



**State Health Assurance Society,
Health & Family Welfare Department, Govt. of Odisha
Bhubaneswar- 751007, District- Khordha, Odisha
Phone No: - (0674)2620500
Email ID: - deoshas.hr@gmail.com**

Adv. No.: 02/2021

CONTRACTUAL APPOINTMENT

Date: 22.01.2021

Applications are invited from eligible candidates for filling up the following posts under **State Health Assurance Society, Odisha** on contractual basis with monthly remuneration as noted against each and subject to renewal as per Society terms and conditions. The position is purely temporary and co-terminus with the scheme. Lower age limit for all the posts is 21 years as on **01.01.2021**.

Sl. No	Name of the Post	Vacancy	Maximum Age as on 01.01.2021	Remuneration (in Rs.) & Performance Incentive (P.I.) as admissible	Eligibility Criteria
01	Joint Executive Officer (M&E)	01	Up to 45 years	Rs. 50,300/- + (PI)	Master Degree in Bio-Statistics/ Epidemiologist or MBBS/MD/MS with MPH/MHA with skill on MIS data analytical skills/statistical analysis Experience- S/he must have minimum 3-5 years of full-time post qualification experience in relevant field.
02	Quality Co-ordinator	01	Up to 45 years	Rs. 44,000/- + (PI)	MBBS/MHA/MPH/Ayush/BDS with certification course on quality accreditation process like NABH/NQAS etc. Experience- S/he must have minimum 1-2 years of full-time post qualification experience in relevant field.
03	Deputy Executive Officer (Field Operations)	01	Up to 45 years	Rs. 44,000/- + (PI)	Master Degree in any field with PGDCA Experience- S/he must have minimum 2 years of full-time post qualification experience in relevant field.
04	IEC & Training Consultant	01	Up to 45 years	Rs. 44,000/- + (PI)	Mass Communication/Journalism Experience- S/he must have minimum 2 years of full-time post qualification experience in relevant field.
05	Executive (M& E)	01	Up to 45 years	Rs. 27,200/- + (PI)	Graduation with IT Skill/Typing & Short hand English & Odia. Experience- S/he must have minimum 1-3 years of full-time post qualification experience in relevant field

General Information and Instructions:

- i. The above positions are 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, selection procedure etc. can be downloaded from the official website (www.nhmodisha.gov.in).
- iii. The applications received for all the posts 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 (objection invitation / different tests notices), results etc. relating to recruitment.
- iv. The candidate has to enclose requisite documents/ experience certificates which shall clearly establish his/her eligibility as per conditions as above, without which his/her candidature shall be rejected.
- 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. Candidates, who are already working in Govt. sector either on regular or on contractual basis, have to submit **No Objection Certificate (NOC)** 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.
- vii. **Interested candidates fulfilling the eligibility criteria can apply in the prescribed format duly signed by them along with self-attested copies of all certificates and mark sheets in support of age, qualification, experience etc. Completed application along with enclosures required is to be sent to the "Chief Executive Officer, State Health Assurance Society A1 Block, 2nd Floor, Toshali Bhawan, Satya Nagar Unit-9, Bhubaneswar- 751007, District- Khordha (Odisha)" that need to reach at the office of State Health Assurance Society, Odisha on or before 18.02.2021 (before 5.00 P.M.) through Registered Post/ Speed Post / Courier only and the envelope containing the application should be superscribed clearly name of the post applied for.**
- 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 from, wherever applicable, without which the application shall not be considered & shall be rejected.
- ix. Over aged, under qualification, short of requisite percentage of marks in the prescribed educational qualification, lack of post qualification experience shall be rejected.
- x. Candidates must submit their experience certificates from the employers clearly specifying the period which they are / were working, name of the post and nature of responsibility for assessing their experience.
- 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 State Health Assurance Society, Odisha 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 18.02.2021 (before 5.00 P.M.).** No personal correspondence / queries will be entertained. All communication will be made through E-mail / official website / SMS.
- xiv. Number of vacancies / remunerations as mentioned under this advertisement may vary at the time of actual engagement.
- xv. The undersigned reserves the right to cancel any or all the applications / positions at any stage of recruitment process without assigning any reason thereof.
- xvi. The result of interview will be published in the **official website of NHM, Odisha.**

**Sd/-
Chief Executive Officer
State Health Assurance Society, Odisha**

Selection Procedure (Advt. No. 02/2021)		
Sl. No.	Name of the Post	Selection Procedure
01	Joint Executive Officer (M&E)	A merit list of candidates fulfilling the eligibility criteria as per the advertisement will be prepared after scrutiny and ten times the number of vacancies will be called for the Interview in order of merit. Final merit list will be prepared on the basis of marks secured in the interview.
02	Quality Co-coordinator	
03	Deputy Executive Officer (Field Operations)	
04	IEC & Training Consultant	
05	Executive (M& E)	All the eligible applicants, fulfilling the eligibility criteria as per advertisement will be called for a computer test or written test after scrutiny. A merit list of candidates qualifying in the computer/written test will be prepared and from amongst them, in order of merit, candidates ten times the number of vacancies will be called for interview. Final merit list will be prepared on the basis of mark secured in the interview.

APPLICATION FORM

Advertisement No.	02/2021			Photograph			
Name of the Post							
					Identity Proof No.		
1. Applicant Name:							
2. Fathers Name:							
3. Date of Birth:				4. District of Domicile:		5. Sex:	
6. Age as on 01.01.2021							
7. Present Contact Address:					8. Contact Telephone No.: - Mobile No: -		
Permanent Contact Address:							
9. Email Address:							
10. Languages spoken/written:							
11. Professional Qualification details:							
Sl. No.	Exam Passed	Name of Board / University	Year of passing	Marks (excluding 4 th optional)			Duration of Course
				Full Mark	Marks Secured	% of Marks	
12. Experience Details:							

Contd...

Sl. No	Name of the Employer	Post Held	From Date	To Date	Salary	Experience in years
1						
2						
3						
4						

DECLARATION:

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 material information is false/incorrect or is suppressed by me my candidature/appointment under State Health Assurance Society, Odisha is liable to be rejected/terminated. I also declare that I have never been disengaged from service under previous employers on administrative ground such as disobedience/poor performances/misbehavior/criminal activity 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

Enclosure (Self Attested Copies):

1. 10th Mark Sheet and Certificate
2. +2 Mark Sheet and Certificate
3. Diploma Mark Sheet and Certificate
4. Degree Mark Sheet and Certificate
5. P.G. Degree Mark Sheet and Certificate
6. CGPA, OGPA, DGPA, GPA, CPI etc. Certificates (if any)
7. No Objection Certificate from candidates working under Health Dept.
8. Experience Certificate
9. Any Identity Proof.