



**Odisha State Health & Family Welfare Society, Govt. of Odisha**  
**Deptt. of Health & Family Welfare, Govt. of Odisha**  
**Annex Building of SIH&FW, Nayapalli, Unit-8, Bhubaneswar-**  
**751012, District-Khordha (Odisha) Phone/Fax: 0674- 2392480/79**



**Adv. No.: 42/19**

**CONTRACTUAL APPOINTMENT**

**Date: 12.09.2019**

Applications are invited in prescribed format from eligible candidates for filling up the following positions under **National Health Mission, Odisha** on contractual basis with monthly remuneration as noted against each and subject to renewal as per OSH&FW Society terms and conditions. The positions are purely temporary and co-terminus with the scheme.

Sl. No.	Name of the Position	Remuneration (in Rs.), Performance Incentive & other allowances as admissible	Date of Registration & Original Certificate Verification
01	Assistant Manager -ASHA	Rs. 32,761/-+PI	26.09.2019
02	Assistant Manager -GKS & Health System Strengthening	Rs. 32,761/-+PI	30.09.2019

Interested candidates can log on to [www.nhmodisha.gov.in](http://www.nhmodisha.gov.in) for details of vacancy, eligibility criteria, ToR, age, application form, selection procedure etc. Candidates fulfilling the eligibility criteria may appear for registration in between 10.30 A.M. to 12 Noon on the date as mentioned against each position. No registration will be allowed in any case after scheduled date and time of registration. After registration of the candidate, original certificate verification shall be made. If the number of candidates registered will be high then, the original certificate verification will be continued for other date/s, which will be notified to the candidates on the date of registration.

**Venue:- Amar Singh Auditorium, Dr. Abhin Chandra Homoeopathic Medical College & Hospital, Unit-III, Bhubaneswar.**

Sd/-

**Mission Director, NHM**

**Member Secretary, OSH&FWS, Odisha**



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Applications are invited in prescribed format from eligible candidates for filling up the following positions under **National Health Mission, Odisha** on contractual basis with monthly remuneration as noted against each and subject to renewal as per OSH&FW Society terms and conditions. The positions are purely temporary and co-terminus with the scheme. Lower age limit for all the positions are 21 years as on **01.09.2019**

Sl. No.	Name of the Position	Age as on 01.09.19	Remuneration (in Rs.), Performance Incentive (P.I.) & other allowances as admissible	Date of Registration & Original Certificate Verification	Vacancy	Eligibility Criteria
01	Assistant Manager – ASHA	Upto 45 Years	Rs. 32,761/- +PI	26.09.2019	3	<p><b>Qualification:</b> Candidate must have passed two years full time course in any of the following subject with minimum 55% marks in aggregate (Cumulative marks in all the subjects) from a recognized University /Institution:</p> <ul style="list-style-type: none"><li>-Master Degree in Social Work</li><li>- Master Degree in Rural Management</li><li>-Master Degree in Sociology</li><li>-Master Degree in Anthropology</li><li>- Master Degree in Rural Development</li><li>- 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.</li></ul> <p><b>Experience:-</b>S/he also must have minimum one year of post qualification experience in health/ social sector.</p>

02	Assistant Manager – GKS& Health System Strengthening	Upto 45 Years	Rs. 32,761/- +PI	30.09.2019	4	<p><b>Qualification:-</b>Candidate must have passed two years full time course in any of the following subject with minimum 55% marks in aggregate (Cumulative marks in all the subjects) from a recognized University / Institution:</p> <ul style="list-style-type: none"> <li>-Master Degree in Social Work</li> <li>- Master Degree in Rural Management</li> <li>-Master Degree in Sociology</li> <li>-Master Degree in Anthropology</li> <li>-Master Degree in Rural Development</li> <li>-Master Degree in Hospital Administration</li> <li>-Master Degree in Hospital Management</li> <li>- Master Degree in Business Administration or its' equivalent course, such as;</li> <li style="padding-left: 40px;">Post Graduate Diploma in Business Administration</li> <li style="padding-left: 80px;">or</li> <li style="padding-left: 40px;">Post Graduate Diploma in Business Management</li> <li style="padding-left: 80px;">or</li> <li style="padding-left: 40px;">Post Graduate Diploma in Management.</li> </ul> <p><b>Experience:-</b>S/he also must have minimum one year of post qualification experience in health/ social sector.</p>
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**Venue:- Amar Singh Auditorium, Dr. Abhin Chandra Homoeopathic Medical College & Hospital, Unit-III, Bhubaneswar.**

**General information and Instructions:-**

- i. Candidates fulfilling the eligibility criteria may appear for registration in between 10.30 A.M. to 12 Noon on the date as mentioned against each position. No registration will be allowed in any case after scheduled date and time of registration. After registration of the candidate, original certificate verification shall be made. If the number of candidates registered will be high then, the original certificate verification will be continued for other date/s, which will be notified to the candidates on the date of registration.
- ii. Candidates are required to come for registration and original certificate verification with duly filled in application in prescribed format, available in the official website: [www.nhmodisha.gov.in](http://www.nhmodisha.gov.in) and bring all certificates / testimonials, in original and a set of self attested photocopies of the same, in support of age, qualification and experience, for verification. Candidates are also required to bring two recent passport size colour photographs and self photo ID proof (Voter ID card / PAN card / Driving License / Aadhar card / Passport). Incomplete application in any form will be rejected.
- iii. 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 position and nature of responsibility.
- iv. Details of vacancy, eligibility criteria, ToR, age, selection procedure, application form etc. can be downloaded from the official website ([www.nhmodisha.gov.in](http://www.nhmodisha.gov.in)).
- v. 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.
- vi. Candidates who are over aged, under qualified, not having requisite percentage of marks, not having requisite experience etc. shall be rejected.
- vii. Candidates, who are already working in Health Department either on regular or on contractual basis, have to submit No Objection Certificate (NOC) from the employer (appointing authority) at the time of submission of application form, without which the application shall not be considered & shall be rejected. NOC issued by any other authority other than appointing authority will not be accepted. NOC must be specific for the position, S/he applying and must be issued subsequent to issue of the advertisement.
- viii. 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 position 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.
- ix. No personal correspondence / queries will be entertained. All communication will be made through e-mail /official website / Notice Board. Canvassing in any form will render the candidate disqualified for the position.
- x. The panel for above positions shall also remain valid for similar position / in other programmes under NHM ambit with same educational qualification and same remuneration, as will be decided by the Society.
- xi. Number of vacancies / remuneration as mentioned under this advertisement may vary at the time of actual engagement.
- xii. The undersigned reserves the right to cancel any or all the applications / positions at any stage of recruitment process without assigning any reason thereof.
- xiii. The result will be published in the official website of NHM.

**Sd/-**

**Mission Director, NHM  
Member Secretary, OSH&FWS, Odisha**

Sl. No.	Name of the Post	Selection Procedure (Advt. No. 42/19)
01	Assistant Manager -ASHA	Interested candidates fulfilling eligibility criteria shall appear for registration followed by Original Certificate Verification on the scheduled date as mentioned in the advertisement. A list of shortlisted candidates shall be prepared as per the eligibility criteria and called for appearing the Written Test (MCQ). The date of Written Test (MCQ) for the shortlisted candidates will be intimated later on through Official Website & SMS. A list of qualified candidates in Written Test (MCQ) securing 50% or more marks shall be prepared. From amongst the said list, candidates 05 (five) times the number of vacancies, in order of merit shall be called for Viva-voce. However, the final merit list will be prepared by adding the marks secured in Written Test (MCQ) & Viva-voce.
02	Assistant Manager - GKS & Health System Strengthening	

## APPLICATION FORM

Advertisement No.	<b>42/19</b>	Photograph					
Name of the Post							
		Identity Proof No.					
1. Applicant Name:							
2. Father's Name:							
3. Date of Birth:		4. District of Domicile:	5. Sex:				
6. Age as on 01/09/2019.							
7. Present Contact Address:          Permanent Contact Address:		8. Contact Telephone No. :-       Mobile No:-					
9. Email Address:							
10. Languages spoken/written:							
11. Professional Qualification details:							
Sl. No.	Exam Passed	Name of Board / University	Year of passing	Marks (excluding 4th optional)			Duration of Course
				Full Mark	Marks Secured	% of Marks	

12. Employment Record:-
Total years of post qualification experience:-

13. Experience Details (starting from present / last employment):-

Name of the Employer	Post Held	From Date	To Date	Total	
				Year	Month

**Declaration:** 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 material information 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 under the OSH&FWS, Odisha on administrative ground such as disobedience / poor performances/ misbehavior/ criminal activity etc.

**Date:**

**Place:**

**Full Signature of the Applicant**

**List of enclosure(s):-**

**Note:**

1. **The following documents are to be enclosed along with the application:**
  - a. **Two copies of passport size colour self attested photographs. One copy of self attested photograph will however to affixed at the position in the application form.**
  - b. **Self attested photocopies of documents in support of age, qualification, experience etc.**
  - c. **Self attested photocopy of Identity Proof (Voter ID card / PAN card / Driving License / Adhar card / Passport).**

## Assistant Manager ASHA

Asst. Manager, ASHA will be held responsible for the implementation of all community process activities in the district including ASHA, GKS, Gaon Swasthya Samikshya etc. The specific responsibilities of the position will be as follows.

- Develop work plan for all community process activity implementation including ASHA, GKS, Gaon Swasthya Samikshya in the district based on the approval in NRHM PIP.
  - Ensure implementation of all approved activities of community process as per the NRHM PIP adhering to the timeline and 100% utilization of fund allotted in NRHM PIP.
  - Maintain updated data base of the ASHA in position, track the drop out rate and ensure filling up of vacancy in ASHA selection within one month of vacancy. Maintain database of GKS on a regular basis and report the same to the state CPRC.
  - Ensure timely completion of ASHA Module 6 & 7 training maintaining all quality parameters. Ensure effective and time bound implementation of ASHA HBNC programme in the district as per the guidelines.
  - Ensure ASHA performance monitoring system in place for all ASHAs in the district and take adequate steps to improve the functional effectiveness of all ASHAs by providing required handholding support.
  - Take appropriate steps for effective functioning of ASHA SAATHI in the district by conducting capacity building programme and monitoring of the activity on a monthly basis.
  - Ensure all ASHA incentive payment every month in coordination with the district and block health system. There must not be any back log in ASHA incentive payment.
  - Ensure ASHA grievance redressal mechanism in the district and block level and take appropriate steps for address the issues related to ASHA activity implementation.
  - Ensure monthly sector meeting of ASHAs in all sectors of the district and submission of the report on the same.
  - Ensure implementation of all approved activities of GKS as per the NRHM PIP adhering to the timeline and 100% utilization of fund allotted for GKS and GSS (wherever implemented) activities in NRHM PIP.
  - Maintain updated data base of the GKS on a regular basis and report the same to the state CPRC.
  - Ensure adequate mechanism for the 100% utilization of GKS untied fund during the financial year. Monitor effective utilization of GKS untied fund as per the approved guideline. Submit the monthly GKS untied fund utilization status to the state CPRC.
  - Improve the functional effectiveness of all GKS by providing adequate handholding support to the low performing GKS.
  - Take appropriate and adequate capacity development programme of GKS members from time to time and provide need based handholding support for effective GKS activity implementation.
  - Maintain inter-sectoral convergence with W&CD, PR, RD Deptt. at district as well as block level for effective GKS activity implementation.
  - Ensure effective inter sectoral convergence to address issues related to health & social determinants of health with the involvement of GKS.
  - Ensure effective and time bound implementation of all activities of Gaon Swasthya Samikshya programme in the district as per NRHM PIP.
  - Conduct adequate field visit to find out issues relating to GKS activity implementation, resolve the same with adequate supportive supervision mechanism as per the requirement.
  - Prepare reports, case studies, document best practices of GKS and GSS programme for dissemination and wider replication.
  - Submit the monthly report to State CPRC adhering to the timeline.
  - Any other tasks assigned by reporting authority as per the requirements of the programme.
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## **Assistant Manager GKS & Health System strengthening**

### **Quality Assurance Activities:**

1. Coordinating and promoting Quality related activities and advocacy across the district.
2. Coordinate & Monitor the NQAS and Kayakalp related activities across the district.
3. Estimating district's requirements for (in terms of Structure, Process and outputs) QA program and improving quality of healthcare delivery.
4. Assist, support and conduct Periodic assessment of hospitals using NQAS & Kayakalp check list and arrive at a score for the facility. Identification of gaps, Prepare Time Bound Action Plan under the guidance of hospital in-charge and take corrective action for gap closure as per the findings.
5. Prepare the hospitals for getting NQAS Accreditation and Kayakalp Award.
6. Grading of healthcare facilities on the basis of score in the district.
7. Ensuring conduct of DQAC & other facility level QA Committee Meetings on proper interval of time & taking the actions as and when required.
8. Selecting facilities that may go for Certification and supporting them in the process.
9. Review the status of QA activities at different facilities in the district.
10. To provide support to facilities in the district in taking appropriate and time-bound actions on closure of the gaps identified during assessments.
11. Monitor proper functioning of Help Desk and guide the Help Desk staffs as required.
12. Conducting workshops and training at district another and facility level on QA and Certification of health care facilities.
13. To review the Patient's and employee's satisfaction from different facilities, subsequently develop an action plan to address the concerns of patients, which led to poor satisfaction.
14. Identify the cause of any unreasonable delay in the achievement of milestones, or in the release of funds and propose corrective action.
15. Monitoring of recording/reporting system through field visits and submit the visit reports with appropriate suggestions/actions for improvement.
16. Compilation and interpretation of the data received from different facilities and present it to DQAU & State.
17. To develop a system of monthly reporting of clinical indicators (KPI) from all the facilities to the State level.

## **GKS Related Activities:**

18. Prepare & submit monthly work plan based on the PIP approval & monthly progress report to the State on a monthly basis.
19. Ensure all GKS must have Village Health Plan and all expenditure are incurred as per the approved Village Health Plan.
20. Facilitate timely placement of annual untied fund to GKS and ensure 100% utilization of GKS untied fund as per the guidelines.
21. Identification of low performing GKS based on the criteria. Prepare action plan and ensure provision of need based handholding support to low performing GKS in order to maximize their functional effectiveness at the field level.
22. Facilitate preparation of action plan for undertaking various need based activities to achieve indicators for getting Sustha Gaon & Sustha Panchayat Puraskar as per the guideline and following due process are followed up.
23. Prepare action plan and ensure organizing training programme as per guideline and PIP approval adhering to quality parameters.
24. Prepare action plan and ensure for organize GP level meeting for GKS activity implementation as per the guideline.
25. Develop work plan to strengthen better inter-sectoral convergence for effective GKS activity implementation at block level.
26. Facilitate update of all the relevant information related to GKS activity implementation in Web based monitoring system of GKS on a monthly basis.
27. Facilitate & ensure each GKS must have GKS Swasthya Kantha with updated health messages displayed as per the approved prototype.
28. Prepare special action plan for unreached & most difficult villages and ensure all activities undertaken as per the plan.
29. Prepare documents of major innovation & best practices related to GKS activity implementation on a quarterly basis & submit to the State.
30. Prepare action plan to provide need based adequate facilitation support for effective implementation of Gaon Swasthya Samikshya (GSS) programme in the implemented districts.
31. Ensure placement & utilization of Sub centre untied fund and track utilization status of Sub centre untied funds on a regular basis in order to ensure proper maintenance of records and submission of SoE against expenditure.
32. Ensure placement & utilization of RKS untied fund with due procedure at the CHC/PHC and PHC (New) and track utilization status of RKS funds on a regular basis in order to ensure for expediting of expenditure.
33. Ensure all activities related to GKS, GSS, Sub centre untied fund and RKS of CHC/PHC & PHC (New) is implemented as per the PIP approval & guideline.
34. Conduct field visit on a regular basis to find out issues, resolve the same with adequate supportive supervision mechanism at the various level.
35. To attend to any other duties / responsibilities assigned by the authorities and the reporting officer.