



**Odisha State Health & Family Welfare Society, Govt. of Odisha**  
**Deptt. of Health & Family Welfare, Govt. of Odisha**  
**Annex Building of SIH&FW, Nayapalli, Unit-8, Bhubaneswar-751012,**  
**District-Khorda (Odisha) Phone/Fax: 0674- 2392480/79**



**Advt. No.: 17/19**

**CONTRACTUAL APPOINTMENT**

**Date: 08/03/2019**

Applications are invited from eligible candidates for filling up the following post under **National Health Mission, Odisha** on contractual basis with monthly remuneration as noted and subject to renewal as per OSH&FW Society terms and conditions. Lower age limit for all the posts is 21 years as on **01.03.2019**

| Sl. No. | Name of the Post                 | Vacancy | Age as on 01.03.19 | Remuneration (in Rs.), Performance Incentive (P.I.) & other allowances as admissible | Eligibility Criteria  |
|---------|----------------------------------|---------|--------------------|--|---|
| 01      | Assistant Manager<br>RBSK / RSKS | 08      | Upto 40 years      | Rs.31,201/-<br>+PI   | <p><b>Qualification:- (i)</b> Candidate must have Master Degree in Disability Rehabilitation Administration (MDRA) approved by Rehabilitation Council of India with basic Bachelor Degree in Physiotherapy or Occupational Therapy or Prosthetic &amp; Orthotics or Speech Language Pathology or Medicine and Surgery (MBBS) or Ayurvedic Medicine and Surgery (BAMS) or Homoeopathic Medicine and Surgery (BHMS) or Nursing from a recognized University / Institution. The candidate must have minimum 60% marks in aggregate in MDRA.</p> <p align="center"><b><u>OR</u></b></p> <p><b>(ii)</b> Candidate must have Master Degree (02 years course) in Physiotherapy or Occupational Therapy or Audiology &amp; Speech language Pathology or Prosthetics &amp; Orthotic from a recognized University / Institution with Post Graduate Degree or Diploma in Public Health Management (02 years course) from a recognized University / Institution. The candidate must have minimum 60% marks in aggregate in Post Graduate Degree or Diploma in Public Health Management.</p> <p>Candidates as at <b>(i) &amp; (ii)</b> must have valid permanent registration certificate from concerned Boards / Councils / Authorities / RCI, wherever applicable.</p> <p align="center"><b><u>OR</u></b></p> <p><b>(iii)</b> Candidate must have Master Degree (02 years course) in Business Administration or Social Work or Hospital Management or Hospital Administration or Public Health Management or Post Graduate Diploma in Public Health Management (02 years course) with minimum 60% marks in aggregate from a recognized University / Institution.</p> <p>Candidates for category <b>(iii)</b> must have 03 years post qualification programme related experience in the field of Health / Early intervention / Disability Rehabilitation / Child Development / Nutrition.</p> |

## **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.nrhmorissa.gov.in](http://www.nrhmorissa.gov.in)).
- iii. The applications received for the post 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.nrhmorissa.gov.in](http://www.nrhmorissa.gov.in) at regular intervals for any notification, updates (objection invitation / different tests notices), 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 **09.03.2019 to 16.03.2019** 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 23.03.2019 (by 5.00 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.
- viii. The experience certificate of the Employer/s must clearly specify the period of incumbency, name of the post and nature of responsibility.
- ix. 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.
- x. Candidates who are over aged, under qualified, not having requisite percentage of marks, not having requisite experience etc. need not apply.
- xi. Incomplete application in any form will be rejected. Non submission of certificate/documents along with the online application shall be liable for rejection.
- xii. 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.
- xiii. This office will not be held responsible for any postal delay. **No application will be entertained after dt 23.03.2019 (5.00 P.M.).** No personal correspondence / queries will be entertained. All communication will be made through E-mail / official website / SMS.
- xiv. The panel for above positions 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.
- xv. Number of vacancies / remuneration as mentioned under this advertisement may vary at the time of actual engagement.
- xvi. The undersigned reserves the right to cancel this advertisement at any stage of recruitment process without assigning any reason thereof.

Sd/-

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

| Sl. No. | Name of the Post                 | Selection Procedure (Advt. No. 17/19)  |
|---------|----------------------------------|--|
| 01      | Assistant Manager<br>RBSK / RKSK | All the eligible applicants, fulfilling the eligibility criteria as per advertisement will be called for Written Test (MCQ). A list of candidates qualifying in the written test (MCQ) will be prepared and from amongst them, in order of merit, candidates three times the number of vacancies will be called for viva-voce. However, the final merit list will be prepared by adding the marks secured in Written Test (MCQ) and Viva-voce. |

## **TOR of District RBSK & RSK Manager**

The District RBSK manager & Programme Associate RSK are henceforth re-designated as **District RBSK & RSK Manager** with following job responsibilities.

### **Job responsibilities:**

The RBSK Manager under Rashtriya Bal Swasthya Karyakram (RBSK) will be posted in the DEIC functioning districts, normally at DHH/ MCH or any other places, where DEIC will be established. He will work with following Term & References.

1. The RBSK & RSK Manager will work under the administrative control of the CDMO.
2. She/he will be accountable to District Nodal Officer, RBSK & RSK and work in close coordination with DPMU. All the Managerial & clinical file will be routed through her/him to DPM NHM & Nodal Officer, RBSK & RSK.
3. She/he will oversee all the activities under RBSK & RSK.
4. She/he will also establish coordination among all the DEIC Staff.
5. As a team leader she/he will look into the day to day progress of the RBSK, DEIC & RSK activities.

#### **A. Rashtriya Bal Swasthya Karyakram (RBSK )**

##### **Planning & Coordination**

6. He/she will prepare the RBSK Action Plan (physical & financial) for the assigned district following RBSK guideline.
7. He will coordinate for generating team wise micro plan of MHTs and the consolidated district plan to be shared with the State.
8. He/she will take the lead role in coordination with different line Departments and different programmes.
9. He/she will facilitate for convening district planning meeting/District core committee meeting etc on RBSK. He will also facilitate/ monitor Block, Sub-Block level coordination activities.
10. He/she will be responsible for establishing linkage with Block officials & RBSK State Unit.

##### **HR Management**

11. As a point person of RBSK in the district the RBSK Manager will establish coordination among all the staff under DEIC and MHT Staff. All the HR file of DEIC & MHT Staff are kept under the custody of RBSK Manager. He/she will initiate all the HR file of DEIC & MHT Staff. Facilitate for resolving HR issue in the District.

##### **Capacity Building**

12. Conduct monthly Review-Cum-CME regularly
13. Coordinate with State RBSK Unit for finalizing capacity building activities.
14. Organize capacity building activities for the Staffs.
15. Monitor & ensure that all the events are carried out timely & qualitatively.

##### **Managing organizational performance**

16. She/he will monitor & guide all the RBSK activities (DEIC & MHT) in the District i.e. screening, minor ailment treatment & referral.
17. He will facilitate to address the implementation issues on RBSK & DEIC.
18. Follow up referral services at DEIC. Establish linkage with Pvt. Empanelled institution for specialised treatment.
19. Coordinate with line departments for providing aids & appliances to the required referred disabled case.
20. Facilitate Client relationship management by ensuring Client satisfaction and it retention.
21. Facilitate financial management of RBSK activities in the District.

##### **Monitoring**

22. He/she will visit at least 10 days in a month to the field for monitoring RBSK activities.

23. He/she will monitor the AWCs/Schools and +2 Junior Colleges by visiting the institutions and ensure proper record maintenance, screening, on-spot treatment, referral and other activities assigned to the RBSK Mobile Health Team (MHT).

**Reporting & Documentation**

24. He/she will act as the nodal person of reporting and will authenticate the reports generated by the DEIC team, verify the reports submitted by the Block teams
25. He will provide necessary technical support to the Blocks & MHTs for creating database.
26. Ensure timely submission and analysis of reports.
27. Ensure documentation of all necessary events i.e. treatment & referral, best practices etc.
28. Ensure timely updation in RBSK MIS Application.

**B. Rashtriya Kishore Swasthya Karyakram (RKSK)**

**The key performing areas under this program are includes but not limited to the following**

**1. The key Program components of RKSK to be implemented in the districts**

1. Shraddha Clinic ( Adolescent friendly Health clinic)
2. Menstrual Hygiene Scheme
3. Weekly Iron Folic Acid Scheme
4. Peer Educator Program ( In selected Districts)
5. Adolescent Health Day (In selected Districts)

**2. The key Task for above components of RKSK programs is**

**Planning:**

- a. Based on AH operational framework and Programme Implementation Plan of NHM develop and disseminate SOPs/ guidelines for planning, budgeting and monitoring of the facility-based AFHS (i.e. Adolescent Friendly Health Clinic/Sraddha clinic) component of district and state AH plans. Update SOPs/guidelines on an annual basis to reflect experience in implementation and changes/ revised Gol policy.
- b. Ensure necessary training for planning, budgeting, implementation, and monitoring of Adolescent Friendly Health Clinics (AFHC)/Sraddha Clinic is conducted for personnel at every level.
- c. Follow up and provide necessary assistance to ensure districts plans include component on facility-based AFHS, on time and in accordance with the guidelines.
- d. Based on district plans, prepare a state-level plan and budget for facility-based AFHS i.e. operationalize new clinics, upgrading and/or maintaining existing clinics.

**Monitoring:**

- a. Prepare state AH monthly report for facility-based AFHS/AFHCs, based on consolidated district AH monthly reports. Ensure:
- b. Analysis of facility-based AFHCs implementation, including variances across districts
- c. Identification of the corrective action to be undertaken and follow up to ensure implementation.
- d. Prepare quarterly progress reports (physical/ financial) against the targets set in the State AH plan for facility-based AFHCs. Ensure:
- e. Explanations are given for delay/ adverse variance, and corrective action
- f. Follow up to ensure that agreed corrective action is implemented.
- g. Ensure that required reports are sent to State Nodal Officer-AH on time.

**Supportive Supervision:**

- a. Support state-level training, and IEC officers to ensure effective planning, implementation and monitoring of facility-based AFHS/AFHCs related activities
- b. Support district programme officers to plan and implement through reviews and supportive supervision visits in accordance with a pre-determined schedule.
- c. Facilitate /provide necessary assistance to bring about to bring about continuous process improvement in planning and implementation.

**Indicators for performance:**

Extent to which RKSK objectives, outcomes and outputs for the state have been met; this includes (but is not limited to) improvements in the following RKSK indicators<sup>1</sup>:

- a. Percentage of married adolescent couples accessing adolescent clinics for contraceptives or counselling on family planning services
  - b. Percentage of pregnant adolescents who received at least three antenatal care check-ups
  - c. Percentage of adolescents accessing adolescent clinics for counselling on mental health Facility based services/AFHC related, service delivery indicators:
  - d. Total number of clinics planned and established in the districts.
  - e. Percentage and number of AFHC operationalised against planned (at PHC, CHC, DH/Medical College)
  - f. Client load at Adolescent Friendly Health Clinics per month (no.)
  - g. Client referred from community to AFHC per month (no.)
  - h. Percentage of adolescents accessing adolescent clinics for puberty-related problems, RTIs/STIs, mental health concerns, abortion care, nutrition
  - i. Percentage and number of AH counsellors recruited against planned
  - j. Total no. of clients counselled
  - k. Percentage and number of trained Counsellors in place against planned
  - l. Proportion of trained counsellors to total number of adolescents
  - m. Percentage and number of MO trained in AFHS (Male/ female) against planned
  - n. Percentage and number of ANMs/LHVs trained on AFHS against planned
  - o. Updated planning and monitoring guidelines /SOPs for facility-based AFHS/AFHCs, prepared on time and disseminated
  - p. State and district plans appraised on time and in line with policy.
  - q. Quarterly state and district wise monitoring reports prepared and analysed within agreed time frame.
  - r. Quality of analysis and evidence of action taken to be graded
  - s. Number of process improvement proposals prepared and implemented
  - t. Number of supportive supervision visits made and evidence of corrective action taken.
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