



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

(ବୁଦ୍ଧିଭିତ୍ତିକ ନିୟୁତ ନିମନ୍ତେ ବିଜ୍ଞାପନ)

Adv No : 1157

Date: 01/05/2025

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	01	Rs. 15,842/- +PI	Up to 40 years	The candidate must be a Graduate in Commerce with minimum 50% marks in aggregate and also 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.odisha.gov.in](http://www.Sundargarh.odisha.gov.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, UCHC PANPOSH, ROURKELA, SUNDARGARH, ODISHA, PIN - 769004" so as to reach us on or before dt. 15 -05-2025 (by 01.00 P.M.) through Regd. Post / Speed Post 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**

APPLICATION FORM

Advertisement No.		Photograph					
Name of the Post		Identity Proof No.					
1. Applicant Name:							
2. Father's Name:							
3. Date of Birth:	4. District of Domicile:	5. Sex:					
6. Age as on 01.05.2025							
7. Present Contact Address:		8. Contact Telephone No. :-					
Permanent Contact Address:		Mobile No:-					
9. Email Address:							
10. Languages spoken/written:							
11. Professional Qualification details:							
Sl. No.	Exam Passed	Name of Board / University	Year of passing	Marks (excluding 4th optional)			Duration of Course
				Full Mark	Marks Secured	% of Marks	



12. Employment Record:-**Total years of post qualification experience:-****13. Experience Details (starting from present / last employment):-**

Name of the Employer	Post Held	From Date	To Date	Total	
				Year	Month

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 City Health Society, NUHM, Rourkela, OSH&FWS, Odisha is liable to be rejected / terminated. I also declare that I have never been disengaged from service under the OSH&FWS, Odisha on administrative ground such as disobedience / poor performances/ misbehavior/ criminal activity etc.

Date:**Place:****14. List of enclosure(s):-****Full Signature of the Applicant****Note:**

1. The following documents are to be enclosed along with the application:
 - a. Two copies of passport size colour self attested photographs. One copy of self attested photograph will however to affixed at the position in the application form.
 - b. Self attested photocopies of all documents in support of age, qualification, experience etc.
 - c. Self attested photocopy of Identity Proof (Voter ID card / PAN card / Driving License / Adhar card / Passport).



Qualification:-

The candidate must be a Graduate in Commerce with minimum 50% marks in aggregate and also must have passed PGDCA / DCA / Odisha State Certificate in Information Technology (OS- CIT) course of Odisha Knowledge Corporation Limited (Minimum 06 months course duration) or any equivalent courses from a recognized institute.

Upper Age limit:- Upto 40 Year.

Selection Procedure:-

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

Candidates shall only be shortlisted as per criteria given in the advertisement. A merit of such shortlisted candidates shall be made in accordance with their percentage of mark in aggregate. Candidate 10 times the number of vacancies shall be called for computer Test and Viva – Voce. The final merit list shall be prepared by adding the marks in all the three stages i.e. Mark Assessment, Computer Test and Viva – voce etc.

Terms of Reference (ToR) of Data Assistant cum Accountant for UPHC

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 and up-keep of the data / Information relating to finance.
3. To ensure collection, compilation and reporting of all data related to HMIS, MCTS, HR and infrastructure of UPHC / UCHC, etc.
4. To collect and validate data provided by ANMs.
5. To support MO (I/C) for timely organisation of EC and 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 organise 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 utilisation certificates & SoEs, etc.
11. Provide handholding support to MAS, WKS in maintenance of records & utilisation of untied fund if any.
12. To support MO (I/C) during the organisation of monthly / quarterly meetings, workshop, consultation, training, etc.
13. Other assignment as assigned from time to time.



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, ToR, selection procedure etc. can be downloaded from the official website (www.sundargarh.odisha.gov.in).
- iii. The applications received for 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.sundargarh.odisha.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.

Interested candidates fulfilling the eligibility criteria are to apply in the Prescribe format as per Annexure-1 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, UCHC PANPOSH, ROURKELA, SUNDARGARH, ODISHA, PIN - 769004" so as to reach us on or before: Dt. 15-05-2025 (by 01.00 P.M.) through Regd. Post / Speed Post only and the envelope containing the application should be superscribed clearly name of the post applied for otherwise the application will be rejected.

- vi. 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 recognition of institutions shall also be submitted at the time of submission of application form, wherever applicable.
- vii. Over aged, under qualification, short of requisite percentage of marks in the prescribed age and educational qualification shall be rejected.
- ix. Incomplete application in any form will be rejected. Non submission of certificate/documents along with the application shall be liable for rejection.
- x. 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 / misbehaviour / criminal activity etc. are not eligible to apply.
- xi. This office will not be held responsible for any postal delay. **No application will be entertained after dt 15-05-2025 (01.00 P.M.)**. No personal correspondence / queries will be entertained. All communication will be made through E-mail / official website / SMS.
- xii. The panel for above positions shall also remain valid for 12 months as decided by the Society.
- xiii. Number of vacancies / remuneration as mentioned under this advertisement may vary at the time of actual engagement.
- xiv. The undersigned reserves the right to cancel any or all the applications / positions at any stage of recruitment process without assigning any reason thereof.

Sd/-

ADDITIONAL DISTRICT URBAN
PUBLIC HEALTH OFFICER, ROURKELA



N.B. :-

Besides the above, the following provisions also shall be applicable in respect of all the above post 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, the employee 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 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.

d) A 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.

e) 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.

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 candidated 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.

