



**OFFICE OF THE CDM & PHO cum DISTRICT MISSION DIRECTOR  
DISTRICT PROGRAMME MANAGEMENT & SUPPORT UNIT, NHM  
NATIONAL VECTOR BORNE DISEASE CONTROL PROGRAMME  
HEALTH & FAMILY WELFARE DEPARTMENT, GOVT. OF ODISHA  
MALKANGIRI, ODISHA, 764045**

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**Adv.No.: 11128 Walk-in- Interview for Contractual Engagement of FLA Date:11.12.2019**

Walk-in-Interview will be conducted as scheduled below for filling up the **Finance-cum-Logistics Assistant** post under NVBDCP (**National Health Mission**), **Malkangiri** on contractual basis for a period of 11 months with monthly remuneration as noted against the post and subject to renewal as per OSH&FW Society terms and conditions basing on the performance and continuation of the programme. Performance incentive and other benefits are also admissible as per OSH&FW Society norms & order issued there under from time to time.

Sl. No.	Name of the Post	Vacancy	Monthly Remuneration & other incentives as admissible	Date of Registration/ Interview (Registration Timing- 10.00 AM to 12 Noon)
1	Finance-cum-Logistics Assistant	01	Rs.18,407/- + KBK incentive & PI	20/12/2019

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

No.	Name of the Post	Age limit	Remuneration (in Rs.), Performance Incentive & other allowances as admissible	Vacancy	Eligibility Criteria	Selection procedure
1	Finance-cum-Logistics Assistant	not more than 45 years as on 01.12.2019	Rs.18,407/- + KBK incentive & PI.	UR-01	<p><b>Qualification:</b> The candidate must have passed graduation in commerce from a recognized university with minimum 50% mark in aggregate or qualified SAS Accountant with cash &amp; account training from institute of secretarial training &amp; management.</p> <p><b>Experience:</b> S/He must have 3 yrs post qualification experience in accounting, analysis, budgeting, financial software &amp; reporting system. The candidate must have computer proficiency in MS office &amp; accounting package (Tally)</p>	<p>Selection of the Candidate is to be out of total 100 Marks.</p> <ul style="list-style-type: none"> <li>• Written Test: 50 Marks</li> <li>• Computer test: 30 Marks</li> <li>• Viva-Voce: 20 Marks</li> </ul>

  
 1.12.19  
**Chief District Medical & Public Health Officer,  
 Malkangiri**

**GENERAL TERMS & CONDITION FOR CONTRACTUAL ENGAGEMENT FOR THE POST OF FINANCE CUM LOGISTICS ASSISTANT UNDER NHM,**

**MALKANGIRI**

1. Applicant must be a citizen of India.
2. The above positions are purely temporary, co-terminus with the scheme and may be terminated at any time without assigning any reason thereof. Canvassing in any form will render the candidate disqualified for the position.
3. Details of vacancy, eligibility, age, application form etc. can be downloaded from the Malkangiri District Web Portal ([www.malkangiri.nic.in](http://www.malkangiri.nic.in)).
4. Candidates are required to apply in prescribed format available in the website [www.malkangiri.nic.in](http://www.malkangiri.nic.in) and to submit along with a set of self attested copies of all certificates in educational qualification, caste, age, experience, No Objection Certificate from the appointing authority in case of employed & one set of self attested photocopies of the same and two recent passport size photographs, ID proof (Voter ID/ PAN/ Driving License/ Passport/ Aadhar Card) & Caste certificate issued by the competent authority. No certificate will be accepted at later stage of recruitment, if fails to produce with the application.
5. Candidate, 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 interview, without which they will not be eligible for appearing interview. 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.
6. The interview scheduled to be held on 20<sup>th</sup> December 2019 at office of the undersigned subject to extension date if not completed the process.
7. **Knowledge in Odia:** The candidate must-
  - a) be able to read, write and speak Odia;
  - b) have passed middle school examination with Odia as language subject; or
  - c) have passed Matriculation or equivalent examination with Odia as medium of examination in non-language subject; or
  - d) have passed in Odia as language subject in the final examination of class VII from a school or educational institution recognized by the Government of Odisha or the Central Government; or
  - e) have passed a test in Odia in Middle English School standard conducted by the School and Mass Education Department.
8. Interested candidates fulfilling the eligibility criteria are instructed to attend on the date of walk in interview as per the date & time specified.
9. Over aged, under qualification and short of requisite percentage of marks in the prescribed educational qualification shall be rejected.
10. Candidates are required to visit website: - [www.malkangiri.nic.in](http://www.malkangiri.nic.in) at regular intervals for any notification, updates, results etc. relating to recruitment.
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. Incomplete application in any form will be rejected.
13. Relaxation of 5 years for Women, SC, ST & SEBC category and 10 years for Physically Disable, Ex-Sports Person, Ex-Serviceman category.
14. 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 & declared invalid from the day of deployment itself and remuneration paid if any shall be recovered either penal interest at the rate as decided by the committee adopting due legal procedure.
15. 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.
16. No personal correspondence/ queries will be entertained. **All communication will be made through e-mail/ official website/ notice Board.**
17. The undersigned reserves the right cancel any or all the applications/ positions at any stage of recruitment process without assigning any reason thereof.
18. Selected candidate will be engaged on contractual basis will be for a period of 11 months.

  
Chief District Medical & Public Health Officer-  
cum-District Mission Director,  
Malkangiri



12. Employment Record:-

13. Total years of post qualification experience:-

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 Odisha State Health & Family Welfare Society (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).

# Terms of Reference for Financial & Logistics Assistant under NVBDCP

## RESPONSIBILITY

### **Finance Related:**

- I. Maintain all financial records such as Cash Book, Journal Ledger relating to the financial transactions of NVBDCP both manually and in computerized form Preferably in Tally.
- II. Initiate files relating to all financial transaction such as fund flow, release and expenditures as per the approved PIP and report to the VBD Consultant, DAM (NHM) and DMO as per file routing procedure of NHM. Prepare quarterly/ monthly SOE and UC, training Log Book and submit to the State NVBDCP in the prescribed format for strengthening the financial management system under the NVBDC programme.
- III. Maintain proper accounts / budget of the project and update the same from time to time,
- IV. Liase with the Medical Officer and Block Accountant of BPO unit for timely submission of SOE & UC from the Block.
- V. Liase with the state Finance Consultant of NVBDCP. > Ensure submission of monthly financial management report to DAM by 3rd day of every month.

### **Logistic related:**

- I. Maintain stock ledger relating to drugs and logistics supplied to the districts. Keep updated procurement document as per C & AG norms and NHM Guidelines.
- II. Ensure timely submission of monthly stock report of Drugs & Logistics to the State and Directorate NVBDCP, Delhi.
- III. Track stock requisition of Drugs & Logistics at District and PHC level and report to the State NVBDCP.
- IV. Liase with the store Medical Officer and Pharmacists for supply of Drugs & Logistics to the block.
- V. Liase with the state Procurement Consultant of NVBDCP.
- VI. Arrange logistics for organizing meeting, training etc at the District Level.

### **Reporting:**

Addl. District Public Health Officer (VBD) is the overall supervisory authority of all the staff under the project. The Finance and Logistic Assistant will report to the DMO after appraising the matter to the VBD consultants on the day to day activities.

### **Others:**

- I. The engagement is for eleven months, on contract basis, extendable each year on basis of performance, in the Project period.
- II. Leave of different kinds as per the NRHM norm is admissible.
- III. TA / DA is admissible as per NHM norm.

### **Deliverables:**

The Finance and Logistics Assistant will submit monthly and yearly activity report to the ADPHO (VBD) and his / her performance will be evaluated by the ADPHO (VBD) based on the monthly activity reports.

*[Handwritten signature and date: 11.12.18]*