



**CONTRACTUAL APPOINTMENT**

**ZILLA SWASTHYA SAMITI, CUTTACK**



**OFFICE OF THE CHIEF DISTRICT MEDICAL & PUBLIC HEALTH OFFICER, CUTTACK**

Advertisement No: 21526/CDM&PHO, Cuttack Dates: 27/09/2023

Applications are invited from eligible candidates for filling up the following posts under National Health Mission, ZSS, Cuttack on contractual basis for a period of 11 months with monthly remuneration as noted against each and subject to renewal as per Society norms basing on the performance and subject to continuance of the programme. **Performance Incentives & other benefits are also admissible for all posts as per norms applicable and orders issued there-under from time to time.** Lower age limit for all the posts is 21 years and upper age limit is 40 years as on **01.10.2023**.

Sl. No	Name of Posts	No of Posts	Remuneration (in Rs.)	Eligibility Criteria
01	Block Data Manager (Rural/Urban)	02	Rs 17504/- PM	<ul style="list-style-type: none"><li>Graduation with minimum 55% marks in aggregate from a recognized University.</li><li>PGDCA/ DCA/ MCA/ BCA/ Odisha State Certificate in Information Technology (OS-CIT) course of Odisha Knowledge Corporation Limited or any equivalent Courses from a recognized institutions.</li><li>The candidate must have 1 year of post qualification experience in Health/ Social sector.</li></ul>
02	Cold Chain Technician	01	Rs 20130/- PM	<ul style="list-style-type: none"><li>The candidate must have passed I.T.I (National Trade Certificate) in Refrigeration &amp; Air conditioning.</li><li>The candidate must have 2 years of post qualification experience in repair &amp; maintenance of CFC free Refrigerators, DG Sets and voltage stabilizers with cold room operation.</li></ul>
03	Computer Operator (Immunization Computer Assistant)	01	Rs 20130/- PM	<ul style="list-style-type: none"><li>Bachelor's Degree in Commerce/ Science/ Arts (Economics/ Mathematics)</li><li>Post Graduate Diploma in Computer Application from a Govt. Recognized Institution.</li><li>Two years of post qualification experiences.</li><li>The candidate must be a permanent resident of the district applied for.</li></ul>

The model application form and General terms of condition for such appointment may be downloaded from the District website i.e. [www.cuttack.nic.in](http://www.cuttack.nic.in). The completely filled in application forms along with other document should reach the office of the Chief District Medical Officer, Cuttack (At- Old Secretariat Campus, Cantonment Road, Po- Buxi Bazar, Dist- Cuttack-753001) on or before **12.10.2023 till 5 PM** through Speed Post/ Regd. Post only and the envelope containing the application should be **Super-scribed with the name of the post applied for** otherwise it will be **rejected**. The undersigned reserves the right to cancel any or all of the proposals without assigning any reason thereof. The panel for above positions shall also remain valid for similar posts in other programmes under ZSS with same educational qualification and same remuneration, as will be decided by the Society

**Note: Out of the above vacancy reservation for Women, PWD, Ex- Serviceman & Sport Person & Age relaxation will be made as per Govt. Norm.**

*B.I.*  
*27.9.2023*  
Chief District Medical & Public Health Officer  
Cuttack

## GENERAL INFORMATION AND INSTRUCTIONS

1. The above positions are purely temporary and co-terminus with the scheme. Canvassing in any form will render the candidate disqualified for the position.
2. Details of vacancy, eligibility, age, scheme of selection procedure etc. can be downloaded from the district website ([www.cuttack.nic.in](http://www.cuttack.nic.in)).
3. Undertaking or affidavit for non submission of any of the requisite documents as mentioned above and the prescribed application form as available in the District website i.e. [www.cuttack.nic.in](http://www.cuttack.nic.in) will liable for rejection of the candidature of the candidate.
4. Candidates are required to apply in prescribed format available in the website [www.cuttack.nic.in](http://www.cuttack.nic.in) and to submit along with a set of self attested copies of all certificates in support of age, qualification, experience, residence etc. Candidates are also required to submit two recent passport size colour photograph, an ID proof (Voter ID/PAN/Driving License/Passport/Aadhar Card). **No certificate will be accepted at later stage of recruitment, if fails to produce with the application.**
5. Candidates, who are already working in Health Department or outside either on regular or on contractual basis, have to submit No Objection Certificate (NOC) from concerned employer.
6. The envelope containing application should be Super-scribed with the name of the post applied for otherwise it will be rejected.
7. For all the post candidates must have passed Odia up to M.E Standard.
8. Candidates are required to visit website: [www.cuttack.nic.in](http://www.cuttack.nic.in) at regular intervals for any notification, updates (objection invitation / different tests notices), results etc. relating to recruitment. No personal intimation will be made to individual candidates.
9. Candidates will be selected on the basis of selection process as applicable.
10. Incomplete application in any form will be summarily rejected.
11. 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.
12. All communication will be made through e-mail / district website.
13. The panel for above positions shall also remain valid for similar post / s in other programmes under ZSS with same educational qualification and same remuneration, as will be decided by the Society.
14. Number of vacancies / remuneration as mentioned under this advertisement may vary at the time of actual engagement.
15. The undersigned reserves the right to cancel any or all the applications / positions at any stage of recruitment process without assigning any reason thereof.

B.L. - 27.09.2023

**Chief District Medical & Public Health Officer  
Cuttack**

## ELIGIBILITY & SELECTION GUIDELINE

1) Block Data Manager (Rural/Urban)  
Vacancy- 02

**Essential Qualification-**

- Graduation with minimum 55% marks in aggregate from a recognized University.
- PGDCA/ DCA/ MCA/ BCA/ Odisha State Certificate in Information Technology (OS-CIT) course of Odisha Knowledge Corporation Limited or any equivalent Courses from a recognized institutions.
- The candidate must have 1 year of post qualification experience in Health/ Social sector.

**Lower Age limit - Minimum 21 Years**

**Upper Age limit – Upto 40 years as on 01.10.2023**

**Mode of Selection-**

- |                                 |          |
|---------------------------------|----------|
| a. Mark Assessment (Graduation) | 40 Marks |
| b. Computer Test                | 20 Marks |
| c. Viva-Voice                   | 40 Marks |

Candidates securing 50% and above marks in the Mark Assessment shall be shortlisted. Candidates 3 times the number of vacancies on the basis of merit list prepared on Mark Assessment shall be called for computer test. Candidate securing 50% and above marks in the Computer Test shall be called for Viva-voice. The final merit list shall be prepared for all the candidates, who appeared for the interview by compiling marks secured in all the three stages. Waiting list be maintained and should be valid for 1 (one) year from the date of approval of the panel of selected candidates.

2) Cold Chain Technician  
Vacancy- 01

**Essential Qualification-**

- The candidate must have passed I.T.I (National Trade Certificate) in Refrigeration & Air conditioning.
- The candidate must have 2 years of post qualification experience in repair & maintenance of CFC free Refrigerators, DG Sets and voltage stabilizers with cold room operation.

**Lower Age limit - Minimum 21 Years**

**Upper Age limit – Upto 40 years as on 01.10.2023**

**Mode of Selection- Application Invitation**

**Written Test (MCQ) – 70 marks and Viva-voice Test – 30 marks**

Candidate securing 50% and above marks in the Written Test (MCQ) will be listed out and from the said list, 10 times of number of vacancies from the top of the merit list be called for Viva-voice Test.

However, the final merit list of the candidates shall be prepared by adding the marks secured in both Written and Viva-voice Test. The candidates securing 50% or more marks in Final Panel Merit list shall be kept in the Panel with validity of 01 year from the date of its approval.

B. I. -

**3) Computer operator (Immunization Computer Assistant)**  
**Vacancy- 01**

**Essential Qualification-**

- Bachelor's Degree in Commerce/Science/Arts with (Economics/Mathematics).
- Post Graduate Diploma in Computer Application from a Govt. Recognized Institution.
- Two years of post qualification experiences.
- The candidate must be a permanent resident of the district applied for.

**Lower Age limit - Minimum 21 Years**

**Upper Age limit – Upto 40 years as on 01.10.2023**

**Mode of Selection-**

Candidates 3 times the number of vacancies on the basis of merit list prepared on Mark Assessment shall be called for computer test. Candidate securing 50% and above marks in the Computer Test shall be called for Viva-voice. The final merit list shall be prepared for all the candidates, who appeared for the interview by compiling marks secured in all the three stages. Waiting list be maintained and should be valid for 1 (one) year from the date of approval of the panel of selected candidates.

**N B:**

In pursuance of the decision of Executive Committee of O.S.H & F.W. Society in its 45<sup>th</sup> meeting held on 17.06.2021 vide Order no 9043 dated 05.08.2021 of Mission Director, NHM, Odisha, it has been decided to extend the benefit of relaxation in age and weightage in marks obtained in recruitment examination in favour of the employees working under the OSH&FW society applying for and participating in the recruitment process for any post of Society subject to the following terms & conditions.

- a. The benefit of age relaxation and weightage will be available to the employees concerned, if he/she has completed at least three terms of contractual services (11 months each) under the OSH&FW Society.
- b. The marks recorded in PAR of the employee concerned must be 'Outstanding' or 'Very Good' for the preceding three (3) terms of contractual services.
- c. The age relaxation to the employees for the post applied shall be allowed @ 1 (one) year for each contractual term of services up to a maximum of 10 years, over and above the maximum age limit prescribed in the Advertisement of the said post, subject to an age ceiling of 55 years.
- d. Employees 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 mark for each completed term of services up to a maximum of 10 percentage marks of the total marks which will be added to the total score secured by the said employee.

B.L. - 2023-  
27-9-2023-

**Chief District Medical & Public Health Officer  
Cuttack**

# APPLICATION FORM

(Please fill in the block letter)

Post Applied for					Photograph	
1. First Name:			Last Name :			
2. Date of Birth:		3. Age as on 01.10.2023		4. District of Domicile:		
5. Sex:						
6. Please mention if SC/ ST/ OBC:				7. Whether Ex- Serviceman/ Physical handicapped/ Sports Man:-		
8. Present Contact Address with telephone no.:				9. Permanent Contact Address with telephone no.:		
10. Email Address:				11. Mobile No.:		
12. Languages spoken/written:						
13. academic & Professional Qualification Details:						
Exam Passed	Institute/Board & Location	Year	Marks			Full/Part Time/ Distance Learning
			Full Mark	Marks Secured	% of marks	
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.						

<b>15 A. Current Employment:</b>		
From Month / Year	To Month / Year	Designation
Location of Employment:		
Description of your duties:		
<b>15 B. Previous Employment:</b>		
From Month / Year	To Month / Year	Designation
Location of Employment:		
Description of your duties:		

**DECLARATION BY THE CANDIDATE:**

I hereby declare that all the information furnished above are correct to the best of my knowledge and belief and that, if any stage, it is found that any of the above materials is false/ incorrect or is 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 performances/misbehavior/criminal activity 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 Applicants

**Documents to be attached : Candidates are required to attach the following documents along with the application form**

1. Two copies of passport size colour attested photograph to be submitted along with the application.
2. The following documents are to be enclosed along with the application:
  - a) Attested Copy of HSC / Equivalent examination certificate and Mark sheet. (Proof of Age)
  - b) Attested photo copies of all mark sheets & certificates in proof of the claim made by the candidate relating to his educational qualification.
  - c) Other documents if any related to this recruitment.