

Office of the Chief District Medical Officer, Ganjam

Dept. of Health and Family Welfare, Govt. of Odisha

Advt. No. 7761

Date : 04 // 06 // 2014


CONTRACTUAL APPOINTMENT

Applications in the prescribed format are invited from eligible candidates for the following posts under the Chief District Medical Officer, Ganjam to be filled on contractual basis for a term of 11 months with monthly remuneration mentioned against each post and subject to renewal as per the Society norms basing on the performance and subject to continuance of the programme.

Sl. No	Name of the Post	Vacancy	Remuneration per month	Qualification	Remarks
1	Block Programme Manager	02	Rs. 15,600/-	Graduation with 55 % marks and PGDCA from Govt. recognized institution	For detail eligibility criteria, application form etc of each category of post can also be downloaded from the district website www.ganjam.nic.in
2	Block Account Manager / Accountant cum Data Entry Operator	06	Rs. 9,880/-	B.Com with minimum 50% of marks and must have basic knowledge in Computing (DCA/ PGDCA / etc.)	
3	Block Data Manager	06	Rs. 8,450/-	Graduation with 50 % marks in aggregate and Diploma in Computer Course of minimum one year duration from a recognized institution.	

Interested candidates fulfilling the eligibility criteria are to apply in the prescribed application form to the undersigned by Regd. Post / Speed Post on or before 20 // 06 // 2014. Number of vacancies under this advertisement is provisional which may increase or decrease depending upon requirement or otherwise at the time of actual engagement. The undersigned reserves the right to reject any or all the applications and modify / cancel the advertisement without assigning any reason thereof. Candidates disengaged from service previously on administrative ground by Health and Family Welfare Dept. need not to apply.

N.B: Applications received for the post of Block Programme Manager & Accountant / Block Accounts Manager referring to this office Advt. No. 5818 dated 24.09.13 are hereby cancelled. Applicant applied earlier for the said post needs to apply again.


Sd/-
Chief District Medical Officer, Ganjam

01. Block Programme Manager(B.P.M)

Eligibility criteria :

- The candidate should be a graduate in with a minimum of 55% marks.
- Should have PGDCA/MCA/BCA in Computer from a recognized Govt. Institution.

Preference will be given to the candidate possessing Post Graduate qualification in Management / Statistics /Health education and those have been experience in the field.

Age: Should be below 35 years as on 01.06.14

The candidate must be permanent resident of the district. He/She is applying for, however outside district candidates can also apply, in case of non availability of candidate from the district, candidate from other district can be considered. Residential certificate must be produced while applying for the post.

02. Block Accounts Manager(B.A.M) / Accountant cum Data Entry Operator (A.D.E.O)

Eligibility criteria :

- The candidate should be a graduate in commerce with a minimum of 50% marks.
- Must have basic knowledge of computing

Preference will be given to the candidate possessing Post Graduate qualification (M.Com) and experience in Govt. Sector.

Age: Should be below 35 years as on 01.06.14

The candidate must be permanent resident of the district. He/She is applying for, however outside district candidates can also apply, in case of non availability of candidate from the district, candidate from other district can be considered. Residential certificate must be produced while applying for the post.

03. Block Data Manager (B.D.M)

Eligibility criteria :

- The candidate should be a graduate with a minimum of 50% marks.
- Diploma in Computer Course of minimum one year duration from a recognized institution.


Age: Should be below 65 years as on 01.06.14

The candidate must be permanent resident of the district. He / She is applying for, however outside district candidates can also apply, in case of non availability of candidate from the district, candidate from other district can be considered. Residential certificate must be produced while applying for the post.



General terms & conditions for all posts as above:

- The appointment is purely temporary and may be terminated at any time without assigning any reason thereof.
- Selection will be made as per the prescribed guideline for each post.
- Candidates, who are already working in Health Department either on regular or contractual basis, have to apply through proper channel.
- The envelope containing the application should be super scribed with the name of the post applied for.
- Incomplete application or application received after due date shall be rejected. Authority shall not be held responsible for the postal delay.
- Candidates who have been disengaged previously on administrative ground such as disobedience / poor performance / misbehavior / criminal activity etc, are not eligible to apply.
- No personal correspondences / enquiry will be entertained in this matter. Canvassing in any form will render the candidate to be disqualified for the post.
- The undersigned reserves the right to reject any or all the applications and modify / cancel the advertisement without assigning any reason thereof.


Chief District Medical Officer, Ganjam



APPLICATION FORM

Post Applied for		Affix Passport size photograph here				
1. Name of the applicant :						
2. Fathers Name :						
3. Date of Birth (As per HSC):		4. Sex :				
5. District of Domicile :						
6. Present Contact Address with Telephone No: Contact Phone No. (if any) -		7. Permanent Contact Address with Telephone No: Contact Phone No. (if any) -				
8. E mail Address :						
9. Mobile Number :						
7. Languages spoken/written:						
8. Education : High school onwards, please list all your qualifications						
Degree	Institute/Board & Location	Year	Marks			Full / Part Time/ Distance Learning
			Full Mark	Marks Secured	%	
10 th / HSC / Equivalent						
+ 2 Sc. / Arts / Commerce						
+ 3 Sc. / Arts / Com / BCA / BBA / equivalent						
Post Graduation in Management / Statistics or Health Education						
PGDCA / equivalent						

12. Employment Record :		
Total years of post qualification experience :		
Years of experience in Development Sector / NGO :		
Years of experience in Government :		
13. Details of Employment :(Use Separate sheets if required)		
Starting with your present employment, list in reverse order all the employments you have had.		
14. A Current Employment		
From (month / Year)	From (month / Year)	Designation
Location of Employment :		
Description of your duty (Pls. mentioned point wise):		
1.		
2.		
3.		
14. B Previous Employment		
From (month / Year)	From (month / Year)	Designation
Location of Employment :		
Description of your duty :		
1.		
2.		

14. B Previous Employment		
From (month / Year)	From (month / Year)	Designation
Location of Employment :		
Description of your duty :		
1.		
2.		

DECLARATION BY THE CANDIDATES

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

Further, I undertake that I shall produce all original certificates / documents in support of the above information at the time of interview / certificate verification.

Date:

Place:

Full Signature of the Applicant

Note:

1. Two copies of passport size colour attested photograph to be submitted along with the application.
2. The following documents are to be tagged (not to staple) along with the application as per the chronological order :
 - i. **Nativity** -- Photocopy of valid residence / nativity certificate
 - ii. **Proof of AGE** – Photocopy of 10th / equivalent certificate
 - iii. **Govt. Experience Certificate (OHSDP / ECSIP / IPD)** – Photocopy of joining letter & project completion certificate / document
 - iv. **10th / Equivalent** - Photocopy of mark sheet of 10th / equivalent degree
 - v. **+2 Sc / Arts / Commerce** - Photocopy of mark sheet & certificate
 - vi. **Graduation** -- Photocopy of Graduation Certificate & Graduation Mark Sheet of all years individually i.e., **1st year, 2nd year, 3rd year**
 - vii. **Computer Degree** – Photocopy of mark sheet & certificate in support of computer degree
 - viii. **Post Graduation** – Photocopy of mark sheet & certificate in support of P.G degree
3. All above photocopy documents should be self attested by the candidate / applicant.
4. Envelope containing the complete in application in all respect, should be superscripted as “**APPLICATION FOR THE POST OF _____(Name of the post)_____ UNDER N.H.M - GANJAM**”