



CITY HEALTH SOCIETY  
National Urban Health Mission, Rourkela  
National Health Mission, Odisha  
Deptt. of Health & Family Welfare, Govt. Of Odisha



**ADVERTISEMENT FOR THE POST OF DATA ASSISTANT CUM ACCOUNTANT, NUHM, ROURKELA**

(ଓଡ଼ିଆଭାଷିକ ନିୟୁତ ନିମନ୍ତେ ବିଜ୍ଞାପନ)

Adv No : 3021

Date: 17/05/2023

Application are invited from eligible candidates for filling up the posts of Data Assistant cum Accountant(DAA) under National Urban Health Mission, City Health Society, Rourkela on contractual basis for a period 11 months with monthly remuneration as mentioned below and subject to renewal as per City Health Society, Rourkela terms & conditions.

Sl. No.	Name of The Post	No of Vacancies	Consolidated Remuneration	Age as on the date of advertisement	Eligibility Criteria
1	Data Assistant cum accountant	03	Rs. 13,370/- +PI	Up to 40 years	The candidate must be a Graduate in Commerce with minimum 50% marks in aggregate and must have passed PGDCA/DCA Odisha State Certificate in Information Technology (OS-CIT) Course of Odisha Knowledge Corporation Limited(Six months duration) or any equivalent courses from a recognized institute.

The above position is purely temporary and co-terminus with the scheme. Interested candidates can log on to [www.sundargarh.nic.in](http://www.sundargarh.nic.in) for details of vacancy, eligibility criteria, age, application form etc. Candidates fulfilling the eligibility criteria may apply in the Prescribed format duly signed by the candidate along with self attested copies of all supportive documents shall however be sent to the "Office of the ADUPHO, ROURKELA, SUBDIVISIONAL HOSPITAL PANPOSH UCHC, ROURKELA, SUNDARGARH, ODISHA, PIN - 769004" so as to reach us on or before 7-6-2023 (by 5.00 P.M.) through Regd. Post / Speed Post / Courier only. The envelope containing the application should be super scribed clearly name of the post applied for. No application will be received after scheduled date and time. The authority reserves the right to cancel any or all application without assigning any reason thereof. The vacancy shown in advt. is provisional & subject to change as per requirement. The finalization of selection If any revised guideline will be received from state NHM office regarding the selection of the said post then the selection will be done as per the revised guideline.

Sd/-

Addition District Urban  
Public Health Officer, Rourkela

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## APPLICATION FORM

<b>Name of the applicant</b>		<b>Photograph</b>					
<b>Name of the District</b>							
<b>Name of the post</b>							
<b>Name of the City</b>							
1. First Name:		Last Name:					
2 (i). Date of Birth:	2 (ii). Age as on <b>(Publication of advertisement)</b>	3. Sex:					
4. District of Domicile:	5. Please mention Category (SC/ST/OBC/UR):						
6. Present Contact Address:		7. Permanent Telephone No: (STD Code) Number					
Permanent Contact Address:		8. Present Telephone No: (STD code)					
		Office number -					
9. Email Address:		10. Mobile No.:					
11. Languages spoken/written:							
12. Computer Literacy:							
13. Education: High school onwards, please list all your qualifications							
Sl. No	Degree	Institute/Board & Location	Year	Marks			Full/Part Time/Distance Learning
				Full Mark	Marks Secured	%	
1							
2							
3							
4							
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**16. References:**

List two persons, not related to you, who are familiar with your experience and qualifications

<b>Full Name, Address and Telephone No(s)</b>	<b>Designation, Organization &amp; professional relationship</b>

Any other relevant information:

I do hereby declare that the information furnished by me 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 or information is false/ incorrect or suppressed by me, my candidature/ appointment is liable to be rejected/ terminated. I also declare that I have never been disengaged from service previously on administrative ground such as disobedience/ poor performance/ misbehavior/ criminal activity etc.

**Signature of the Applicant**

**Note:**

The following self attested documents are to be enclosed with application

1. Self attested photo copies of all Mark sheets & Certificate in proof of the claim made by the candidate relating to his/her educational qualification, age & experience.
2. Two copies of passport size color photograph to be submitted along with the application. One copy of self-attested photograph will however to be affixed at the position in the application form.
3. Self attested photocopy of identity proof (Voter ID/PAN card/Driving license/Aadhar card or Passport).

In case of submission of incomplete application, including non-attachment or non-sub clearly name of the post applied for the candidate is liable to be rejected.

# Selection Criteria for the post of Data Assistant cum Accountant under

## NUHM

Candidates shall only be shortlisted as per criteria given in the advertisement. A merit list of such shortlisted candidates shall be made in accordance with their percentage of marks in aggregate. Candidates 10 times the number of vacancies shall be called for Computer Test and Viva-voice from the said merit list. The final merit list shall be prepared for all the candidates, who appeared for the Computer Test and Viva-voice by compiling marks secured in all the three stages i.e. - Mark Assessment, Computer test and Viva-voice.

### Selection Procedure-

- Mark Assessment (Graduation in Commerce)-40 Marks
- Computer Test- 20 Marks
- Viva-Voce-40 Marks

### Terms of Reference for Data Assistant cum Accountant

1. To provide support to the MO (I/C) for effective planning and monitoring of the programmes.
2. To support MO (I/c) in day to day updating & up-keep of the data/information relating to finance.
3. To ensure collection, compilation & reporting of all data related to HMIS, MCTS, HR & infrastructure of UPHC/ UCHC, etc.
4. To collect & validate data provided by ANMs.
5. To support MO (I/c) for timely organization of EC & GB meeting of the UPHC/UCHC.
6. To maintain all financial records and accounts of all fund made available to the UPHC/ UCHC.
7. To support and organize payment to ANMs, ASHA incentive and maintain related accounts & data base including those of untied fund provided to UPHC/UCHC & MAS, etc.
8. To maintain store records related to fixed assets.
9. To maintain all physical & financial data in the form of MIS.
10. Reporting of utilization certificates & SOEs etc.
11. Providing handholding support to MAS, WKS in maintenance of records utilization of untied fund if any.
12. To support MO (I/c) during the organization of monthly/quarterly meetings, workshop, consultation, training, etc.
13. Other assignments as assigned from time to time.

## GENERAL INFORMATION AND INSTRUCTION

- 1) Interested Candidates fulfilling the eligibility criteria are to apply in prescribed format, available in the official website: [www.sundargarh.nic.in](http://www.sundargarh.nic.in) and to submit a set of self attested photocopies of all the certificates / testimonials in support of age, qualification and experience, Candidates are also required to submit two recent passport size color photographs and self photo ID proof (Voter ID card / PAN card / Driving License / Adhar card / Passport) and Caste Certificate issued by the Tahsildar / Sub-Collector etc. (duly attested) to the "Office of the ADUPHO, ROURKELA, SUBDIVISIONAL HOSPITAL PANPOSH UCHC, ROURKELA, SUNDARGARH, ODISHA, PIN - 769004". Incomplete application in any form will be rejected and **the envelope containing the application must be superscribed clearly name of the post applied for.**
- 2) Candidates, who are already working in Health Department either on regular or on contractual basis, have to submit **No Objection Certificate** from concerned 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.
- 3) The applications received for the posts will be scrutinized and the database will be uploaded in the official website for invitation of objection. Candidates are required to visit official website:- [www.sundargarh.nic.in](http://www.sundargarh.nic.in) at regular intervals for any notification, updates (objection invitation / different tests notices), results etc. relating to 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.
- 4) Details of vacancy, eligibility, age, ToR, selection procedure etc. alongwith application form can be downloaded from the official website ([www.sambalpur.nic.in](http://www.sambalpur.nic.in)).
- 5) 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.
- 6) Over aged, under qualification and short of requisite percentage of marks in the prescribed educational qualification shall be rejected.
- 7) The above positions are purely temporary and co-terminus with the scheme. Canvassing in any form will render the candidate disqualified for the position.



- 8) No personal correspondence / queries will be entertained. All communication will be made through e-mail / official website / Notice Board. This office will not be held responsible for any postal delay. **No application will be entertained after due date 07/06/2023(5.00 P.M.).**
- 9) Incomplete application in any form will be rejected. Non submission of certificate/documents along with the prescribed application form shall be liable for rejection.
- 10) Number of vacancies / remuneration as mentioned under this advertisement may vary at the time of actual engagement.
- 11) The undersigned reserves the right to cancel any or all the applications / positions at any stage of recruitment process without assigning any reason thereof.
- 12) 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 application form. Certification towards AICTE/UGC recognition of institutions/ Universities shall also be considered & shall be rejected.

**Sd/-**  
**Additional District Urban Public Health Officer**  
**Rourkela**

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**N.B.:-**

**Besides the above, the following provisions also shall be applicable in respect of all the above posts as eligibility criteria.**

**1. Age Relaxation and Additional Weightage of Marks for the applicants who are employees of the OSH&FW Society:-**

- a) To avail the benefit of age relaxation and weightage, employees concerned should have completed at least three terms of contractual services (11 months each) under the OSH&FW Society.
- b) 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.
- c) The age relaxation for the applied post in respect of the employees of the OSH&FW Society shall be allowed @ 1 year for each contractual term of service in the Society up to a maximum of 10 years, over and above the maximum age limit prescribed in the Advertisement for the said post, subject to an age ceiling of 55 years.
- d) Employees of the OSH&FW Society who have 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 upto a maximum of 10 percentage of the total marks which shall be added to the total marks secured by the said employee.

**2. Consideration of weightage of secured equal marks by the candidates:-**

If two or more candidates secure equal marks, then the merit list shall be made on the basis of their date of birth as per 10th certificate i.e. - elder candidate shall be given first preference.

3. The total marks shall be up to 03 (three) digits format, for example – 45.567%.
4. 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 to fill up future vacancies, if any.

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