



**CITY HEALTH SOCIETY, NUHM, ROURKELA ,  
ROURKELA MUNICIPAL CORPORATION ROURKELA**



Adv. No.: 4132

**CONTRACTUAL APPOINTMENT**

Date: 02-12-2020

**(ଚୁକ୍ତିଭିତ୍ତିକ ନିଯୁକ୍ତି)**

Applications are invited from eligible candidates for filling up the following post under City Health Society, NUHM, Rourkela, Sundargarh on contractual basis with monthly remuneration as noted against each and subject to renewal as per OSH&FW Society terms and conditions.

Sl. No.	Name of the Post	Remuneration (in Rs.) & Performance Incentive (P.I.) as admissible
01	Public Health Manager-NUHM	Rs. 21879/- + P.I.

Interested candidates can refer to [www.sundargarh.nic.in](http://www.sundargarh.nic.in) for details of vacancy, eligibility criteria, age, ToR, selection procedure etc. Last date for receipt of the application in the prescribed format duly signed by the candidate along with self attested copies of all supportive documents is **15.12.2020 (by 5.00 P.M.) through Speed post/ Registered post/ Courier services only.**

Sd/-

**ADDITIONAL DISTRICT URBAN  
PUBLIC HEALTH OFFICER, ROURKELA**

Adv. No.: 4132

**CONTRACTUAL APPOINTMENT**

Date: 02-12-2020

(ଚୁକ୍ତିଭିତ୍ତିକ ନିଯୁକ୍ତି)

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 against each and subject to renewal as per OSH&FW Society terms and conditions. Lower age limit for all the posts is 21 years as on **01.12.2020**.

Sl. No	Name of the Post	Vacancy	Age as on 01.12.2020	Remuneration (in Rs.) & Performance Incentive (P.I.) as admissible	Eligibility Criteria
01	Public Health Manager-NUHM	02	Up to 45 year	Rs. 21879/- + P.I.	<p>Master Degree or Post Graduate Diploma (2 years course) in Public Health / Business Administration / Health Care Management / Hospital Management / Health &amp; Hospital Management / Social Work from any recognised University /Institutions with minimum 50% marks and S/he should be acquainted with basic computer knowledge, like MS Office &amp; Internet.</p> <p><b>Experience:</b>-S/he must have 1 year post qualification experience in health programme Management in disease surveillance/ community mobilization / inter-sectoral collaboration / IEC-BCC activities / quality Control / monitoring &amp; evaluation.</p>

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**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.sundergarh.nic.in](http://www.sundergarh.nic.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.sundergarh.nic.in](http://www.sundergarh.nic.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, SUBDIVISIONAL HOSPITAL PANPOSH UCHC, ROURKELA, SUNDARGARH, ODISHA, PIN - 769004" so as to reach us on or before 15-12-2020 (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.**
- 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 15-12-2020 (5.00 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

**Selection Procedure (Advt. No. 4132 )**

<b>Sl. No.</b>	<b>Name of the Post</b>	<b>Selection Procedure</b>
01	Public Health Manager- NUHM	<p>Recruitment at City level. Open Advertisement ( Mark Distribution :- Written – 60 Marks, Viva Voce – 40 Marks)</p> <p>All the eligible applicants, fulfilling the eligibility criteria as per the advertisement shall be called for Written Test. A list of candidates securing 50% or more marks in written Test shall be called for Viva-voce. However, the final merit list shall be prepared by adding the marks secured in two stages i.e. written Test and Viva-Voce marks. 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.</p> <p>Note:-</p> <ol style="list-style-type: none"><li>1. 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 10<sup>th</sup> certificate i.e. - elder candidate shall be given first preference.</li><li>2. The total marks shall be up to 03 (three) digits format, for example – 45.567%</li><li>3. The panel merit list shall be valid for one year from the date of its approval, to fill up future vacancies if any.</li></ol>



## **Public Health Manager-NUHM**

### **1. Planning and Budgeting: Overall Management & functioning of Healthcare**

The PHM at UPHC shall have a significant managerial role relating to such activities as planning & budgeting, organizing, staffing, directing, coordinating, monitoring/reporting to ensure optimal utilization/functionality of the facility. S/he shall be the nodal person for all activities and programs. S/he should provide financial oversight in planning & budgeting of annual UPHC Plan. S/He should compile the overall profile of facility regarding geographical coverage, target population, demographic and socio economic indicators etc. and update it periodically. PHM will also assist MOIC in provision of comprehensive preventive, promotive and curative care, including free and easy access to drugs and diagnostics. S/he shall ensure efficient functioning of OPO and shall strive to reduce waiting time and timely health services. The PHM shall refer to the Indian Public Health Standard (IPHS) for assessing the functional status of health facilities and to bring-up UPHCs to the comparable level of IPHS. S/he should strive for continuous process improvement.

### **2. Management of Health Human Resource, Training & Capacity Building:**

PHM will be responsible for organizing training and Capacity Building of the staff posted at UPHC. S/he shall draw out an annual list of training to be organized for various categories of staff. S/he shall from time to time take up the task of training and capacity building including continuing education of ANM, lab technician, pharmacist and other personnel at the PHC under the guidance of the district health authorities. S/he shall also be responsible for activities of community mobilization such as selection of ASHA/MAS and will also ensure the training of the same under his UPHC. S/he will also assist the MOIC in managing human resources, motivating and supervising day-to-day working and punctuality, improving work output and morale. S/he shall help them in proper maintenance of records, analyze and use this information to formulate public messages for action.

### **3. Management of Infrastructure, Equipment and all Support Services:**

The PHM shall coordinate to ensure timely execution/completion of infrastructure work, building and equipment and assist MOIC in examination of tender documents(s) for civil works. S/he shall evaluate work progress against planned schedule. The PHM shall ensure calibration, upkeep maintenance of machines/equipment under Annual Maintenance Contract (AMC), as well as, ensure timely availability/supply, of essential equipment, consumables & furniture.

### **4. Quality Assurance and Infection Control & Environment Management**

The PHM shall ensure good quality services in the facility. The PHM shall assist in gap analysis of existing services, preparation of action plan to fill identified gap, implementation of Standard Operating Procedures (SOPs). S/he shall also ensure BMW management practices are followed as per the guidelines. S/he shall facilitate periodic meeting of Quality Assurance Committee/team and prepare agenda notes and action taken report for the same and also note down the minutes of the meeting. S/he shall ensure that Protocol for all National Health Programmes are followed at UPHCs. S/he shall engage in regular monitoring of UPHC functioning to ensure the quality services. He shall be responsible for cleanliness & hygiene in the UPHC.

### **5. Grievance Redressal:**

The PHM shall ensure display of the Charter of Patients' Rights focusing NUHM component in each UPHC. S/he shall facilitate periodic meetings of Rogi Kalyan Samiti for improvement of the management and service provision of the UPHC as per the RKS guidelines issued from time to time. The PHM shall also facilitate conduct of DICLVMC

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**6. Community mobilization, Special Outreach, and Referral Support:**

The PHM shall be the nodal in charge for selection of ASHAs and all the activities w.r.t their payments of incentives and grievances. S/he shall be responsible for their training and timely replenishment of their ASHA kits. PHM shall also ensure periodic meetings of MAS, utilization of MAS funds and submission of quarterly progress reports. The Public Health Manager will be responsible for community mobilization activities of the UPHC. Community mobilization will be done systematically by the ANMs for UHNDs and Special Outreach Camps, special weekly clinics, Observance of Special Health Days, health drives with supportive supervision of the Public Health Manager. The patients mobilized and identified in Special outreach camps, Special clinics, School health clinics, Adolescent clinics, UHNDs shall need referral support and follow-up for adequate treatment. It shall be the duty & responsibility of PHM to facilitate referral. PHM shall leverage already existing community structures for furthering the cause of public health and awareness.

**7. Supply Chain Management:**

The PHM shall ensure to keep up-to-date inventory & stock register of all the stores and equipment/drugs supplied and shall be responsible for its accounting. S/he will ensure timely preparation of indents for drugs, linen, vaccines, ORS, consumables, instruments, contraceptives sufficiently in advance and will ensure submission of the same to the appropriate authority.

**8. Management of Support Services:**

Support Services like security, diet, transportation and laundry, both in-house & running on PPP mode, are critical for the efficient management of healthcare facilities and need regular follow-up. The PHM shall assist MOIC in maintaining such non-clinical support services like security, laundry, transport & dietary services. The PHM shall ensure availability of hygienic diet and good quality of laundry services.

**9. Convergence and Co-ordination of National & State Health Programmes:** The PHM has an important role to play in bringing about convergence of all vertical National health programs at the UPHC. S/he shall ensure implementation of RCH components like maternal health, child health and family planning services in the catchment area of UPHC, as well as, reporting the progress of program indicators to the appropriate authority. S/he will provide the necessary linkages with all other vertical Programs like RNTCP, NVBDCP and HIV/AIDS control. S/he will liaise with functionaries of NVBDCP to ensure public education, source reduction and other preventive measures. This would also be helpful in containing disease outbreaks. Linkages need to be developed with RNTCP in order to improve diagnosis and treatment compliance. S/he should also collaborate with HIV/AIDS control workers in the field and thus improve the quality of care offered under HIV/AIDS Programme in the area covered by the UPHC.

**10. Disease Surveillance and Epidemic Control:**

The PHM shall in coordination with existing mechanism of disease reporting under IDSP ensure periodic disease surveillance in the catchment area of the UPHC and notification of the same to the appropriate authority on timely manner. Disease notification may also be ensured from private and non-profit organizations working in the field of health. This will involve liaising with the community and health workers on the one hand and IDSP and specific disease control programs on the other. As the nodal health service institution in the area, the UPHC

can provide valuable feedback and evidence based advocacy for provision of clean water, sanitation services and garbage disposal on behalf of the community to the agencies responsible for these services. In case of an outbreak, the PHM must assist MO/IC in identifying the cause and initiating remedial measures and necessary public health action. Collaboration and good working relationships will also have to be maintained with the Urban Local Body or the agencies responsible for provisioning of services like water supply, sanitation, and waste disposal as these are important social determinants of health.

**11. IEC Activities and Public Health Education:**

S/he shall work towards spreading awareness regarding seasonal occurrence of diseases; preventive measures like source reduction, use of insecticides impregnated bed nets, importance of early diagnosis (specially non -communicable diseases), healthy life styles, adequate treatment and timely referral. The Public Health Manager shall organise special awareness campaigns and communication events on special occasions like World AIDS day, Hand Washing day, Breast Feeding week, Nutrition week etc. Use of ICT and SMS based alerts may form important components of IEC and community awareness plans. Such communication drives should preferably be organized in the vicinity of vulnerable populations. S/he will ensure proper accounting & utilization of health education materials.

**12. Data collection, HMIS reporting and analysis:**

The PHM must ensure timely reporting and uploading of HMIS data and other reports. UPHC being the point of baseline data generation, the quality of data collected and entered must be under supervision by the PHM. This might require considerable hand holding and support to the staff involved and suitable training must be imparted accordingly. The PHM shall analyse the data collected for trends, draw relevant inferences and initiate necessary action. The PHM shall examine data for inconsistencies, do follow-up for rectifying the errors in HMIS data and identify gaps & suggest solutions for improvising HMIS reporting.

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## 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 <b>01.12.2020</b>							
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	

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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:

Full Signature of the Applicant

List of enclosure(s):-

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 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).