



Office of the Addl. District Urban Public Health Officer, Cuttack
National Health Mission, Odisha
Department of Health & Family Welfare,
Government of Odisha.



Advt. No...2956./CPMU/ NHM/CTC-43/2024

Date:13../12../2024

CONTRACTUAL APPOINTMENT

Applications are invited from eligible candidates for filling of vacancies of different categories of posts under City Health Society, National Urban Health Mission, Cuttack. The post is contractual and for a period of 11 months, with monthly remuneration as noted against each post and subject to renewal as per society norms based on the performance and subject to continuance of the programme. Lower age limit for all the positions is 21 years as on dtd. 01.12.2024.

Sl. No	Name of the Post	No. of Vacancy	Remuneration in Rs. Per Month
1	Programme Assistant, Urban Health	1	Rs.25,328/- + PI

Interested candidates may log on to <https://cmccuttack.odisha.gov.in> for details (Vacancies, terms and conditions & application form etc.). Eligible Candidates fulfilling the eligibility criteria are to apply in the prescribed application form "superscribed for the post applied for" to the undersigned by Regd. Post / Speed Post/Courier on or before **20.01.2025** with all relevant documents. The undersigned is not responsible for any postal delay. Application received after due date will be rejected. The envelope containing the application should be superscribed clearly with the name of the post applied for. **Number of Vacancies shown above are provisional and it may change at the time of actual appointment / Posting.** Time to time notification regarding status of selection process will be web hosted in district web-site. The undersigned reserves the right to cancel / reject any or all the applications without assigning any reason thereof.

Sd/-

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Sl. No	Name of the Post	No. of Vacancy	Remuneration in Rs. Per Month	Upper Age Limit as On 01.09.22	Eligibility Criteria
1	Programme Assistant, Urban Health	1	Rs. 25,328/- + PI	Up to 40 Years	The candidate must have passed two years course in any of the following subjects with minimum 55% marks in aggregate from a recognized University/Institution. ➤ Master Degree in Social Work/ Sociology/ Anthropology/ Psychology/ Economics/Applied Economics/History/Political Science/ Rural Development. ➤ Master Degree in Business Administration or its equivalent course, Such as Post Graduate Diploma in Business Administration or Post Graduate Diploma in Business Management or Post Graduate Diploma in Management. The candidate also must have passed PGDCA/DCA/Odisha State Certificate in Information Technology (OS-CIT) course of Odisha Knowledge Corporation Limited (Minimum 6 months course duration) or any equivalent courses from a recognized institute. S/he must have minimum one year of post qualification experience in Health/ Social Sector.



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N.B.:- Besides the above, the following provisions also shall be applicable in respect of all the above posts as eligibility criteria.

Age Relaxation and Additional Weightage of Marks applicable for the eligible applicants who are employees of the OSH&FW Society.

- A. To avail the benefit of age relaxation and weightage, employee 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 preceding 03 (three) terms of contractual services under the OSH&FW Society.
- C. The age relaxation for the applied post in respect of the employee of the OSH&FW Society shall be allowed @ 1 year for each contractual term of service in the Society upto a maximum of 10 years, over and above the maximum age limit prescribed in the Advertisement for the said post, subject to an upper age ceiling of 55 years.
- D. Candidate who is an employee of the OSH&FW Society and has 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 in the Society upto a maximum of 10 percentage of the total marks which shall be added to the total marks secured by the said employee.
- E. All the above provisions shall also be applicable for only one member of the family of a deceased employee of the OSH&FW Society, if eligible, as would have been applicable to the employee concerned.

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. Details of vacancy, eligibility, age, selection procedure, ToR etc. can be downloaded from the official website (<https://cmccuttack.odisha.gov.in>)
- iii. The applications received for the above positions 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, 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 through offline mode. Application form duly signed by the candidate along with self attested photocopies of all certificates and Mark sheets, in support of age, qualification and experience shall however be sent to the **"Addl. District Urban Public Health Officer, Cuttack, Bikash Bhaban, Block B, City Program Management Unit, Jagannath Bihar, Badambadi 753012"** so as to reach us on or before **20.01.2025 (by 5.00 P.M.)** through Regd. Post / Speed Post / Courier and the envelope containing the application should be superscribed clearly name of the post applied for.



- vii. 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.
- viii. 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.
- ix. Candidates who are over aged, under qualified, not having requisite percentage of marks, not having requisite experience etc. need not apply.
- x. Incomplete application in any form will be rejected. Non submission of certificate/documents along with the online application shall be liable for rejection.
- xi. 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 to apply.
- xii. This office will not be held responsible for any postal delay. No application will be entertained after **20.01.2025 (5.00 P.M.)**. No personal correspondence / queries will be entertained. All communication will be made through E-mail / official website.
- xiii. 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. The panel for above position shall also remain valid for similar post / s in other programmes under NHM ambit with same educational qualification and same remuneration, as will be decided by the Society.
- xiv. Number of vacancies / remuneration as mentioned under this advertisement may vary at the time of actual engagement.
- xv. The undersigned reserves the right to cancel any or all the applications / positions at any stage of recruitment process without assigning any reason thereof.

SELECTION PROCEDURE

Programme Assistant, Urban Health	Written Test (MCQ)-40 Marks, Computer Test-20 Marks & Interview- 40 Marks All eligible applicants, fulfilling the eligibility criteria as per Advertisement shall be called for Written Test. A list of candidates securing 50% and more marks in Written Test shall be called for Computer Test & Viva-Voce. However, the final merit list shall be prepared by adding the marks secured in three stages i.e. Written Test, Computer Test & Viva-voce.
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16. Experience Details (starting from present / last employment):-

Sl. No	Name of the Employer	Post Held	From date	To Date	Total Experience	
					Year	Month

- a. Total years of post qualification experience: .
- b. Years of experience in the Development Sector / NGO :
- 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 rejected / terminated. I also declare that I have never been disengaged from service previously on administrative ground such as disobedience / poor performance / misbehavior / criminal activities etc.

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

Date :

Place :

Full Signature of the Applicant

Candidates are required to attach the following documents along with the application form.

1. One recent passport size colour photograph duly pasted at the designed space.
2. Self attested photocopy of Identity Proof (Voter ID card / PAN card / Driving License / Aadhar Card / Passport).
3. Self attested copies of All Mark sheet and certificate in proof of the claim made by the candidate relating to his/her educational qualification.
4. Self attested copy of HSC or equivalent marks sheet and certificate (proof of age)
5. No Objection Certificate for those Candidates, who are already working in Health Department either on regular or on contractual basis.
6. Self attested copy of Caste Certificate & Residence Certificate issued by the competent Authority within last 6 months.