

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

**(DISTRICT PROGRAMME MANAGEMENT UNIT, NHM, MAYURBHANJ)**

**Advertisement No.....202...../DPMU'19 Dt.09.01.2019**

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This advertisement is for filling up various contractual staffs under NHM, Mayurbhanj. The category wise number of vacancies and remuneration, the last date of submission is mentioned below. The minimum eligibility criteria, application form, ToR, selection procedure can be downloaded from the official web site i.e. [www.mayurbhanj.nic.in](http://www.mayurbhanj.nic.in). So, interested candidate fulfilling the eligibility criteria and qualifying age mentioned against each post are requested to submit the filled up prescribed application along with all Xerox of supportive documents at the office of CDM & PHO, Mayurbhanj on or before the last date & time mentioned in the respective category of advertisement. The authority has rights to reject all the applications without assigned any reason thereof.

Sl No.	Name of the post	No. of Posts	Remuneration & PI	Age as on 01.01.2019	Last date for submission of application
1	Block Data Manager (BDM) & Asst. to DDM	2 Nos.	Rs.13,892/-+PI	21-35 Years	19.01.2019 upto 5.00 P.M
2	Staff Nurse	UR-03, SC-25, ST-21	Rs.12,978/-+PI	21-32 Years ( For ASHA workers age from 21-45 Years, however age relaxation and reservation policy of Govt. will be taken into consideration)	19.01.2019 upto 5.00 P.M
3	ANM/Health Worker (Female)	UR-6, SC-5, ST-3	Rs.11,176/-+PI	21-32 Years ( For ASHA workers age from 21-45 Years, however age relaxation and reservation policy of Govt. will be taken into consideration)	19.01.2019 upto 5.00 P.M
4	Senior Treatment Supervisor (STS)-RNTCP	10 Nos.	Rs.18,291/-+PI	21-32 Years (Age relaxation as per Govt.norms)	19.01.2019 upto 5.00 P.M

Sd/-

Chief District Medical & PHO,  
Mayurbhanj

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*(Handwritten signature: Purnabi Mohanty)*

**Chief Dist. Medical &  
Public Health Officer  
Mayurbhanj**

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

**(DISTRICT PROGRAMME MANAGEMENT UNIT, NHM, MAYURBHANJ)**

Advertisement No...202...../DPMU'19 Dt. 09.01.2019

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Sl No.	Name of the post	Eligibility Criteria	No. of Posts	Remuneration (in Rs.), Performance Incentive & other allowances as admissible	Age as on 01.01.2019	Last date for submission of application
1	Block Data Manager (BDM) & Asst. to DDM	The Candidate should have a Graduate with minimum 50% marks in aggregate and have passed PGDCA/DCA etc. of One Year duration from recognized/registered institute.	2 Nos.	Rs.13,892/- +PI	21-35 Years	19.01.2019 upto 5.00 P.M
2	Staff Nurse	The Candidate must have passed in General Nursing & Midwife/B.Sc Nursing from any 03 Govt. Nursing Colleges/Schools of Nursing MCL Talcher, IGH Rourkela or other recognized Pvt. Institutions duly approved by INC and must have registered in the Odisha Nursing Council (ONC). Candidates must have passed Odia upto M.E standard.	UR-03, SC-25, ST-21	Rs.12,978/- +PI	21-32 Years ( For ASHA workers age from 21-45 Years, however age relaxation and reservation policy of Govt. will be taken into consideration )	19.01.2019 upto 5.00 P.M
3	ANM/Health Worker (Female)	The Candidate must have passed HSC Examination and shall have completed ANM course from Institutions recognized by Govt. and approved by INC	UR-6, SC-5, ST-3	Rs.11,176/- +PI	21-32 Years ( For ASHA workers age from 21-45 Years,	19.01.2019 upto 5.00 P.M

		and must have registered in the Odisha Nursing Council. Candidates must have passed Odia upto M.E standard.			however age relaxation and reservation policy of Govt. will be taken into consideration )	
4	Senior Treatment Supervisor (STS)-RNTCP	(1) Bachelors in Degree or recognized sanitary inspector course, (2) Certificate course in Computer Operation (minimum 2 months), (3) Permanent Two Wheeler Driving License & should be able to drive two wheelers	10 Nos.	Rs.18,291/- +PI	21-32 Years (Age relaxation as per Govt.norms)	<b>19.01.2019 upto 5.00 P.M</b>

#### **GENERAL INSTRUCTION**


1. Under taking for non submission of any of the above documents along with the completely filled up application is subject to rejection of the candidature for the said post.
2. Incomplete Application form / Canvassing of Application form is subject to rejection of the candidature for the said post.
3. **The Envelope containing Application form and other documents should superscribed the name of the post applied for, otherwise the application will be rejected.**
4. Application submitted other than **Speed / Registered Post** will be subject to rejection of the candidature for the said post.
5. The applications received for the posts will be scrutinized and the database will be uploaded in the District website i.e. [www.mayurbhanj.nic.in](http://www.mayurbhanj.nic.in) for objection invitation. Candidates are required to visit the District website at regular intervals for any notification, update (objection invitation / different tests notices), results etc. relating to this recruitment.
6. Candidates, who are already working in Health Department either on regular or on contractual basis, have to submit No Objection Certificate (NOC) from their respective employer (Appointing Authority) at the time of submission of application.
7. Over/under aged, under qualification as mentioned above for this post shall be liable for rejection.
8. In case the marks obtained are in the form of CGPA, OGPA, DGPA, 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 for, wherever applicable, without the application shall not be considered & shall be rejected.

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9. Candidates who are over aged, under qualified, not having requisite percentage of marks, not having requisite experience etc. need not apply.
10. 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 performance/misbehavior/criminal activity etc. are not eligible.
11. Candidates who are disengaged earlier from the OSH&FW Society, NHM program on administrative ground such as disobedience /poor performances / Misconduct or misbehavior/Criminal Activity etc. are not eligible to apply.
12. Number of vacancies/remuneration as mentioned under this advertisement for contractual may vary at the time of actual engagement.
13. The undersigned reserves the right to cancel this advertisement for contractual recruitment at any stage of recruitment process without assigning any reason thereof.

Sd/-

 Chief District Medical & PHO,  
Mayurbhanj

*Pusabi Mohanty*

## APPLICATION FORM

Advertisement No.					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 01.01.2019					
7. Present Contact Address :				8. Permanent Contact Telephone No. :	
Permanent Contact Address :				Mobile No.	
9. Email Address :					
10. Language Spoken/Written :					
11. Professional Qualification Details :					
Sl. No.	Exam Passed	Name of Board / University	Full Mark	Mark Obtained	% of Mark




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
<p><i>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 under Odisha State Health &amp; Family Welfare Society (OHS&amp;FWS), Odisha is liable to be rejected / terminated. I also declare that I have never been disengaged from service under the OSH&amp;FWS, Odisha on administrative ground such as disobedience / poor performances/ misbehavior / criminal activity etc.</i></p> <p>Date : Place :</p> <p style="text-align: right;"><i>Full Signature of the Applicant</i></p>					

**Note:**

**The following Documents are to be attached with the Application Form.**

1. Two passport size recent photographs duly attested by the Gazetted Officer ,one is duly affixed of the application
2. Self attested photocopy of HSC/Equivalent examination Certificate.
3. Self attested photocopy of passed certificate and mark sheets of essential qualification and preferential qualification as per requirement of the post.
4. Self attested photocopy of Residence /Nativity Certificate
5. Self attested photocopy of Caste Certificate
6. Self attested photocopy of Experience Certificate if any
7. Self attested photocopy of No Objection Certificate if any
8. Self attested photocopy of identity proof like Voter Identity Card/ Adhar Card/Pan card
9. Certificate for conversion as applicable to % of mark if any
10. Self attested photocopy of Driving License in case of STS post.
11. Certificate towards AICTE/UGC recognition of institution or University if any.

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# Mission Directorate

National Health Mission, Odisha  
Department of Health & Family Welfare,  
Government of Odisha.

Letter No. 8889.....

Date: 22.07.15

From 278/09(P-3)

Sri A.K.Das Pattnaik, OAS-I (SB)  
Joint Director (Admin.),  
NHM, Odisha.

To

All CDMO-cum-DMDs.

**Sub: Recruitment Criteria of Block Programme Manager (BPM), Block Accounts Manager (BAM) & Block Data Manager (BDM)-regd.**

Sir,

With reference to the subject cited above, I am enclosing herewith revised selection procedures for recruitment of Block Programme Manager (BPM), Block Accounts Manager (BAM) & Block Data Manager (BDM).

You are, therefore, requested to ensure that the aforesaid selection procedures are strictly followed in the matter of selection to the post of BPM, BAM & BDM in respect of your district.

Yours faithfully,

Encl: As above

  
Joint Director (Admin.)  
NHM, Odisha.

Memo No. 8890

Date 22.07.15

Copy forwarded to all DPMs for information and necessary action.

  
Joint Director (Admin.)  
NHM, Odisha.

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 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 two stages.

3. Block Data Manager

**Eligibility:-**The candidate should be a Graduate with minimum 50% marks in aggregate and have passed PGDCA / DCA etc. of one year duration from recognized / registered institute.

**Age:-** Age limit is from 21-35 years as on the first date of the advertisement month.

**Selection Procedure:-**

- a. Mark Assessment (Graduation) 40 marks
- b. Computer Test 40 marks
- c. Viva-voice 20 marks

For computation of score of a candidate out of 40 earmarked for mark assessment, the following procedure to be followed-

$$\frac{\text{Marks Secured}}{\text{Total Marks}} \times 40$$

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. Candidates 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.

Note:

- The marks of Viva-voice test shall be divided into five heads i.e.-
  - Subject knowledge (Theory +Applied)
  - .Past experience assessment
  - General awareness & understanding of health system (concerned scheme in particular)
  - Personality Assessment-aptitude, confidence etc.
  - Communication Skill-language, precision, body language, comprehension.
- If two candidates secure equal marks, then the merit list shall be so prepared that, candidate higher in age shall be placed higher in the merit from amongst those candidates only.
- Calculation of marks in case of Graduation will be made on the basis of marks secured by the candidate in aggregate.
- The assessment of career marks shall be upto 3 (three) digits, for example-45.567%.
- The block to be allotted to different selected candidates is to be based on the merit list & preferences are to be taken from the candidates on the date of viva-voice.



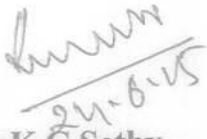
- 151
- Waiting list to be maintained and should be valid for 1(one) year from the date of approval of the panel of selected candidates.

**Selection Committee:**

This Committee shall be headed by the Chief District Medical Officer and the following officers as members:

- Representative of Collector & D.M.
- ADMO (PH)
- ADMO (FW)
- Treasury Officer or Commercial Tax Officer
- DIO, NIC

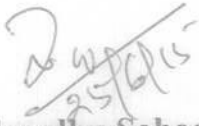
The merit list & place of posting is to be finalized by the same Committee with approval of the Collector & D.M.

  
24/6/15

**Shri K.C.Sethy**  
Addl. Director, Finance  
NHM, Odisha

  
24/6/2015

**Shri D.K.Panda**  
Team Leader, OSHSRC  
NHM, Odisha

  
25/6/15

**Dr. Dinabandhu Sahoo**  
Jt. Director, Technical  
NHM, Odisha

  
24/6/15

**Shri A.K. Das Pattanaik,**  
Joint Director (Admn.),  
NHM, Odisha

  
24/6/15

**Shri Adait Kumar Pradhan**  
State Programme Manager  
NHM, Odisha

**Shri Malaya Kumar Panigrahy**  
State Finance Manager  
NHM, Odisha



# Mission Directorate

National Health Mission, Odisha  
Department of Health & Family Welfare,  
Government of Odisha.

Letter No: OSH&FWS/9150/2015

Date: 29.07.15

From

297/14

Smt. Roopa Mishra, IAS  
Mission Director, NHM &  
Ex-Officio Addl. Secretary to Govt.  
Health & FW Department, Odisha

To

The Director Capital Hospital, Bhubaneswar  
Principal/ Superintendent, SCBMCH/MKCGMCH/VSSMCH  
Director, SVPPGIP, Cuttack/ AHRCC, Cuttack  
CMO, RGH Rourkela,  
All CDMO-cum-District Mission Directors

**Sub: Revised Guideline for selection of contractual Staff Nurse & ANM under NHM.**

**Ref: Letter No. 3269 dated 31.03.2015.**

Madam/ Sir,

With reference to the letter & subject cited above, please find attached herewith the revised guideline for selection of contractual Staff Nurse & ANM under NHM for favour of information and necessary action. For timely completion of the recruitment process, necessary steps must be taken immediately for establishment of system & structure for conducting competency based skill assessment of Staff Nurse & ANMs as per detailed guideline issued vide letter no. 7344 dated 05.06.2015.

You are therefore, requested to initiate necessary process for recruitment of contractual Staff Nurse and ANM as per the current vacancy against sanctioned post in PIP 2014-15 and new position to be sanctioned in NHM PIP 2015-16 following the process defined in the revised guideline.

**This guideline is effective from the date of issue.**

Yours faithfully,

Mission Director, NHM &  
Ex-Officio Addl. Secretary to Govt.

Date: 29.07.15

Memo No. 9151

Copy forwarded to Director Health Services/ Family Welfare/ Public Health, H & FW Department for information and necessary action.

Mission Director, NHM &  
Ex-Officio Addl. Secretary to Govt.

Date: 29.07.15

Memo No. 9152

Copy forwarded to DPMU/ CPMU for information and necessary action.

Mission Director, NHM &  
Ex-Officio Addl. Secretary to Govt.

## Selection Process for contractual engagement of SNs & ANMs under NHM

**Background:** Quality of Human Resources is very imperative in improving the health care delivery system and betterment of health outcomes. It has been observed that due to poor knowledge and skill of the grass root level service providers many interventions have not yielded desired output. So with the directives from GoI, it has become mandatory to include Competency Based Skill assessment as a part of recruitment process of key contractual paramedic positions under NHM like Staff Nurses and ANMs.

### Process of Selection:

To select competent candidates, the following process will be adopted by the State.

Step	Process	Remarks	
		SN	ANM
1.	Finalization of merit list as per carrier assessment	Details in Pg. 1-4	Details in Pg. 5-8
2.	Competency Based Skill Test(CBST) of the eligible candidates in order of merit for final selection		

### 1. Name of Position: Staff Nurse

**1.1 Nature of Contract:** The above positions are purely temporary in nature and also co-terminus with project period. The contract will be for 11 months and to be renewed based on performance appraisal report.

**1.2 Eligibility Criteria:** In order to be eligible for direct recruitment to the post of Staff Nurse, a candidate shall have to satisfy the following conditions, namely :-

**1.2.1 Nationality-** S/he must be a citizen of India.

**1.2.2 Age limit.** – S/he must have attained the age of 21 years and must not be above the age of 32 years on the date of such advertisement for the post except ASHAs those who have completed 1 year in the health system in the State and below the age of 45 years. ~~She~~ shall be allowed to take part in the recruitment process if having the minimum qualification as required for SN. However, age relaxation & reservation policy of State Govt. is to be followed in toto, for candidates fulfilling criteria prescribed in the said Policy (except for ASHA).

**1.2.3 Knowledge in Odia.** – The candidate must:

- be able to read, write and speak Odia;
- have passed middle school examination with Odia as language subject; or



- c) have passed Matriculation or equivalent examination with Odia as medium of examination in non-language subject; or
- d) have passed in Odia as language subject in the final examination of class VII from a school or educational institution recognized by the Government of Odisha or the central Government; or
- e) have passed a test in Odia in Middle English School standard conducted by the School and Mass Education Department.

**1.3 Marital Status** - If married, the candidate must not have more than one spouse living:

Provided that the Government may, if satisfied that such marriage is permissible under the personal law applicable to such person or there are other specific grounds for doing so, exempt any person from the operation of this rule.

**1.4 Minimum Educational Qualification.** - The Candidate must have passed in General Nursing & Midwife/ BSc. Nursing form any 3 Govt. Nursing schools of 3 medical colleges/ School of nursing MCL Talcher/ IGH Rourkela or other recognized private institutions dully approved by INC and must have registered in the Odisha nursing council.

**1.5 Physical Fitness.** - The candidate must be of good mental and physical health and free from any physical defects likely to make her /his incapable of discharging her/his normal duties in the Service. A candidate, who after such medical examination as the Government may prescribe is not found to satisfy the requirements shall not be appointed to the Service.

**1.6 Registration:** The candidate must have registered her/his name in Nursing Council in the State and have possessed valid registration certificates as on the date of advertisement

**1.7 Process of finalization of Merit list**

**1.7.1 Carrier Assessment**

The career assessment would be done for individual applicant using following criterias.

Sl No	Examination	Weightage
i.	HSC (excluding 4 <sup>th</sup> optional) / equivalent	20%
ii.	+ 2 Science( excluding 4 <sup>th</sup> optional) / equivalent	30%
iii.	Diploma in General Nursing & Midwife Course	50%

**Total marks-100**

**Additional Marks for ASHAs:** ASHAs shall be allowed one percent extra mark of the total marks for each completed year of continuous service subject to the maximum of fifteen percent which will be added to the marks secured by them for deciding the merit position.

**1.7.2 Constitution of Selection Board.-** The Boards shall consist of the following members, namely :-

SI No	Members	Designation
1	Chief District Medical Officer	Chairman
2	Representative of Collector	Member
3	District Welfare Officer	Member
4	Additional District Medical Officer (Medical)	Member
5	District Programme Manager, NHM	Member
6	Additional District Medical Officer (FW)	Member Convener

The recommendation of the Board shall be valid notwithstanding the absence of any one of its members other than the Chairman, provided that the member so absenting must have been duly invited to attend the meeting of the Board.

**1.7.3 Procedure for finalization of merit list by the Board. -** After the last date for receipt of applications, the Board shall:

**1.7.3.1** scrutinize all the applications & prepare a database;

**1.7.3.2** prepare provisional merit list of the candidates against the vacancies advertised considering career marks & other criterias are as follows;

Provided that if two or more candidates secure equal marks as per the career assessment made, then the following step shall be taken in order of preference, namely -The Candidate who secures more marks in Diploma in General Nursing and Midwife Course Examination shall be assigned higher position. If the marks are the same then:

- the Candidate who secures higher mark in Physics, in +2 Science, shall be assigned higher position. If the marks are the same then;
- the candidate who secures higher marks in Chemistry, in +2 Science, shall be assigned higher position. If the marks are still the same then;
- the candidate older in age as per date of birth shall be assigned higher position.

**1.7.3.3** Publish the provisional merit list with date of verification of certificates in the website for accepting objections if any

**1.7.3.4** Draw the final merit list containing the names of the candidates against the number of vacancies advertised, after due verification.



#### 1.7.4 Validity of Merit List

The select list of the candidates prepared shall be in force for a period of one year only. Extension of such validity of the select list beyond one year shall be with due justification and by Government approval only.

**1.7.5 Reservations** – The existing reservation principles and age relaxation norms of the State Govt. will be followed strictly in toto. However, in case of non-availability of required numbers of candidates in reserved category/ies, the same shall be referred to Mission Directorate for appropriate decision.

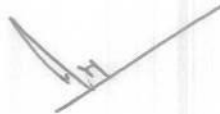
**1.7.6** If any candidate is found to have suppressed any material information or furnished false information/ documents, her service shall be terminated from the society forthwith. Candidates who have been disengaged from the society on administrative grounds such as disobedience/ poor performance/ misbehavior/ criminal activities etc./ are not eligible to apply. Incomplete application if any form will be rejected.

#### 1.8 Modalities for Competency Based Skill Assessment (CBST):

- a) All the skill assessment tests will be conducted at district level.
- b) All the candidates in the merit list would be called in batches (Batch size-20/batch) for competency based skill tests.
- c) Temporary skill labs will be set up as per the operational guideline issued vide letter no. 7344 dated 05.06.2015 for skill assessment.
- d) The candidates will be assessed on 11 skills and related knowledge base following OSCE model.
- e) Assessment will be done only by the trained assessors available in the districts.
- f) All the candidates who will secure >70% marks in the skill assessment will be eligible for final recruitment.

**1.9 Issue of engagement order:** The merit list candidates qualifying as per CBST will be issued engagement order.







**2. Name of Position: ANM**

**2.1 Nature of Contract:** The above positions are purely temporary in nature and also co-terminus with project period. The contract will be for 11 months and to be renewed based on performance appraisal report.

**2.2 Eligibility Criteria:** In order to be eligible for recruitment to the post of ANM, a candidate shall have to satisfy the following conditions, namely

**2.2.1 Age limit –** She /He must have attained the age of 21 years and must not be above the age of 32 years on the date of such advertisement for the post except ASHAs those who have completed 1 year in the health system in the State and below the age of 45 years. She shall be allowed to take part in the recruitment process if having the minimum qualification as required for HW (F). However, age relaxation & reservation policy of State Govt. is to be followed in toto, for candidates fulfilling criteria prescribed in the said Policy (except for ASHA).


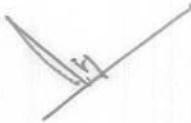

**2.2.2 Knowledge in Odia -** She must:

- (a) be able to read, write and speak Odia;
- (b) have passed middle school examination with Odia as language subject; or
- (c) have passed Matriculation or equivalent examination with Odia as medium of examination in non-language subject; or
- (d) have passed in Odia as language subject in the final examination of class-VII from a school or educational institution recognized by the Government of Odisha or the central Government; or
- (e) have passed a test in Odia in Middle English School standard conducted by the School and Mass Education Department.

**2.3 Marital Status:** A candidate if married must not have more than one spouse living, Provided that the Government may, if satisfied that there are other specific grounds for allowing such marriage exempt any person from the operation of these rules.

**2.4 Minimum Educational Qualification:** The Candidate must have passed the H.S. C. examination & shall have completed ANM course from institutions recognized by Govt. and approved by INC and must have registered in the Odisha nursing council.

**2.5 Physical Fitness:** A candidate must be of good mental and physical health and free from any physical defects likely to make her incapable of discharging her normal duties in the Service.

  5 

A candidate who after such medical examination as the Government may prescribe is not found to satisfy the requirements shall not be appointed to the Service.

**2.6 Registration:** candidate must have registered her name in the Odisha Nursing Council and have possessed valid registration certificates as on the date of advertisement.

**2.7 Process of finalization of Merit list**

**2.7.1 Carrier Assessment:**

The career assessment would be done for individual applicant using following criterias.

Sl No	Examination	Weightage
i.	HSC (excluding 4 <sup>th</sup> optional) / equivalent	20%
ii.	+ 2 Science( excluding 4 <sup>th</sup> optional) / equivalent	30%
iii.	Health Worker Female Training course	50%

**Total marks-100**

**Additional Marks for ASHAs:** ASHAs shall be allowed one percent extra mark of the total marks for each completed year of continuous service subject to the maximum of fifteen percent which will be added to the marks secured by them for deciding the merit position.

**2.7.2 Constitution of Selection Board.-** The Boards shall consist of the following members, namely :-

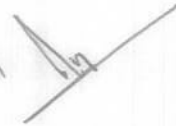

Sl No	Member	Designation
1	Chief District Medical Officer	Chairman
2	Representative of Collector	Member
3	District Welfare Officer	Member
4	Additional District Medical Officer (Medical)	Member
5	District Programme Manager, NHM	Member
6	Additional District Medical Officer(FW)	Member Convener

The recommendation of the Board shall be valid notwithstanding the absence of any one of its members other than the Chairman, provided that the member so absenting must have been duly invited to attend the meeting of the Board.

**2.7.3 Procedure for finalization of merit list by the Board.** - After the last date for receipt of applications, the Board shall:

**2.7.3.1** Scrutinize all the applications & prepare a database;

**2.7.3.2** Prepare provisional merit list of the candidates against the vacancies advertised considering career marks & other criterias are as follows;

*Pradhan, HN*  6 



Provided that if two or more candidates secure equal marks as per the career assessment made then the following step shall be taken in order of preference, namely:

- a) The candidate who secures more marks in Health Worker Female Training Examination shall be assigned higher position. If the marks are the same then;
- b) The candidate older in age as per date of birth shall be assigned higher position.

**2.7.3.3** Publish the provisional merit list with date of verification of certificates in the website for accepting objections if any

**2.7.3.4** Draw the final merit list containing the names of the candidates against the number of vacancies advertised, after due verification.

#### **2.7.4 Validity of Merit List**

The select list of the candidates prepared shall be in force for a period of one year only. Extension of such validity of the select list beyond one year shall be with due justification and by Government approval only.

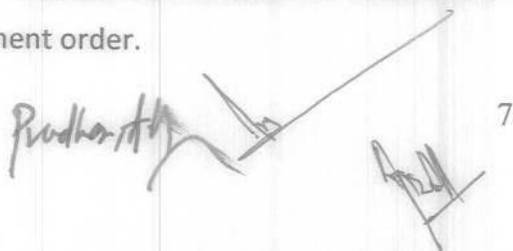
**2.7.5 Reservations** – The existing reservation principles and age relaxation norms of the State Govt. will be followed strictly in toto. However, in case of non-availability of required numbers of candidates in reserved category/ies, the same shall be referred to Mission Directorate for appropriate decision.

**2.7.6** If any candidate is found to have suppressed any material information or furnished false information/ documents, her service shall be terminated from the society forthwith. Candidates who have been disengaged from the society on administrative grounds such as disobedience/ poor performance/ misbehavior/ criminal activities etc./ are not eligible to apply. Incomplete application if any form will be rejected.

#### **2.8 Modalities for Competency Based Skill Assessment (CBST):**

- a) All the skill assessment tests will be conducted at district level.
- b) All the candidates in the merit list would be called in batches (Batch size-20/batch) for competency based skill tests.
- c) Temporary skill labs will be set up as per the guideline vide letter no. 7344 dated 05.06.2015 for skill assessment.
- d) The candidates will be assessed on 11 skills and related knowledge base following OSCE model.
- e) Assessment will be done only by the trained assessors available in the districts.
- f) All the candidates who will secure >70% marks in the skill assessment will be eligible for final recruitment.

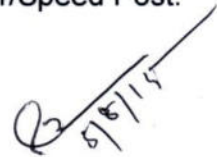
**2.9 Issue of engagement order:** The merit list candidates qualifying as per CBST will be issued engagement order.

Handwritten signature and stamp. The signature is in cursive and appears to be 'Rudha...'. There is a rectangular stamp with some illegible text and a diagonal line across it. To the right of the signature is the number '7'.

**SELECTION PROCEDURE FOR CONTRACTUAL ENGAGEMENT OF  
STAFF UNDER RNTCP.**

**General Conditions: -**

1. The Chief District Medical Officer-cum-District Mission Director, NHM will conduct the contractual recruitment as per prevailing National Health Mission, Odisha guideline regarding recruitment after due approval of ZSS of respective district.
2. Age limit as per Govt. of Odisha norm/ guideline including applicable for retired employee of Govt. of Odisha / Govt. of India.
3. ORV Act will be applicable as per NHM, Odisha / Govt. of Odisha guidelines.
4. Selection of the candidate will be made on the basis of merit (based on career marking) and interview. Out of total 100 marks for each candidate 20 marks will be allocated for interview, 70 marks will be given for career marking as per ToR of RNTCP and 10 marks for experience in RNTCP work.
5. Appointment will be made purely on contractual basis for a period of 11 months or till the end of the programme period whichever is earlier.
6. Contractual appointment will be done with due approval by respective ZSS as per prevailing NHM, Odisha norm / guideline. Renewal subject to satisfactory performance with approval of renewal committee.
7. An interview board consisting of following members at the district level will be constituted and will be responsible for selection of the candidates.
  - a. Collector of the district / his representative,
  - b. CDMO of the concerned district,
  - c. DTO/MO RNTCP of the concerned district.
  - d. A representative from the DHS (O).
  - e. DPM of the concerned district.
8. Successful candidate will be intimated through registered letter/Speed Post.

  
5/8/15

✓ Director of Health Services (TB), Odisha

**Revised National Tuberculosis Control Program (RNTCP)**  
**Terms of Reference (TOR) for Appointment of Individual Consultants and Contractual Staff**

6	<b>Senior Treatment Supervisor (STS)</b>	<ol style="list-style-type: none"> <li>1. Bachelor's Degree OR Recognized sanitary inspector's course</li> <li>2. Certificate course in computer operation (minimum 2 months)</li> <li>3. Permanent two wheeler driving license &amp; should be able to drive two wheeler</li> </ol>	<ol style="list-style-type: none"> <li>1. Tuberculosis health visitor's recognized course</li> <li>2. Govt. recognized degree/ diploma in Social work or Medical Social work</li> <li>3. Successful completion of basic training course (Govt. recognized) for Multi-purpose health workers</li> </ol>	<ol style="list-style-type: none"> <li>1. Assist DTO and MOTC to carry out all TB control activities under RNTCP including PMDT, TB/HIV coordination and PPM.</li> <li>2. Coordinate with all concerned to ensure that all contacts of sputum positive patients are screened for TB</li> <li>3. Assist the MO-PHI in organizing DOT services for TB patients in his/her assigned TU</li> <li>4. Ensure retrieval of defaulters as per schedule.</li> <li>5. Maintain the TB Register, incorporating required information with respect to all cases diagnosed in the Block/TB Unit; ensure notification of TB Cases in his/her assigned TB Unit</li> <li>6. Supervise referral and feedback/transfer-in &amp; out activities for TB patients in assigned TB Unit</li> <li>7. In close coordination with STLS, assist MOTC in preparation of Quarterly Reports on case finding, sputum conversion &amp; treatment outcome, Programme Management and submission to the DTO.</li> <li>8. Supervise each PHI in the area at least once every month, on a systematic schedule.</li> <li>9. Assist DTO and MOTC in ensuring regular supply of drugs and other logistics to all PHIs in the Block/TB Unit.</li> <li>10. Ensure maintenance of RNTCP Drug Stock Register at all stocking points; Monitoring of consumption of drugs with respect to their shelf life and ensure that no drugs get expired.</li> <li>11. Retrieve unconsumed medicine boxes of patients who have defaulted/died/transfer out etc.and assist in reconstitution of medicine boxes at the district level</li> <li>12. Visit all patients at home before registration and provide health education and counseling to the patients and family.</li> <li>13. Facilitate organizing patient provider interaction meetings and community meetings.</li> <li>14. To facilitate change management with respect to use of ICT &amp; Nikshay tools for concerned data entry, validation &amp; its use for public health action</li> <li>15. Assist PMDT Coordinator by providing line-list of DR-TB suspects and updating the TT cards of MDR-TB patients on a fortnightly basis, in coordination with STLS</li> <li>16. Identify and facilitate the training of recognized DOT Providers</li> <li>17. Any other job assigned as per program need</li> </ol>
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