



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), Land Line No.: 0674- 2392480/88,
E-mail Id-hrdnrhm1@gmail.com



Advt. No.: - 08/25

CONTRACTUAL APPOINTMENT

Date:- 04.06.2025

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 and subject to renewal as per the terms and conditions of OSH&FW Society. The position is purely temporary and co-terminus with the scheme. Lower age limit for the position is 21 years as on dtd. 01.06.2025.

Sl. No.	Name of the Position	No. of Vacancies	Remuneration (in Rs.), Performance Incentive & other allowances as admissible
01	Assistant Manager Legal Affairs & Institutional Strengthening (LA&IS)	05	Rs. 42,649/-+PI

Interested candidates can log on to **www.nhmodisha.gov.in** for details of vacancy, eligibility criteria, age, ToR & selection procedure etc. **Online application form will be available from 05.06.2025 to 14.06.2025 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 21.06.2025 (by 5.30 P.M.).**

The authority reserves the right to cancel this advertisement or modify the terms and conditions of this advertisement and the recruitment criteria at any stage of recruitment process without assigning any reason thereof.

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



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Sl. No.	Name of the Position	No. of Vacancies	Upper Age Limit as on dtd. 01.06.25	Remuneration (in Rs.), Performance Incentive (P.I.) & other allowances as admissible	Eligibility Criteria
01	Assistant Manager, Legal Affairs & Institutional Strengthening (LA&IS)	05	Upto 45 Years	Rs. 42,649/-+PI	Qualification: - The candidate must have passed Graduation in Law along with Master Degree (2 years course duration) in Social Work or Sociology or Psychology or Anthropology or Public Health or Business Administration or its equivalent course (2 years course duration) such as Post Graduate Diploma in Business Administration or Post Graduate Diploma in Business Management or Post Graduate Diploma in Management from any recognized University/Institute with minimum 50% marks.

N.B.:-

Age Relaxation and Additional Weightage of Marks applicable for the eligible applicants who are employees of the OSH&FW Society.

- To avail the benefit of age relaxation and weightage, employee concerned should have completed at least three terms of contractual services (11 months each) under the OSH&FW Society.
- The remarks recorded in PAR of the employee concerned must be “Outstanding” or “Very Good” for the preceding 03 (three) terms of contractual services under the OSH&FW Society.
- The age relaxation for the applied post in respect of the employee of the OSH&FW Society shall be allowed @ 1 year for each contractual term of service in the Society upto a maximum of 10 years, over and above the maximum age limit prescribed in the Advertisement for the said post, subject to an upper age ceiling of 55 years.
- Candidate who is an employee of the OSH&FW Society and has 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 of the total marks of examinations for each completed term of services in the Society upto a maximum of 10 percentage of the total marks which shall be added to the total marks secured by the said employee.
- All the above provisions shall also be applicable for only one member of the family of a deceased employee of the OSH&FW Society, if eligible, as would have been applicable to the employee concerned.

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 05.06.2025 to 14.06.2025 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 21.06.2025 (by 5.30 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 dtd. 21.06.2025 (5.30 P.M.). No personal correspondence / queries will be entertained. All communication will be made through E-mail / official website.**
- xiii. The candidates securing 50% and more marks in Final Panel Merit list shall be kept in the Panel with the validity of 01 year from the date of its approval. 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 authority reserves the right to modify or cancel the recruitment criteria of all the positions/ applications at any stage of recruitment process without assigning any reason thereof.
- xvi. The result will be published in the official website of NHM, Odisha.

Sd/-

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

Sl. No.	Name of the Position	Selection Procedure (Advt. No. 08/2025)
01	Assistant Manager, Legal affairs & Institutional Strengthening (LA&IS)	Selection Procedure – Application Invitation (Written Test -MCQ and Viva-voce Test) All the eligible applicants, fulfilling the eligibility criteria as per the advertisement, shall be called for Written Test (MCQ). A list of candidates securing 50% and more marks in Written Test (MCQ) shall be prepared in order of merit. From amongst the said list, 10 times of number of vacancies from the top of the merit list of Written Test (MCQ) shall be called for Viva-voce Test. However, the final merit list of the candidates shall be prepared by adding the marks secured in both Written Test (MCQ) and Viva-voce Test.

Assistant Manager-Legal Affairs & Institutional Strengthening

1. Familiarity with RMNCH+A and NRHM programmes.

- Have clear knowledge about different components of RMNCH +A programmes.
- Have basic understanding about SPMU, DPMU and BPMU.
- Have tangible knowledge about the structure and functions of ZSS, RKS, GKS.
- Have clear knowledge about the structure and functions of district/block/Sector and SC level of health system.
- Acquired knowledge about Primary / Secondary / tertiary level of health system and function.
- Have command over PCPNDT Act and it's implementation at district and block level.
- Have clear understanding about different National Disease Control Programme and Non Communicable Disease.
- Apart from RMNCH+A, Programme Associate have sound knowledge about NRHM initiatives and community process.

2. Development of Programme plan and implementation:

- Develop district PIP with the support and guidance of DPMU team.
- Provide logistics, documentation and reporting support to DPM and DM-RCH for programme planning, implementation reporting and review on regular basis.
- Develop all qualitative report of different RMNCH+A activities and NRHM initiatives.
- Ensure that all quantitative/ qualitative reports are submitted to State in due time (both in soft and hard copy).
- Provide required documentation support to district TST and DTT to develop the field visit report and ensure that the visits reports are issued to the respective institutions and compliance received by the CDMO.

3. Development of District training Calendar, training implementation, documentation & reporting to State.

- Develop district training calendar as per the approved training PIP and approve the same from CDMO as per the guidance of DM-RCH.
- Organize different Maternal, CH, Adolescent, FP, NDCP, NCDP & PCPNDT training as per the approved training calendar and guidance of DM-RCH.
- Maintain all training related documents of different training programmes as per the guidelines.
- Develop and submit the monthly /quarterly/annual training report to DM-RCH for approval and onwards action.
- Maintain the name based training data of all DP and non-DP of the district.
- Ensure settlement of training expenditure within 15 days after training.
- Update the ITEMS software on monthly basis. Maintain name based individual performance of all trained personnel.
- Analyze the training achievement data both physical and financial and submit the status to DM-RCH.
- Maintain the stock of training material, equipments/ instruments/ mannequin.
- Ensure that all required training materials and training manuals are available before organising the training.

- Coordinate all the training programmes to ensure that required logistics are available and participants are comfortable during residential training.
- Organise training monitoring and post monitoring visit by the DTT and District TST during and after training respectively.
- Provide required documentation support to DTT and district TST members.
- Develop the follow-up letters and ensure that the same has been issued.

4. Institution strengthening:

- Develop and up-date the data base of DPs and non – DPs.
- Develop and up-date the name wise data base of HR (Regular and NRHM) for SC, PHC(N), CHC, Sub-Division, DHH and other Hospitals of the districts.
- Develop and update the data base of ZSS/ District health Mission, RKS, District Vigilance Committee, it's meeting and submit the proceedings to DM-RCH.
- Maintain the data base of VHND, PD, Fixed immunization day, AVD, Parivar Kalyan Diwas, Sector meeting, Block meeting and district meeting.
- Develop the proceedings of different district level meeting of Health. Submit the proceedings to DM-RCH for due approval. Ensure that the approved proceeding is issued to the respective units/Dept. for required action.
- Share all Electronic mails and Dak to the respective persons and track the compliance.

5. Management of PCPNDT activities of the district.

- Develop the district implementation plan of approved PCPNDT activities under the guidance of DM-RCH.
- Get approval of activities on quarterly basis from CDMO through DM-RCH.
- Organise district level training/meeting /workshop on PCPNDT as per the approved plan.
- Develop the programme report, (process documentation with photograph), maintain the data base of all trained personnel on PCPNDT.
- Develop and submit the monthly/ quarterly / annual report to DM-RCH for approval from CDMO.
- Maintain the data base of all clinical establishment, registration, ultrasound machine, renewal and discontinuation of ultrasound machine and clinical establishment.
- Keep the record of all legal cases and it's action at district level.
- Organize regular review meeting of PCPNDT Act, develop the proceedings, submit the same to DM-RCH for approval from CDMO/authority and circulate the same.
- Attend different training, Review meeting on PCPNDT at district /State / Block level. Maintain the proceedings and put up files to DM-RCH for approval and required action.

6. Any other : She /he has to provide any other required support to DPMU unit as and when ordered by the ADMO, FW and DPM.