



Odisha State Health & Family Welfare Society
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, E-mail Id-hrdnrhm1@gmail.com



Adv. No.: 15/2020

CONTRACTUAL APPOINTMENT

Date: 31/07/2020

Applications are invited from eligible candidates for filling up of the following position 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 position is purely temporary and co-terminus with the Scheme. Lower age limit for the position is 21 years as on **01.07.2020**.

Sl. No.	Name of the Position	No. of Vacancy	Remuneration (in Rs.), Performance Incentive & other allowances as admissible
01	District Accounts Manager	01	Rs.45,947/-+PI

Interested candidates can log on to **www.nhmodisha.gov.in** for details of vacancy, eligibility criteria, age, selection procedure & ToR etc. Online application form will be available from **01.08.2020 to 07.08.2020 by 11.59 P.M.** Last date for receipt of the System Generated Application duly signed by the candidate along with self attested copies of all supportive documents is **18.08.2020 (by 5.00 P.M.)**.

Sd/-
Mission Director, NHM
Member Secretary, OSH&FWS, Odisha



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Sl. No.	Name of the Position	Vacancy	Age as on 01.07.2020	Remuneration (in Rs.), Performance Incentive (P.I.) & other allowances as admissible	Eligibility Criteria
01	District Accounts Manager	01	Upto 40 yrs.	Rs.45, 947/- +PI	<p>Qualification:-Candidate must have passed CA/ Inter CA from Institute of Chartered Accountants of India with minimum 3 years of post qualification experience in financial management.</p> <p align="center">OR</p> <p>Candidate must have passed ICWA/ Inter ICWA from Institute of Cost Accountants of India with minimum 3 years of post qualification experience in financial management.</p> <p align="center">OR</p> <p>Candidate must have passed B.Com with 2 years course in MBA (Finance) or its equivalent courses such as PGDBM (Finance) /PGDM (Finance)/ PGDBA (Finance). S/he must have minimum 3 years of post qualification experience in financial management.</p> <p align="center">OR</p> <p>Candidate must have passed B.Com with 2 years course in Master of Finance & Control (MFC). S/he must have minimum 3 years of post qualification experience in financial management.</p> <p align="center">OR</p> <p>Candidate must have passed M.Com with minimum 5 Years of post qualification experience in financial management.</p>

General information and Instructions:

- i. The above position is 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, ToR, selection procedure etc. can be downloaded from the official website (www.nhmodisha.gov.in).
- iii. The applications received for the above position 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: - www.nhmodisha.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 online through the above said website.** Online application form will be available from **01.08.2020 to 07.08.2020 till 11.59 P.M.** **System Generated 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 “Mission Directorate (NHM), Annex Building of SIH&FW, Nayapalli, Unit-8, Bhubaneswar-751012, District-Khordha (Odisha)” so as to reach us on or before 18.08.2020 (by 5.00 P.M.) through Regd. Post / Speed Post / Courier only 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 dt 18.08.2020 (5.00 P.M.).** No personal correspondence / queries will be entertained. All communication will be made through E-mail / official website / SMS.
- xiii. 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.

Sd/-

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

Sl. No.	Name of the Position	Selection Procedure (Advt. No. 15/2020)
01	District Accounts Manager	A list of eligible candidates of each qualification shall be prepared on the basis of marks secured in final examination of said qualification in order of merit. From among the said list, 05 times of number of vacancies from each qualification in order of merit shall be called for Viva-voce test. Final merit list shall be prepared by the marks secured in Viva-voce test.

ToR

District Accounts Manager:-

Programme Management Support: Pre-Planning

- Maintain an updated District Programme Management Manual for adherence to prescribed mandates, reporting mechanism, institutional linkages, reporting formats, protocols and resource envelopes.
- Coordinate with the members of DPMU as well as programme officers on day to day basis for expeditious implementation of scheme.

Programme Management Support: Implementation and Monitoring

- Activate Financial Management Group (FMG) at district level in proper co-ordination with other office assistants.
- Assist CDMO and other programme officers in prudent planning for expeditious utilization of funds.
- Provide leadership and guidance to the Block Programme Management Support Units (BPSMUs) in enabling Village Health Planning initiative for community action for health and development of Block Programme Implementation Plans (Block PIPs).
- Facilitate financial plans in the aggregate block PIPs in to District Programme Implementation Plan in consultation with the CDMO & DPM.
- Assist the CDMO in dissemination of PIP and programme communication across the district.
- Identify resources/ flexible funds under major components.
- Undertake planned monitoring (physical and financial) of implementation and share feedback at sub-district, district and state levels and undertake required field visits.
- Ensure proper maintenance of cash books and accounts relating to various programmes and have it countersigned by CDMO on monthly basis.
- Dissemination of all financial rules and guidelines to all field functionaries
- Ensure compliance of financial discipline by all levels through regular fields visits at least for a minimum of 10 days in a month
- Assist CDMO in physical verification of cash book
- To track advances and ensure timely recoupment / adjustment
- Ensure collection of all UCs & SoEs and their complication at district level and submission to SPMU.

Programme Management Support: Management of Funds:

- Ensure that funds are released to implementing agencies in time together with clear guidelines on their use.
- Follow up to ensure that implementing agencies report back on statement of expenditure/ submission of utilization certificates in accordance with the Manual.
- Report the funds utilization to Zilla Swasthya Samiti/ SPMU.

- Follow up with SPMU regarding timely release of fund against approved activities.
- To manage the accounts of the society including the grants received from state society and mobilize for its flow to the ground level.
- Ensure maintenance of necessary books of accounts and arrange timely internal audit to ensure that procedures laid down in the accounting manual are followed.
- Facilitate audit of books of account.

Other.

- Any other activities as assigned by the Mission Directorate from time to time.