



OFFICE OF THE CDM&PHO-CUM-DISTRICT MISSION DIRECTOR

District Programme Management Unit, DPMU, NHM, Dist- Balangir- 767001

E- mail: nhmbalangir@gmail.com

Advt. No 3317

/NHM/2025

Date: 26 /09/2025

Contractual Appointment

Applications are invited from eligible candidates for engagement of the post of System In-charge and walk in interview will be conducted for the post of Junior Hospital Manager (JHM) under National Health Mission, Balangir on contractual basis for a term of 11 months and subject to renewal as per the society norms basing on the performance and subject to continuance of the programme. The above posts are purely temporary and co-terminus with the scheme.

Interested candidates must visit district official website <https://balangir.odisha.gov.in> to know the details advertisement, general information and instruction, age, educational qualification, remuneration, last date of submission of application/ date of Interview etc. No personal correspondence / enquiry will be entertained in this matter. All communication may be made through e-mail / district website <https://balangir.odisha.gov.in>. The undersigned reserve the right to cancel any or all the proposals without assigning any reason thereof.

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26/9/25

**CDM & PHO-cum-District Mission Director,
Balangir**



OFFICE OF THE CDM&PHO-CUM-DISTRICT MISSION DIRECTOR,
District Programme Management Unit, DPMU, National Health Mission, Dist- Balangir-767001
E- mail: nhmbalangir@gmail.com

Advt. No 3317 /NHM/2025

Date: 26 /09/2025

Contractual Appointment

Applications are invited from eligible candidates for engagement of the post of System In-Charge and walk in interview will be conducted for the post of Junior Hospital Manager (JHM) on the date mentioned against each under National Health Mission, Balangir on contractual basis for a term of 11 months with monthly remuneration as noted against each and subject to renewal as per the society norms basing on the performance and subject to continuance of the programme. Performance incentives and other benefits are also admissible for all posts as per norms and orders issued there under from time to time. The above posts are purely temporary and co-terminus with the scheme. **Lower Age limit is 21 years as on dt.01.09.2025.**

Sl. No.	Name of the Post	No. of Vacancy	Base Remuneration (in Rs.)	Eligibility	Date of Interview
1	Junior Hospital Manager (JHM)	01	Rs.29,466/- pm + Others allowances as per PIP	<p>1. Qualification:- The candidate must have passed in any of the following subjects from an accredited University (UGC) approved) or Institute (AICTE approved):-</p> <ul style="list-style-type: none">• Post Graduate Degree in Hospital Management• Post Graduate Degree in Hospital Administration• Master Degree in Hospital Administration/MBA in Hospital Administration• Post Graduate Degree in Hospital & Health Management• Post Graduate Degree in Hospital & Health Administration• Post Graduate Diploma in Hospital Management• Post Graduate Diploma in Hospital Administration• Post Graduate Diploma in Hospital & Health Management• Post Graduate Diploma in Hospital & Health Administration <p>2. Experience:-S/he must have minimum 01 year of post-qualification experience in hospital administration in any Public health Hospital /minimum 50 bedded Private Hospital. The candidate must also have working knowledge of Computer.</p> <p>3. Upper Age Limit:- Up to 40 years as on dt.01.09.2025</p>	<p>Dt, 22/10/2025 Regd. Time: 10.00 AM to 12.30 PM</p>
2	System In-Charge	01	Rs.19,068/- pm + Others allowances as per PIP	<p>1. Qualification:- The candidate must have passed Graduation with minimum 55% marks in aggregate from a recognized University.</p> <p>The candidate also must have passed PGDCA/DCA/MCA/BCA/Odisha State Certificate in Information Technology (OS-CIT) course of Odisha Knowledge Corporation Limited or any equivalent courses from a recognized institute.</p> <p>2. Experience:-The candidates must have 1 year of post qualification experience in health/social sector.</p> <p>3. Upper Age Limit:- Up to 40 years as on dt.01.09.2025</p>	<p>Invite application through postal</p>

Application form can be downloaded from the district official website <https://balangir.odisha.gov.in>. Interested candidates fulfilling the eligibility criteria are to apply for the post of **System In-Charge** only by downloading the application format available in the district website and the filled in application duly signed by the candidate along with self attested copies of all supportive documents shall be sent to the address i.e. The Chief District Medical & Public Health Officer, Balangir, Near Head Post Office, Balangir, Pin-767001 so as to reach the office on or before **22/10/2025 (by 5.00 PM) through Regd. Post / Speed Post only** and the envelope containing the application should be superscribed clearly name of the post applied for. The application receive without superscribed will be rejected. This office will not be held responsible for any postal delay.

Candidates for the post of Junior Hospital Manager (JHM) need not apply through postal and should present before the Interview on the date, time & venue mentioned against each along with application form and self attested copies of all supportive documents. No application will be received beyond the scheduled date and Registration time. Number of vacancies under this advertisement is provisional which may increase or decrease depending upon requirement or otherwise at the time of actual engagement. No personal correspondence/ enquiry will be entertained in this matter. All communication may be made through e-mail / district website <https://balangir.odisha.gov.in>. The undersigned reserve the right to cancel any or all the proposals without assigning any reason thereof. All the interested candidates may attend the walk-in-interview mentioned above date, time and venue. The authority reserved the right to cancel any or all the application without assigning reason thereof.


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

1. To avail the benefit of age relaxation and weightage, employees concerned should have completed at least three term of contractual services (11 months each) under the OSH&FW Society.
2. The remarks recorded in PAR of the employee concerned must be "Outstanding" or "Very Good" for the preceeding 03(Three) terms of contractaul services under the OSH & FW Society.
3. The age relaxation for the applied post in respect of the employees of the OSH&FW Society shall be allowed @ 1 year for 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 age ceiling of 55 years.
4. 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 extend of 01 percentage of the total marks of the examinations for each completed term of services upto a maximum of 10 percentage of the total marks which shall be added to the marks secured by the said employee.
5. 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.

GENERAL INFORMATION AND INSTRUCTIONS

1. The above positions are purely temporary and also co- terminus with the scheme.
2. Convassing in any form will render the candidated disqualified for the positions.
3. Details of eligibility, number of vacancies etc. of each category of post can be downloaded from the district website (<https://balangir.odisha.gov.in>).
4. **Candidates who are already working in Health Department either on regular or contractual basis, have to submit No objection Certificate from concerned employer(appointing authority).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.**


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5. Interested candidates fulfilling the eligibility criteria and applied for System In-Charge post are to download the application format available in the district website i.e. <https://balangir.odisha.gov.in> and the filled in application duly signed by the candidate along with self attested copies of all supportive documents shall be sent to the address of Chief District Medical & Public Health Officer, Balangir, Near Head Post Office, Balangir, Pin-767001 so as to reach the office **on or before 22/10/2025 (by 5.00 PM) through Regd. Post / Speed Post** only and the envelope containing the application should be super scribed **clearly name of the post applied for**. The application receive without superscribed will be rejected. No Certificate/documents will be accepted at later stage of the recruitment, if fails to produce along with the application form.
6. Interested candidates fulfilling the eligibility criteria and applied for the post of the post of Junior Hospital Manager (JHM) are to download the application format available in the district website i.e. <https://balangir.odisha.gov.in> and the filled in application duly signed by the candidate along with self attested copies of all supportive documents and should attend the Walk-in-Interview on the data, time & venue mentioned against each along with requisite documents. No application will be received beyond the scheduled date and Registration time. No Certificate/documents will be accepted at later stage of the recruitment, if fails to produce at the time of Walk-in-Interview or along with the application form.
7. Candidate who will apply for different posts have to submit separate application for each post. '
8. 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 the application form. Certification towards AICTE/UGC recognition institutions/University shall also be submitted at the time of submission of the application form, wherever applicable, without which the application shall not be considered & shall be rejected.
9. Over aged and under qualification in the prescribed educational qualification shall be rejected.
10. Selection will be done for the above post as per guideline provided by MD, NHM, Odisha time to time and as per the decision taken by the selection committee.
11. Candidates will be selected on the basis of selection process as applicable. Only shortlisted candidates will be called for participation in the selection process.
12. 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.
13. Candidate who have been disengaged earlier from the OSH&FW Society on administrative ground such as disobedience/ poor performance/ misbehavior/ criminal activity etc. are not eligible to apply.
14. The panel for the above positions shall also remain valid for similar post in other programmes under NHM ambit with same educational qualification and same remuneration, as will be decided by the Society.
15. Number of vacancies under this advertisement is provisional and subject to increase and decrease.
16. Any modification/addition in rejection/disqualification/selection process communication by the Mission Directorate or District selection committee approved by the Collector & District Magistrate will be incorporated in to the selection procedure.
17. No personal correspondence/ enquiry will be entertained in this matter. All communication may be made through e-mail / district website <https://balangir.odisha.gov.in>. Candidates are requested to visit district website <https://balangir.odisha.gov.in> on regular interval for any notification/update/result etc. relating to the recruitment.
18. The undersigned reserve the right to cancel any or all the proposals without assigning any reason thereof.


 CDM&PHO-cum-District Mission Director,
 Balangir



APPLICATION FORM

Advt.No. _____/dt.....

Post Applied for			Attested Photograph			
1. First Name:			Last Name:			
2. Date of Birth:	As on dt:01.09.2025 ____Year____Months____Days		3. District of Domicile:	4. Sex:		
5. Please mention if SC/ ST/SEBC/ Unreserved						
6. Present Contact Address: Permanent Contact Address:			7. Permanent Telephone No: (STD Code) Number			
			8. Present Telephone No: (std code) Office number			
9. Email Address:			10.Mobile No.:			
11. Languages spoken/written:						
12. Computer Literacy: Mentioned all software(s) Known/used						
13. Education: High school onwards, please list all your qualifications						
Exam Passed	Institute/Board & Location	Year	Marks			Full/Part Time/ Distance Learning
			Full Mark	Marks Secured	% of Marks	

14. Employment Record:		
Years of experience in Government:		
15. Details of Employment: (Use separate sheets if required).		
Starting with your present employment, list in reverse order all the employments you have had.		
16 A. Current Employments:		
From Month / Year	To Month / Year	Designation
Location of Employment:		
Description of your duties:		
16B. Previous Employment:		
From Month / Year	To Month / Year	Designation
Location of Employment:		
Description of your duties:		
16C. Previous Employment:		
From Month / Year	To Month / Year	Designation
Location of Employment:		
Description of your duties:		
Declaration- I hereby declare that all the information furnished above are correct to the best of my knowledge.		
Date:		
Place :		<i>Signature of the Applicant</i>

Note:

1. Two copies of passport size color attested photograph to be submitted along with the application.
2. The following documents (Photo copies attested by self) are to be enclosed along with the application.
 - a) All marks sheets and certificates onwards in proof of the claim made by the candidates relating to their educational qualification.
 - b) 10th certificate and mark sheet for age proof.
3. Work certificate, date of joining and date of retrenchment from the project (in case of candidates who are availing benefits or previous projects etc.)
4. Service Continuation/ Experience Certificate, NOC certificate from appointing authority along with last three years PAR remarks must be submitted by candidates who are already working and continue under OSH&FW Society.

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Sl.No.	Name of the post	Selection Procedure
01	Junior Hospital Manager (JHM)	<p>Walk-In- Interview :100 Marks</p> <p>The final merit list shall be prepared as per the marks secured in Interview. The candidates securing 50% and more marks in final Merit list shall be kept in the Panel with the validity of 01 year from the date of its approval.</p>
02	System In-Charge	<ul style="list-style-type: none"> • Mark Assessment (On the basis of marks secured in Graduation)-40 Marks • Computer Test-40 Marks • Viva Voce- 20 Marks <p>A list of eligible candidates shall be prepared on the basis of marks secured in Graduation. From amongst the said list, 10 times of number of vacancies from the top of the said list shall be called for computer test & Viva-voce Test. However, the final merit list of the candidates shall be prepared by adding the marks secured in Mark Assessment, computer test & Viva-voce Test. The candidates securing 50% and more marks in Final Panel Merit list shall be kept in the panel with the validity of 01 years from the date of its approval.</p>

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**ELIGIBILITY CRITERIA AND SELECTION PROCEDURE FOR CONTRACTUAL
ENGAGEMENT OF JUNIOR HOSPITAL MANAGER UNDER NHM.**

Qualification:- The candidate must have passed in any of the following subjects from an accredited University (UGC approved) or Institute (AICTE approved):-

- Post Graduate Degree in Hospital Management
- Post Graduate Degree in Hospital Administration
- Master Degree in Hospital Administration / MBA in Hospital Administration
- Post Graduate Degree in Hospital & Health Management
- Post Graduate Degree in Hospital & Health Administration
- Post Graduate Diploma in Hospital Management
- Post Graduate Diploma in Hospital Administration
- Post Graduate Diploma in Hospital & Health Management
- Post Graduate Diploma in Hospital & Health Administration

Experience: - S/he must have minimum 01 year of post-qualification experience in hospital administration in any Public Health Hospital / minimum 50 bedded Private Hospital.
The candidate must also have working knowledge of computer.

Upper Age Limit: - Up to 40 years

Selection Procedure: - Walk-in-interview -100 Marks.

The Final merit list shall be prepared as per the marks secured in Interview. The candidates securing 50% and more marks in Final Merit list shall be kept in the Panel with the validity of 01 year from the date of its approval.

N.B.:-

Besides the above, the following provisions also shall be applicable for the above post.

1. Age Relaxation and Additional Weightage of Marks applicable for the eligible applicants who are employees of the OSH&FW Society.

- a) To avail the benefit of age relaxation and weightage, 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) 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 in case of securing equal marks by the candidates:-

- If two or more candidates secure equal marks, then the final merit list shall be prepared on the basis of their date of birth as per 10th certificate i.e. - elder candidate shall be kept above the younger one in the final merit list.
- The total marks shall be up to 03 (three) digits format, for example - 45.567%.
- 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.