



CITY HEALTH SOCIETY, CUTTACK
OFFICE OF THE ADDITIONAL DISTRICT URBAN PUBLIC HEALTH OFFICER, CUTTACK
National Health Mission, Odisha
Dept. of Health & Family Welfare, Govt. Of Odisha



Adv. No.: 2457 / CPMU / NHM / CTC

Date: 28.10.2024

CONTRACTUAL IN-HOUSE APPOINTMENT

Applications are invited from in-house contractual employee of NHM working in the post of Public Health Manager under OSH&FW society in other Districts/City desiring to be posted in Cuttack city.

Sl. No	Name of the Position	No of Vacancies
01	Program Assistant	1
02	Public Health Manager (PHM)	3

Interested in-house candidates are requested to apply in the prescribed format with NOC cum Experience certificate for last uninterrupted service in the same post under the society from the concerned CDM&PHO-cum-DMD/ ADUPHO. NOC cum Experience Certificate issued by any other authority other than appointing authority will not be accepted. NOC cum Experience must be specific for the post, S/he is applying and must be issued subsequent to issue of the advertisement. The application format & other details are available in the website <https://cmccuttack.odisha.gov.in>. The application only in prescribed format along with self-attested copies of all supportive documents should reach at **office O/o- ADUPHO, City Programme Management Unit (CPMU), Ground Floor, Block-'B', Bikash Bhawan, CMC PO: A.D. Market, Cuttack, Pin: 753012, on or before 5.11.2024 (by 1.00 PM) through Regd. Post & Speed Post only. The envelope containing the application should be superscribed "POST APPLIED FOR PROGRAM ASSISTANT/PUBLIC HEALTH MANAGER, CUTTACK".** Incomplete application or application received after due date shall be rejected. Authority shall not be held responsible for the postal delay. No personal query will be entertained. Vacancies shown above are provisional and subject to change. 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/-
**Additional District Urban Health Officer,
Cuttack**

General information and Instructions:

- I. Details of vacancy, eligibility, age, ToR, selection procedure etc. can be downloaded from the official website (<https://cmccuttack.odisha.gov.in>).
- II. The position is contractual in nature for a period of 11 months, which can be extended depending upon requirement and suitability.
- III. Number of vacancies under this advertisement is provisional which may increase or decrease depending upon requirement or otherwise at the time of actual engagement.
- IV. 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: <https://cmccuttack.odisha.gov.in> at regular intervals for any notification, updates (objection invitation), result etc. relating to recruitment.
- V. Candidates will be selected on the basis of selection process as applicable. Only shortlisted candidates will be called for participation in the selection process.
- VI. The applicant shall have the length of uninterrupted contractual service as an employee in the said post under the society & the name of previous station in such post, his/her present place of posting with due certification from the concerned appointing authority. For the calculation of incumbency, the last uninterrupted service in the same post under the society shall be taken in to account as per vacancy. The candidates having highest incumbencies shall be repositioned & posted against such vacancies. If incumbency period is same then age will be taken as the criteria. The candidate more in age will be given priority.
- VII. Candidates have to submit **No Objection Certificate from current employer and Experience for last uninterrupted service in the same post under the society** from the concerned employer (appointing authority) at the time of submission of application form. NOC and Experience issued by any other authority other than appointing authority will not be accepted. NOC cum Experience must be specific for the post, S/he applying and must be issued subsequent to issue of the advertisement. Candidates are also required to attach two nos. of recent passport size photographs and self photo ID proof (Voter ID card/ PAN Card/ Driving License/ Adhar Card/ Passport).
- VIII. Interested in-house candidates fulfilling the eligibility criteria are to apply the same post. The complete application should reach the undersigned at **O/o- ADUPHO, City Programme Management Unit (CPMU), Ground Floor, Block-'B', Bikash Bhawan, CMC, PO: A.D. Market, Cuttack, Pin: 753012, on or before dt. 5.11.2024 (1.00 P.M)** through Regd. Post / Speed Post only and the envelope containing the application should be super scribed clearly name of the **"POST APPLIED FOR PROGRAM ASSISTANT/ PUBLIC HEALTH MANAGER, CUTTACK"**, otherwise the application will be rejected. Candidates who have been disengaged from the society on administrative ground such as disobedience/ poor performances/ misbehavior / criminal activity etc. are not eligible to apply.
- IX. Incomplete application in any form will be rejected. Non submission of certificate/documents along with the prescribe application shall be liable for rejection. 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.
- X. This office will not be held responsible for any postal delay. No application will be entertained after dt **5.11.2024 (1.00 P.M)**. No personal correspondence / queries will be entertained. All communication will be made through E-mail / official website/ SMS.
- XI. The undersigned reserves the right to cancel any or all the applications/ positions at any stage of recruitment process without assigning any reason thereof.

**APPLICATION FORM FOR IN HOUSE CONTRACTUAL EMPLOYEES OF NHM WORKING IN THE SAME POST
(PROGRAM ASSISTANT/PHM) UNDER THE OSH&FW SOCIETY IN OTHER DISTRICT/CITY, DESIRING TO BE
POSTED IN CUTTACK CITY.**

Name of position applied for		Photograph	
1. First Name: (in CAPITAL Letter)		Last Name :	
2. Date of Birth:	3. District of Domicile:	4. Gender:	
5. Please mention if SC/ ST/ OBC / General			
6. Present Contact Address:		7. Permanent Telephone No (with STD Code) :	
Permanent Contact Address:		8. Present Telephone No (with STD Code):	
9. Email Address:		10. Mobile No. :	
11. Last Uninterrupted Contractual Service in the same post (PHM) under the Society. (As on 01.10.2024)			
Place of Posting	From	To	Total year of experience

12. Enclosure:

- ✓ Self-attested copy of certificates and marks sheet of HSC/Equivalent issued by the recognized Board.
- ✓ Self attested copy of NOC and Experience Certificates of uninterrupted contractual service under NHM issued by concerned CDM & PHO/ADUPHO.
- ✓ Self attested two recent passport size colour photographs and self-photo ID proof (Driving License /PAN Card/ Voter ID card/ Passport/Adhar card).

Signature of the Applicant

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 any stage, it is found any of the above material information is false/incorrect or is suppressed by me, my candidature/ appointment under OSH&FW Society, Odisha is liable to be rejected/Terminated.

Signature of the Applicant

TOR of Program Assistant-Urban Health

1. To assist the implementation of urban health program activities/ all National programs at city level & UPHC/UCHC level.
2. Provide support towards Mahila Arogya Samiti (MAS).
3. Provide support to organize trainings, meetings, reviews, seminars. & workshops etc. at city level for different stakeholders/ officials.
4. Field visit to MAS and WKS provide handholding support for formation & strengthening of community process activities.
5. Provide support to compliance of RTI, Assembly/ Parliament question & grievances.
6. Maintenance of records regarding approval of leave i.e. CL, EL, Maternity leave & Paternity leave etc of all CPMU & UPHCs/ UCHCs staff.
7. Maintenance of records regarding approval of PAR & contract renewal of all CPMU & UPHCs/UCHCs staff.
8. Initiate the file regarding approval of experience certificate/NOC certificate/ salary certificate etc.
9. To assist in the recruitment process of HR under CHS.
10. Any other work assigned by the authority as and when required

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 MOIC in provision of comprehensive preventive, promotive and curative care, including free and easy access to drugs and diagnostics. S/he shall ensure efficient functioning of OPO 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 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 MO I/C 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 are 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 Rogi Kalyan Samiti for improvement of the management and service provision of the UPHC as per the RKS 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 RNTCP, 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 RNTCP 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 organise 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 the 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.
