

OFFICE OF THE CHIEF DISTRICT MEDICAL & PUBLIC HEALTH OFFICER, JAJPUR
(Department of Health & FW, Govt. of Odisha)
District Program Management Unit, Jajpur

Advt No. 2064 /NHM/JAJ

Date 04.06.2025

CONTRACTUAL APPOINTMENT

Applications are invited for the below mentioned post under National Health Mission, Jajpur on contractual basis with monthly remuneration as noted against as subject to renewal as per OSH & FWs society terms and conditions. Last date of receiving application **25.06.2025/ 05.00 PM**

S.L No	Name of the Post	No. of Vacancy	Age as on 01.10.2020	Remuneration (in Rs) PI & other allowances as admissible.
01	Office Assistant (DPMU)	01	Upto 40 years	20,482/- + PI

For details please log on to jajpur.odisha.gov.in.

Sd/-Chief District Medical & Public Health Officer, Jajpur

Handwritten signature and date:
4/6/25

APPLICATION FORM UNDER NHM , JAJPUR

Adv. No.		Post applied for:				Affix your recent attested colour passport size photograph here.				
1. Name of the Candidate: (IN CAPITAL LETTERS)										
2. Father's / Husband's Name: (IN CAPITAL LETTERS)										
3. Date of Birth (DD/MM/YYYY)		4. Age as on Dtd. 01/10/2020								
5. Residence		6. Gender (Male/Female)								
7. Nationality		8. Marital Status								
9. Category (SC/ST/UR/SEBC)										
10. PRESENT CONTACT ADDRESS WITH PIN CODE					11. PERMANENT CONTACT ADDRESS WITH PIN CODE					
12. Permanent Contact No. with STD Code (Land Line)					13. Mobile Number					
14. Personal E-Mail Address					15. Mother Tongue					
16. Mention Languages Read , Write , Speak (Maximum up to 03 Languages , put tick mark against each)		Languages	Read	Write	Speak	17. Type of Identity Proof Submitted With No				
		Oriya								
		English				18. Computer Literacy (DCA/PGDCA/BCA/MCA) , Equivalent				
		Hindi						19. Duration of Computer Course .		
20. EDUCATIONAL QUALIFICATION										
Sl. No.	Exam Passed 10 th & 10 th onwards	Board / University	Year of Passing	MARKS			Type of Course (Full/Part time), Distance Learning			
				Total Marks	Mark Secured	%age of Marks				
1.										
2.-										
3.										
4.										

• Use additional sheet as per your requirement.

Signature of the Candidate.

(Handwritten Signature)

APPLICATION FORM UNDER NHM , JAJPUR

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21. EMPLOYMENT RECORD				
21A. Total Years of Post Qualification Experience				
21B. Total Years of Experience in Development Sector / NGO				
21C. Total Years of Experience in Government Sector				
Starting from your present Employment , list in reverse order all the employments you have had				
22A. Current Employment Details				
Name of the Firm / Organisation				
Address of the Firm / Organisation with Contact Number and E-Mail Address.				
From Month / Year	To Month / Year	Total Years of Experience in Current Employment	Designation	Monthly Gross Remuneration
Description of your major duties				
Reason for Leaving the Organisation				
22B. Previous Employment Details				
Name of the Firm / Organisation				
Address of the Firm / Organisation with Contact Number and E-Mail Address.				
From Month / Year	To Month / Year	Total Years of Experience in Employment	Designation	Monthly Gross Remuneration
Description of your major duties				
Reason for Leaving the Organization				
<p>N.B : Attach Extra Sheet for mentioning additional post qualification Experiences. The application must be superscripted on the top left hand corner of the envelop with the name of the post applied for....., otherwise the application will be rejected.</p>				
DECLARATION BY THE CANDIDATE				
<p>I, do hereby declare that the information furnished above are true to the best of my knowledge and belief and if at any stage it is found that any of the above material information is false / incorrect or is suppressed by me then my candidature / appointment is liable to be rejected/terminated. I also declare that I have never been disengaged from service / job previously on administrative ground such as poor performance , misconduct , disobedience , criminal offence etc. and further I shall produce all original documents and certificates in support of the above information prior to my appointment.</p>				
Date :	Full Signature of the Candidate			
Place :				

CPAUS

Documents need to be submitted along with the Application Form

- One attested recent passport size colour photograph of the candidate duly affixed / pasted at the designated space of the application form.
- Attested copies of mark sheet and certificate pertaining to Essential Qualification & Preferential Qualification (10th standard onwards) as per requirement of the Post.
- Attested copies of post qualification experience certificate.
- Attested copies of identity proof like Voter Identity Card / Aadhar Card PAN Card / Driving License.

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, application form etc. can be downloaded from the official website (www.jajpur.odisha.gov.nic.in).
- iii. 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 form, wherever applicable, without which the application shall not be considered & shall be rejected.
- iv. Over aged, under qualification, short of requisite percentage of marks in the prescribed educational qualification 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 (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.
- vi. 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/ misbehavior/ criminal activity etc. are not eligible to apply.
- vii. No personal correspondence / queries will be entertained. All communication will be made through e-mail / official website / Notice Board. No other communication method will be followed.
- viii. The panel for 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.
- ix. Number of vacancies / remuneration as mentioned under this advertisement may vary at the time of actual engagement.
- x. The undersigned reserves the right to cancel any or all the applications / positions at any stage of recruitment process without assigning any reason thereof.
- xi. Age relaxation for all categories (Women, PWD, EX-Serviceman & Sports Person) to be maintained as per Govt. Norms and applicable for Lab. Technician.
- xii. Under taking/ affidavit for non submission of any of the above documents along with completely filled up application form is subject to rejection of the candidature for the said post.



OFFICE ASSISTANT

Eligibility: The candidates should be a Graduate with minimum 55% marks in aggregate and have passed PGDCA/DCA etc. of one-year duration from recognized registered institute.

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

Age Limit: Age limit is from 21-40 years.

Selection Procedure: a. Mark Assessment (Graduation) 40 marks
b. Computer Test 40 marks
c. Viva-Voice 20 marks

For computation of score of a candidate out of 40 earmarked for mark assessment, the following procedure to be followed.

A list of eligible candidates shall be prepared on the basis of marks secured in Graduation. From amongst the said list, 10times of numbers of vacancies from 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 1 year from the date of its approval.

