



**ZILLA SWASTHYA SAMITI, GANJAM**  
Health & Family Welfare Dept., Govt. of Odisha



Advt. No 12/22

Date: 13/8/24

**WALK-IN-INTERVIEW**

Applications are invited from eligible candidates for filling of vacancies of Medical Officers to be engaged in **Urban Health & Wellness Centre** under XV FC Grants in BeMC & other NACs of Ganjam District on Contractual basis, for a period of 11 months with monthly remuneration as mentioned below and subject to renewal as per society norms based on the performance and subject to continuance of the programme & XV FC Grants.

Sl. No	Name of the Post	No of Vacancy	Remuneration	Qualification	Date and Time of Regn & Interview
1	Medical Officer (Berhampur Municipal Corporation) 1. Meenakhinagar	01	₹ 58,343 + PI 25% (Max)	1. The person should have MBBS Degree. 2. The doctor should have valid registration from any University approved by OMC.	Date: <b>23.08.2024</b>  Registration Time: 10.00 AM to 11.00AM  Interview Time: 11.00AM onwards
2	Medical Officer (Other ULBs of Ganjam) 1. Bhanjanagar 2. Chatrapur 3. Hinjilicut 4. Kodola 5. Polosora 6. K.S Nagar 7. Purosottampur	07	₹ 58,343 + PI 25% (Max)	<b>3. Age-21 to 70 Years</b>	

**Chief District Medical & Public Health Officer,  
Ganjam**

*13/8/24*

## General information and Instructions

1. Eligible Candidates required to come for interview with duly filled in application form in prescribed format (available in the official website: <https://www.ganjam.nic.in> and <https://www.berhampur.gov.in> and bring all certificates / testimonials, in original and a set of self attested photocopies of the same, in support of age, qualification and experience, for verification on the scheduled date. Incomplete application in any form will be rejected.
2. Candidates are also required to bring two recent passport size colour photographs and self photo ID proof (Voter ID card / PAN card / Driving License / AADHAAR card / Passport).
3. All the positions are purely temporary and co-terminus with the XV-FC Grant. Canvassing in any form will render the candidate disqualified for the post.
4. The position of Medical Officer I/Cs are liable for transfer to any location specified by the District / City Health Society as & when required.
5. Candidates who are already working in Health Department either on regular or on contractual basis, have to submit No Objection Certificate from concerned employer at the time of interview / submission of application form without which they will not be eligible for the post applied for.
6. The selection of the candidates will be based on the interview marks only.
7. 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 Odisha State Health & Family Welfare Society (OSH&FWS) forthwith.
8. 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, for any of the advertised post.
9. **No personal correspondence / queries will be entertained. All official communication will be made from CDM & PHO Office through e-mail / official website / Notice Board.**
10. The panel for above positions shall also remain valid for one year from the date of publication of result for similar post / in other programmes under NHM/NUHM ambit with same educational qualification and same remuneration, as will be decided by the Society.
11. Number of vacancies / remuneration as mentioned under this advertisement may vary at the time of actual engagement.
12. The undersigned reserves the right to cancel any or all the applications / positions at any stage of recruitment process without assigning any reason thereof.

**Chief District Medical & Public Health Officer**  
**Ganjam**

*[Handwritten signature]*



16. Experience Details (starting from present / last employment):-

Sl. No	Name of the Employer	Post Held	From date	To Date	Total Experience	
					Year	Month

- Total years of post qualification experience:
- Years of experience in the Development Sector / NGO :
- Years of experience in Government :

**DECLARATION BY THE CANDIDATE**

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 information is false / incorrect or is suppressed by me, my candidature / appointment is liable to be rejected / terminated. I also declare that I have never been disengaged from service previously on administrative ground such as disobedience / poor performance / misbehavior / criminal activities etc.

Further, I undertake that I shall produce all original certificates / documents in support of the above information at the time of interview / certificate verification.

Date :

Place : **Full Signature of the Applicant**

***Candidates are required to attach the following documents along with the application form.***

- One recent passport size colour photograph duly pasted at the designed space.
- Self attested photocopy of Identity Proof (Voter ID card / PAN card / Driving License / Aadhar Card / Passport).
- Self attested copies of All Mark sheet and certificate in proof of the claim made by the candidate relating to his/her educational qualification.
- Self attested copy of HSC or equivalent marks sheet or certificate (proof of age)
- No Objection Certificate for those Candidates, who are already working in Health Department either on regular or on contractual basis.
- Two self addressed envelope (Size 24" X 10") with postage stamp of Rs. 40/- affixed on it.

## **Annexure-I**

### **Job Description/ToR of Medical Officer( I/C)**

**Reporting authority: MO (I/C) of UPHC / Poly Clinic / Superintendent CHC or SDH**

#### **Job Description & ToR:**

- Diagnosis and treatment of patients coming to OPD.
- Ensure 12 services under the UHWC.
- To conduct minor surgery, ANC, PNC etc in the UHWC.
- In case of any complication, immediate referral to the higher health institutions.
- Prescription of medicines from the available essential drug list.
- Supervision of day to day hospital activities & management so as to ensure quality assurance and client satisfaction care of the patients.
- Supervision on proper maintenance and update of records and reports.
- General administration of the urban HWC & staff management etc.
- Ensure achievement of quality standard & other achievement.
- Supervise out-reach activities/community mobilization under the jurisdiction of the urban HWC.
- Keep close coordination with reporting health institutions. City / District/ ULB and other key line departments for smooth operation of the facility and regularly participation in the district/ city level monthly meetings.
- Verify reports & returns generated every month and their analysis before submission to City/District.
- Conduct verification/ audit of the stock allotted/procured for Hospital and forward the indent to CHS/DHS for supply of medicine from time to time.
- Ensure proper use and management of bio-medical waste.
- Any other tasks assigned by District/City/ ULB from time to time

  
**Chief District Medical & Public Health Officer  
Ganjam**

## ELIGIBILITY CRITERIA

Sl. No.	Criteria	Details
1.	<b>Qualification</b>	1. The person should have MBBS Degree. 2. The doctor should have valid registration from any University approved by OMC.
2.	<b>Age limit</b>	21 - 70 Years
3.	<b>Days &amp; time of service</b>	1. Attend OPD as per Govt. mandate 2. OPD will be opened from 8 AM to 11 AM and 5 PM to 8PM (6 hours a day). 3. OPD register to be maintained for OPD service.
4	<b>Job description of Medical Officer</b>	As mentioned in Annexure-I
5	<b>Selection procedure</b>	<b>Walk-in Interview</b>
6	<b>Attendance and payment procedure</b>	Bio metric machine available in the institutions will be used for attendance. The remuneration will be transferred to the bank account.
7	<b>Records</b>	Separate OPD register for the patient will be maintained in the institution
8	<b>Reporting</b>	Medical Officer of the UPHC Poly Clinic / Superintendent CHC or SDH

  
Chief District Medical & Public Health Officer,  
Ganjam