



Odisha State Health & Family Welfare Society

Deptt. of Health & Family Welfare, Govt. of Odisha
Annex Building of SIH&FW, Nayapalli, Unit-8, Bhubaneswar-751012
Phone/Fax: 0674- 2392479/80/88



Adv. No. 43/13

CONTRACTUAL APPOINTMENT ON BEHALF OF THE CHIEF REGISTRAR OF BIRTHS AND DEATHS AND DIRECTOR OF PUBLIC HEALTH, ODISHA

Applications are invited from Indian Citizens meeting the following requirements for engagement of 1 (one) post of State Coordinator / 32 (thirty two) posts of Data Processing Assistants as indicated below on purely contract basis for a maximum period of one year in the office of the Chief registrar of Births and Deaths, Odisha and the office of the District / Addl. District Registrar of Births and Deaths located at each District HQs. The selected candidates will be responsible for monitoring of work on Civil Registration System and field work in Rural and Urban areas and would be placed at office of the Chief Registrar of Births and Deaths or at District Hqs.

Sl. No.	Name of the post	Vacancy	Consolidated Remuneration (in Rs.)
01.	State Coordinator	1	Rs. 20,000/-
02.	Data Processing Assistant	32	Rs. 15,000/-

The above positions are purely temporary. Canvassing in any form will render the candidate disqualified for the position. Details of qualifications, experience, ToR etc. can be downloaded from the official website (www.odisha.gov.in/health_portal & www.nrhmorissa.gov.in). Candidates, who are already working either on regular or on contractual basis, have to submit No Objection Certificate from the concerned employer. Interested candidates may send their application in the prescribed format (to be downloaded from the website www.odisha.gov.in/health_portal/www.nrhmorissa.gov.in) along with self-addressed duly stamped envelope to the "Mission Directorate (NHM), Annex Building of SIH&FW, Nayapalli, Unit-8, Bhubaneswar-751012, District-Khurda (Odisha)" so as to reach us on or before **10.12.2013 (by 5.00 P.M.)** through Regd. Post / Speed Post / Courier only and the envelope containing the application should be superscribed clearly with the name of the post applied for. There is no application fee. All the certificates / mark sheets in support of essential and desirable qualifications and two colour passport size photographs must be submitted along with the prescribed application and it must be self-attested. Candidates are advised to submit 8 preferences of districts for his/her posting. This office will not be held responsible for any postal delay. The undersigned reserves the right to cancel any or all the applications without assigning any reason thereof.

This advertisement has been published by the OSH&FW Society on behalf of the Chief Registrar of Births and Deaths and Director of Public Health, Odisha.

Sd/-
Mission Director
NRHM, Odisha

**FINANCIAL ASSISTANCE TO CHIEF REGISTRARS OF BIRTHS AND DEATHS FOR HIRING OF
STATE COORDINATORS/DATA PROCESSING ASSISTANTS IN THE OFFICE OF CHIEF
/DISTRICT/ADDITIONAL DISTRICT REGISTRAR**

This office has a target to achieve cent percent level of registration of births and deaths throughout the country which is at present 82.0% and 66.9% in case of birth and death registration respectively. The level of registration varies from State to State and also at district level. It has been observed that the system of civil registration in States/UTs is suffering from shortage of technical manpower which results in lack of reporting and less registration. Therefore, in order to strengthen the system this office will financially assist to States/UTs for hiring of State Coordinators/Data Processing Assistants at district/State level. The overall monitoring of the procedures in hiring of the manpower will be done by the office of the Registrar General, India.

Recruiting Authority: Office of the Chief Registrar Births and Deaths of State/UT

Method of Recruitment: Candidates having specified qualifications and experiences as detailed shall be shortlisted on the basis of Educational Qualifications and the experiences and will be called for personal Interview to make an assessment for selection. All selected candidates will be informed on their postal address given in the application/ through e-mail/ telephone and the list of selected candidates will be displayed on official website/ notice board.

Criterion of Selection:

a. A total of 100 marks may be given to the applicants, out of which 50 marks will be from the qualification(s) of the candidates and 50 marks will be given by interviewing the candidate. The applications of State Coordinator should be shortlisted on the basis of educational qualifications and marks before conducting of personal interview as under should be allotted to every candidate:

1. Master Degree in desired subject: 25
2. Conversant with basic computer knowledge: 10
3. Conversant with Hindi/English & local Language of the State: 10
4. Experience of 2 or more year in relative field: 5

b. The applications of Data Processing Assistants should be shortlisted on the basis of educational qualifications and marks before conducting of personal interview as under should be allotted to every candidate:

1. Graduate Degree in any subject: 20
2. Diploma/Certificate in computers/IT (for non-computer degree): 5
(in case of degree holders in computer, 5 marks should automatically be allotted)
3. Conversant with typing on computer: 10
4. Conversant with Hindi/English & local Language of the State: 10
5. Experience of 1 or more year in relative field: 5

c. At the time of personnel interview of the candidate, 10 marks should be allotted to all candidates who have appeared in the interview and remaining 40 marks may equally be distributed among the members of the interview committee.

d. A candidate securing at least 60 marks should be declared as selected candidate and in case of tie of marks; weightage should be given to the candidates having more percentage in his degree (in case of DPA) and Master's degree (in case of State Coordinator).

e. It is suggested that at least half of the total strength of the posts should be kept in waiting list so that they may be called as and when required i.e. in case of refusal/resignation of selected candidates.

Office of the Chief Registrar of Births and Deaths
Odisha

Applications are invited from Indian Citizens meeting the following requirements for engagement of 1 (one) post of State Coordinator / 32 (thirty two) posts of Data Processing Assistants as indicated below on purely contract basis for a maximum period of one year in the office of the Chief registrar of Births and Deaths, Odisha and the office of the District / Addl. District Registrar of Births and Deaths located at each District HQs. The selected candidates will be responsible for monitoring of work on Civil Registration System and field work in Rural and Urban areas and would be placed at office of the Chief Registrar of Births and Deaths or at District HQs.

The prospective Candidates should meet the following conditions:-

Name of the Post: State Coordinator

Educational Qualification:

- Post Graduate with Statistics/ Bio-Statistics/ Health Statistics/ Economics/ Mathematics/ Commerce / Computer Science /IT/ Social Science/ Sociology or Graduate in any branch of Engineering.
- Should have good command over Hindi/English & local Language of the State.
- Candidates should be well conversant with basic computer knowledge in MS-OFFICE / Open Office, statistical tools etc.

Desirable Qualification:

- 2 years of experience in surveys and statistical analysis.

Age Limit: Age of the candidates who are going to apply for this post should be between 21 years and 30 years as on 01.10.2013 i.e. he should be born not earlier than 01.10.1983 and not later than 01.10.1992 or as per State Govt. Rules.

Roles and Responsibilities:

- Will coordinate with District/Additional District Registrars and Directorate of Census Operations and other agencies in various matters relating to the CRS/MCCD activities.
- Will assure the receipt of monthly returns on registered births and deaths from the Office of the District/Additional District Registrar.
- Will submit monthly returns on registered births and deaths along with level of reporting for each district of the State.
- Will prepare draft letters for the Chief Registrars/Reporting Authority as and when required for strengthening the system of Civil Registration.
- Will undertake regular inspections of the registration centres of the State for ensuring quality of data.
- Will be responsible for analyzing data and drafting reports (as required by Chief Registrars/DCO/ORGI).
- Will update ORGI/DCO regarding their work status in the format and with the periodicity as prescribed.
- Will provide a list of deliverables to ORGI, emanating as a consequence of their assigned responsibilities.
- Will monitor the deliverables of the Data Processing Assistants posted at district / State HQs.
- Will be responsible for assuring the submission of monthly returns on registered births and deaths by the Data Processing Assistants posted at District HQs for updating of National Population Register (NPR) located at Sub-district levels in that district in prescribed format.
- Will carry out various other official works assigned by the reporting authority including administrative and secretarial work and any other work incidental to the project.

Remuneration: (i) State Coordinator will be paid a consolidated remuneration of Rs. 20,000/- per month.

(ii) While on tour TA/DA will be paid as follows:-

- a) T.A.:- Sleeper class fare by ordinary/express train or bus fare for ordinary or express bus or actual fare whichever is less.
- b) D.A. :-
 - (i) Ordinary Rs. 150/-
 - (ii) Hotel Stay Rs. 350/-

Name of the Post: Data Processing Assistant

Educational Qualification:

- Graduate Degree from any recognized University.
- Non-computer degree candidates must have Diploma/Certificate in computers/IT for minimum duration of 1 year from any recognized Institute/Organization.
- Must be well conversant with typing on computer.
- Should have good command over Hindi/English & local Language of the State.

Desirable Qualification:

- 1 year experience in relative field like data collection, compilation and data entry etc.

Age Limit: Age of the candidates who are going to apply for this post should be between 20 years and 30 years as on 01.10.2013 i.e. he should be born not earlier than 01.10.1983 and not later than 01.10.1993 or as per State Govt. Rules.

Roles and Responsibilities:

- Will coordinate with Registrars and Notifiers declared by the State Govt. under the system of Civil Registration.
- Will make regular correspondence with the office of the Chief Registrars and the Directorate of Census Operations and other agencies in various matters relating to the CRS/MCCD activities.
- Will assure the receipt of monthly returns on registered births and deaths from all the Registrars/Sub-Registrars.
- Will submit monthly returns on registered births and deaths along with level of reporting for each district to the office of the Chief Registrar of the State.
- Will prepare draft letters for District/Addl. District Registrars/Reporting Authority as and when required for strengthening the system of Civil Registration.
- Will undertake regular inspections of the registration centres of the district for ensuring quality of data.
- Will be responsible for analyzing data and drafting reports (as required by District/Chief Registrars/DCO/ORGI).
- Will update O/o CRBD/DCO regarding their work status in the format and with the periodicity as prescribed.
- Will submit the reports required by the State Coordinator on registered births and deaths and for updating of National Population Register (NPR) located at Sub-district levels in that district, they will also submit the return in prescribed format.
- Will carry out various other official works assigned by the reporting authority including administrative and secretarial work and any other work incidental to the project.

Remuneration:

(i) Data Processing Assistant will be paid a consolidated remuneration of Rs. 15,000/- per month.

(ii) While on tour TA/DA will be paid as follows:-

- c) T.A.:- Sleeper class fare by ordinary/express train or bus fare for ordinary or express bus or actual fare whichever is less.
- d) D.A. :-
 - (i) Ordinary Rs. 150/-
 - (ii) Hotel Stay Rs. 350/-

Method of Recruitment: Candidates having specified qualifications and experiences as detailed above shall be shortlisted and will be called for personal Interview to make an assessment for selection. All selected candidates will be informed on the postal address given in the application/ list will be displayed on official website/ notice board/ through e-mail/telephone.

Procedure to apply:- Interested candidates may send their application in the prescribed format (to be downloaded from the website – www.odisha.gov.in/health_portal & www.nrhmorissa.gov.in) along with self- addressed duly stamped envelope to the “Mission Directorate (NHM), Annex Building of SIH&FW, Nayapalli, Unit-8, Bhubaneswar-751012, District-Khurda (Odisha)” so as to reach us on or before 10.12.13 (by 5.00 P.M.) through Regd. Post / Speed Post / Courier only and the envelope containing the application should be superscribed clearly with the name of the post applied for. There is no application fee. All the certificates / mark sheets in support of essential and desirable qualifications and two colour passport size photographs must be submitted along with the prescribed application and it must be self-attested. Candidates are advised to submit 8 preferences of districts for his/her posting.

Last Date for submitting Application:- The Application must reached to the above mentioned address by dt. 10.12.13 (5.00 P.M.). Applications received after the last date will not be entertained.

APPLICATION FOR THE POST OF:

ATTIX a recent
self-attested
passport size
photo

1. Name:
2. Sex:
3. Date of Birth: DD/MM/YYYY (in words)
4. Age as on 01.10.2013: ___ Years ___ Months ___ Days
5. Father/Husband's Name:
6. Mother's Name:
7. Permanent Address:
8. Correspondence Address:
9. Contact No.: Mob- _____ Tel- _____
10. E-mail address:
11. Are you conversant with Hindi/English & local Language of the State: Yes/No
12. Are you conversant with basic computer knowledge: Yes/No
13. Educational Qualifications (attach self-attested copy of the documents in support):

Exam Passed	Institute/ University/ Board	Subjects Offered	Passing Year	Marks Obtained (%)
Post Graduate				
Graduate				
Intermediate				
High School				
Others (if any)				

14. Professional Qualification (if any):

15. Details of Employment (in chronological order):

Name of the Post and Employer	From	To	Basic/ Total pay	Nature of appointment i.e. whether ad hoc or regular	Nature of duties (in brief)

16. Whether you are ready for the field visits during the tenure: Yes / No

17. Write 8 Preference(s) of the districts for posting (in case of Data Processing Assistant):

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.

I have carefully gone through the vacancy circular/advertisement and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post. It is certified to the best of my knowledge and belief; I bear a good moral character and have no antecedents. The post is purely on short term contract basis and I will not be entitled to any claims, rights, interests or further benefits in terms of regularization or consideration of further appointment to any post, including any claims for any casual, ad-hoc, temporary or regular service in the Government.

Place:

Date:

Full Signature of the candidate