

OFFICE OF THE CHIEF DISTRICT MEDICAL & PUBLIC HEALTH OFFICER, MAYURBHANJ
(DISTRICT PROGRAMME MANAGEMENT UNIT, NHM, MAYURBHANJ)


Advertisement No. 5721.../DPMU'20 Dt. 16 09.2020

Applications are invited from eligible candidates for following positions under Odisha Mineral Bearing Area Development Corporation (OMBADAC) on contractual Basis with monthly consolidated salary as noted against each and subject to renewal as per the project terms and conditions. The position is purely temporary and co-terminus with the project. **Lower age limit for both the posts is 21 years and maximum 40 years as on 1.09.2020.** The categories of vacant positions are mentioned below:

Sl No.	Name & numbers of post	Qualification	Experience	Consolidated Remuneration (in Rs.),	Selection process
1	2	3	4	5	7
1	Junior Entomologist: NVBDCP (10 posts)	1. Graduation in Biology 2. Computer proficiency in MS office 3. Must have valid two wheeler driving license	Experience in health / NGO related health project / Society/development services	Rs.23,800/-	1. Career weightage 2. Written test 3. Computer test 4. Viva voce 5. Weightage for health related experience
2	Manager-Accounts and MIS: NVBDCP (1 post)	1. Graduate in Commerce / qualified SAS accountant 2. Computer proficiency in MS office.	Minimum 3 years experience in accounting, analysis, budgeting, financial software (tally) and reporting systems.	Rs.23,800/-	1. Career weightage 2. Written test 3. Computer test 4. Viva voce 5. Weightage for health related experience

General information and Instructions:

- The above positions are purely temporary and co-terminus with the project. Canvassing in any form will result the candidate as disqualified for the position.
- Details of vacancy, eligibility, age; ToR, selection procedure etc. can be downloaded from the official website (www.mayurbhanj.nic.in)
- The applications received for the above positions 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.mayurbhanj.nic.in. at regular intervals for any notification, updates, results etc. relating to the recruitment.
- Candidates will be selected on the basis of selection process as applicable. Only shortlisted candidates will be called for participation in the selection process.
- Candidates, who are already working in Health Department either on regular or on contractual basis, have to submit "No Objection Certificate" from the current 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 that s/he applying and must be issued subsequent to issue of the advertisement.
- Interested candidates fulfilling the eligibility criteria are to apply through the application form that will be available from 17.09.2020 in the website: - www.mayurbhanj.nic.in. Application forms duly signed by the candidates along with self attested photocopies of all certificates and Mark sheets, in support of age, qualification and experience should be sent to the "CDM & PHO, At/Po: Baripada, Mayurbhanj, Pin 757001" so as to reach us on or before 28.09.2020 (by 5.00 P.M.) through Regd. Post / Speed Post / Courier service only and **the envelope containing the application should be superscribed with the 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 experience etc. need not apply.
- x. Incomplete application in any form will be rejected. Non submission of certificate/documents along with the 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. 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 which are received after Dt 28.09.2020 (5.00 P.M.). No personal correspondence / queries will be entertained. All communication will be made through E-mail / official website / SMS.
- xiii. Number of vacancies as mentioned under this advertisement may vary at the time of actual engagement.
- xiv. Preference will be given to the candidates apply to the post of Junior Entomologist if belongs to Mayurbhanj district.
- xv. The number of applicants to be called for written & viva voce out of the **total eligible applicants** will be the sole decision of the selection committee.
- xvi. 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/- Dr.Rupabhanu Mishra
CDM&PHO,Mayurbhanj



Job Description

Sl.No.	Name of the Positions	Responsibilities
01	Junior Entomologist	<ol style="list-style-type: none"> 1. Support VBD prevention and control operations in the designated blocks in close liaison with respective Block Medical Officers and ADPHO (VBD). 2. To assess in technical components of project formulation and project implementation especially the newer components in addition to components related to vector control strategies. 3. To assist in CHC readiness and details of district action plan with particular emphasis to vector control strategies selectivity and sustainability. 4. To develop project implementation plan components related to vector control 5. To carry out studies on vector susceptibility status and larval density in CHC and other required areas 6. To assist VBD consultant to develop entomological manuals/Guidelines 7. To assist in the implementation of the new HIMS, to review its status routinely. To coordinate with VBD consultant at District and M&E consultant at state to ensure quality implementation of programme. 8. Review the quality of malaria case management services during the field visits for ensuring RDK test and BS test at appropriate level 9. Monitor and ensure rational use of ACT and RD kits as per the programme guideline. 10. To develop ground material and facilitate project appraisal.
02	Manager: Accounts and MIS	<ol style="list-style-type: none"> 1. To maintain proper accounts/Budget of the project and update the same from time to time. 2. To ensure timely receipt of SOEs and utilization certificate from the CHCs of the district and submission to the state NVBDCP for strengthening the financial management system under the NVBDCP and OMBADC 3. To maintain accounts and render assistance to financial and procurement experts including updating of accounts from time to time 4. Maintain the records and reports pertaining to the project. 5. Liaison with the CHC and state programme officers. 6. Management and analysis of NVBDCP data and submit to state NVBDCP 7. Move files to the concerned officer.

Handwritten signature

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 01.02.2015			
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	Year of Passing

[Handwritten Signature]

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 & belief and if at any stage , it is found any of the above information is false /incorrect or is suppressed by me, my candidature / appointment is liable to be rejected / terminated.

Further, I undertake that I shall produce all original certificates / documents in support of the above information at the time of interview / certificate verification and any relevant certificate required on selection for the posts.

Date:

Place:

Full Signature of the Applicant

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 Experience Certificate if any
6. Self attested photocopy of No Objection Certificate if any
7. Self attested photocopy of identity proof like Voter Identity Card/ Adhar Card/Pan card
8. Certificate for conversion as applicable to % of mark if any
9. Certificate towards AICTE/UGC recognition of institution or University if any.

