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OFFICE OF THE SUPERINTENDENT,
VSS INSTITUTE OF MEDICAL SCIENCES AND RESEARCH, BURLA, (SAMBALPUR)

No. 11994 /VIMSAR

Dated, Burla, the 18 th July, 2026

NOTIFICATION

ADVERTISEMENT FOR ENGAGEMENT OF OFFICE ASSISTANT ON CONTRACTUAL BASIS
UNDER NHM FOR STATE MIDWIFERY TRAINING INSTITUTE (COLLEGE OF NURSING, VSS
INSTITUTE OF MEDICAL SCIENCES AND RESEARCH, BURLA, (SAMBALPUR),

Applications are invited for the post of Office Assistant in the prescribed proforma for selection and engagement on contractual basis as noted below to work in the office of the Principal, College of Nursing, VSS Institute of Medical Sciences and Research, Burla, in the District of Sambalpur. The applications should be sent through speed Post/Regd. Post only so as to reach the office of the undersigned on or before 21-08-2026. Application received after the due date shall not be considered under any circumstances. The detail eligibility criteria and selection procedure can be downloaded from the Dist. Website <http://sambalpur.odisha.gov.in>

Sl. No.	Name of the Post	Total No. of Posts	Qualification	Monthly Remuneration
1.	Office Assistant (Contractual)	01 No.	Candidates must have Passed Graduation with minimum 55% mark aggregate from a recognized University 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.	Rs.22,333/- +PI


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ELIGIBILITY CRITERIA AND SELECTION PROCEDURE FOR CONTRACTUAL ENGAGEMENT OF OFFICE ASSISTANT UNDER NHM

Office Assistant

Qualification:- The candidate must have passed Graduation with minimum 55% marks in aggregate from a recognized University.

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.

Experience:- The candidate must have 1 year of post qualification experience in Health/ social sector.

Lower age limit:-Minimum 21 Years

Upper age limit:-Upto 40 Years

Selection Procedure:-Application Invitation

- Mark assessment (Graduation)-40 marks
- Computer test-40 marks
- Viva-voce-20 marks

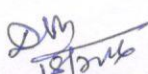
A list of eligible candidates shall be prepared on the basis of marks secured in Graduation. From amongst the said list, 10 times of number of vacancies from the top of the said list shall be called for Viva-voce Test & Computer Test.

However, the final merit list of the candidates shall be prepared by adding the marks secured in Mark Assessment, Viva-voce Test & Computer Test. 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.

N.B.:-Besides the above, the following provisions also shall be applicable in respect of the above post as eligibility criteria.

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 up to 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 up to 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 up to 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.


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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%.

3. 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.

DOCUMENTS TO BE SUBMITTED WITH THE APPLICATIONS:

1. Attested copy of Educational Qualification Certificate and mark Sheets of HSC, +2 Science, Art/ Commerce' and Graduation etc. thereof.
2. Attested copy of the Caste Certificate in case of SC/ST/SEBC issued by the competent authority.
3. Attested copy of the Certificate in case of PH/Ex-Service Man/Sports Man candidates issued by the competent authority.
4. Attested copy of the Resident Certificate issued by the competent Authority.
5. Three recent passport size photographs duly attested and signed by the applicant on the backside.
6. One number of self addressed envelop duly stamped with stamps worth Rs.45/-be enclosed with the application form.

The envelope containing the application form should be superscripted as **APPLICATION FOR THE POST OF OFFICE ASSISTANT**(Name of the post) in block capital letters and the candidates should mention their respective categories on the envelop i.e. (UR/SEBC/SC/ST/PH/Sports Man/Ex-Service Man)

The above post is purely temporary and will be disengaged due to closure of the Scheme or any order received from the higher authority. No claim for regularization of service will be entertained.


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APPLICATION FOR THE POST OF OFFICE ASSISTANT UNDER NHM,

Affix recent
pass size
Photograph
duly signed
and attested.

1. Post applied for :
2. Name of the Candidate :
(in block letters)
3. Father's Name/Husband's Name:
4. Date of Birth. :
(Attested copy of HSC/SLC/Birth Certificate,
To be attached.
5. Permanent Address :
6. Present Address :
For postal communication and
Contact No.
Whatsaap No.
Email Id -
7. Whether belongs to SC/ST/SEBC, :
Attested copy of the Caste certificate
to be attached)
8. Whether belongs to PH/Ex-Service Man/Sports Man:
Attested copy of the Certificate to be attached)
9. Nationality. :
10. Religion :
11. Educational qualification :
(Attested copies of all the certificates & Marksheet
Required for the post applied to be attached.
12. Copy of Residential Certificate :
14. Additional qualification/Experience Certificate if any:

I do hereby declare that all the information and fact furnished in this application are true. However, if same be found false, then my candidature will be cancelled & legal action as per law can be instituted against me.

Place
Date

Full Signature of Candidate

[Signature]