details of vacancy, eligibility, age, ToR, selection procedure etc. alongwith application form can be downloaded from the official website ([www.sambalpur.nic.in](http://www.sambalpur.nic.in)).
- 5) 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 ZSS, Sambalpur Society on administrative ground such as disobedience / poor performances/ misbehavior/ criminal activity etc. are not eligible.
- 6) Over aged, under qualification and short of requisite percentage of marks in the prescribed educational qualification shall be rejected.
- 7) The above positions are purely temporary and co-terminus with the scheme. Canvassing in any form will render the candidate disqualified for the position.

- 8) No personal correspondence / queries will be entertained. All communication will be made through e-mail / official website / Notice Board. This office will not be held responsible for any postal delay. **No application will be entertained after due date 04/02/2021(5.00 P.M.).**
- 9) Incomplete application in any form will be rejected. Non submission of certificate/documents along with the prescribed application form shall be liable for rejection.
- 10) Number of vacancies / remuneration as mentioned under this advertisement may vary at the time of actual engagement.
- 11) The undersigned reserves the right to cancel any or all the applications / positions at any stage of recruitment process without assigning any reason thereof.
- 12) 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 application form. Certification towards AICTE/UGC recognition of institutions/ Universities shall also be considered & shall be rejected.

**Sd/-**

**Chief District Medical & Public Health Officer  
Cum District Mission Director, NHM, Sambalpur**

**SELECTION PROCEDURE FOR RECRUITMENT OF DATA ASSISTANT CUM-ACCOUNTANT, NUHM  
UNDER BLOCK PROGRAMME MANAGEMENT UNIT, NHM-ODISHA**

**Selection Procedure:-**

- |   |          |
|---|----------|
| a. Mark Assessment (Graduation in Commerce) | 40 marks |
| b. Computer Test                            | 20 marks |
| c. Viva-voice                               | 40 marks |

For computation of score of a candidate out of 40 earmarked for mark assessment, the following procedure to be followed-

$$\frac{\text{Marks Secured}}{\text{Total Marks}} \times 40$$

Candidates securing 50% and above marks in aggregate in the Mark Assessment shall be shortlisted. A merit list of such shortlisted candidates shall be made in accordance with their percentage of marks in aggregate. Candidates 3 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-voice.

**Note:**

- The marks of Viva-voice test shall be divided into four heads i.e.-
  - Subject knowledge (Theory +Applied)
  - General awareness & understanding of health system (concerned scheme in particular)
  - Personality Assessment-aptitude, confidence etc.
  - Communication Skill-language, precision, body language, comprehension.
- If two candidates secure equal marks, then the merit list shall be so prepared that, candidate higher in age shall be placed higher in the merit from amongst those candidates only.
- Calculation of marks in case of Graduation will be made on the basis of marks secured by the candidate in aggregate.
- The assessment of career marks shall be upto 3 (three) digits, for example-45.567%.
- The block to be allotted to different selected candidates is to be based on the merit list & preferences are to be taken from the candidates on the date of viva-voice.
- Waiting list to be maintained and should be valid for 1(one) year from the date of approval of the panel of selected candidates.