



OFFICE OF THE ADDITIONAL DISTRICT URBAN PUBLIC HEALTH OFFICER,
CUTTACK
CITY PROGRAMME MANAGEMENT UNIT, CUTTACK
National Health Mission, Odisha
Government of Odisha



Adv. No.: 163/CPMU/ NHM/ LTC - 43/ 2024

Date: 20.01.2025

Contractual In House Appointment

Application are invited from in-house contractual employee of NHM working in the same post under OSH&FW society in other Districts/City desiring to be posted in Cuttack for the following position. 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.

Sl. No	Name of the Position	No of Vacancy
01	Data Assistant –cum Accountant	1

Interested in-house candidate 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 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. The application format & other details are available in the website <http://cmccuttack.odisha.gov.in> application only in prescribed format along with self-attested copies of all supportive documents should reach office O/o- ADUPHO, City Program Management Unit (CPMU), Ground floor, Block B, Bikash Bhawan, CMC PO:A.D.Market,Cuttack,Pin:-753012,on or before 27.01.2025(By 1.00 PM)through regd.post & speed post only. The envelope containing the application should be super scribed with the clearly name of the post applied for. 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. Number of vacancies under this advertisement is provisional which may increase or decrease depending upon requirement or otherwise at the time of actual engagement. 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/-

**Addl. District Urban Public Health Officer
Cuttack**

General information and Instructions:

- i. Details of vacancy, eligibility, age, ToR, selection procedure etc. can be downloaded from the official website (www.bmc.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: <http://cmccuttack.odisha.gov.in> at regular intervals for any notification, updates (objection invitation / different tests notices), results 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. Candidates have to submit **No Objection Certificate cum Experience for last uninterrupted service in the same post under the society** from the employer (appointing authority) at the time of submission of application form. NOC cum 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).
- vii. Interested candidates fulfilling the eligibility criteria are to apply the same post. The complete application should reach the undersigned on or before **27.01.2025** at office O/o- ADUPHO, City Program Management Unit (CPMU), Ground floor, Block B, Bikash Bhawan, CMC PO:A.D.Market,Cuttack,Pin:-753012, on or before **27.01.2025(By 1.00 PM)** through regd.post & speed post only. **The envelope containing the application should be super scribed with the clearly name of the post applied for.....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.
- viii. Incomplete application in any form will be rejected. Non submission of certificate/documents along with the prescribe application shall be liable for rejection.
- ix. 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 **27.01.2025 (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 under the OSH&FW Society in other district/city, desiring to be posted in Cuttack

Name of position applied for		Photograph	
1. First Name:		Last Name :	
2. Date of Birth:	3. District of Domicile:	4. Gender:	
5. Please mention if SC/ ST/ OBC: General			
6. Present Contact Address: Permanent Contact Address:		7. Permanent Telephone No: (STD Code) Number	
		8. Present Telephone No: (std code) Office number	
9. Email Address:		10. Mobile No. :	
11. Last Uninterrupted Contractual Service in the same post under the Society.			
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.
- ✓ An undertaking regarding one spouse living in case of married.
- ✓ Self attested copy of NOC cum Experience Certificates of uninterrupted contractual service under NHM issued by concerned CDMO/ADUPHO.
- ✓ Self attested two recent passport size colour photographs and self-photo ID proof (Driving License/Pan Card/ Voter 1 D 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