



OFFICE OF THE CHIEF DISTRICT MEDICAL & PUBLIC HEALTH OFFICER, JAJPUR

CONTRACTUAL APPOINTMENT under Odisha Mineral Bearing Area Development Corporation (OMBADC) Plan

Advt.No : 01/20

Dtd : 20.01.2020

Applications are invited for the below mentioned post under Odisha Mineral Bearing Area Development Corporation (OMBADC) Plan, Jajpur on contractual basis with monthly remuneration as noted against each as subject to renewal as per OSH & FWs society terms and conditions.

Sl No	Name of the Post	Age as on 01.12.2019	Remuneration	Vacancy	Last date for Submission of application form	Eligibility Criteria
1	Junior Entomologist, NVBDCP	Below 40 years	23,800/- consolidated	2	05.02.2020	He/She should be a graduate from the Biology stream. He/She should be computer proficiency in MS office. The candidate should have valid two wheeler driving license. The candidate should be preferably from the same district for the post he applies.
2	Manager –Accounts and MIS, NVBDCP	Below 40 years	23,800/- consolidated	1		Graduate in Commerce/qualified SAS accountant with 3 years of experience in accounting, analysis, and budgeting, financial software (Tally) and reporting systems. She/he should have computer proficiency in MS Office. Experience candidate in health related programme shall be given preference.

Interested candidates fulfilling the eligibility criteria mentioned above are required to submit the filled in application form as per prescribed format along with all their relevant certificates in support of their educational qualification, age, experience, two passport size & one set of self attested photocopies of the same. Interested candidates can log on to www.jajpur.nic.in for details of vacancy, eligibility criteria, age, application form etc. The completely filled up application form along with other requisite documents to be submitted to the **Office Of the Chief District Medical & Public Health Officer, Jajpur** on or before Dtd. **05.02.2020** only through Speed/ Registered post. The candidates have to super scribe on the top left hand corner of the envelope "Applying for the post of Junior Entomologist/ Manager –Accounts and MIS, NVBDCP". The undersigned is not responsible for any postal delay and no application shall be considered after Dtd.**05.02.2020** (5 P.M). The undersigned reserves all right to accept or reject the candidature of the candidate without assigning any reason there off. Any typographical error (If any) may be exempted.

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


20.1.2020

**APPLICATION FORM FOR JUNIOR ENTOMOLOGIST/MANAGER-ACCOUNTS AND MIS, NVBDCP
UNDER OMBADC, JAIPUR**

Adv. No.	Post applied for:						Affix your recent self front 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. 01/12/2019					
5. Residence		6. Gender					
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. Driving Licence Number & Valid upto ____				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.							

J. S. S. S. S.
20.1.2020

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 Health 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
RemunerationDescription of your
major dutiesReason 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
RemunerationDescription of your
major dutiesReason for Leaving the
Organization**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.****DECLARATION BY THE CANDIDATE**

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.

Date :

Place :

Full Signature of the Candidate

[Handwritten Signature]
20.1.2020

Documents (Self attested) to be submitted along with the Application Form

- One recent passport size colour photograph of the candidate duly affixed / pasted at the designated space of the application form.
- Copies of mark sheet and certificate pertaining to Essential Qualification.
- Copy of birth certificate/ 10th pass board certificate for age proof.
- Copies of post qualification experience certificate.
- Copies of recent valid Residence / Nativity Certificate.
- Copies of valid Employment registration certificate.
- Self Attested copies of identity proof like Voter Identity Card / Adhar Card PAN Card. Copy of valid two wheeler driving licence certificate.

General Information and Instructions:

- i. **The above positions are purely temporary and co-terminus with the scheme/project. 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.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, The NOC 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 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.
- viii. Number of vacancies / remuneration as mentioned under this advertisement may vary at the time of actual engagement.
- ix. The undersigned reserves the right to cancel any or all the applications / positions at any stage of recruitment process without assigning any reason thereof.
- x. Application submitted other than Speed post/ Registered post is subject to rejection of the candidature for the said post.
- xi. Under taking/ affidavit for non submission of any of the above documents alongwith completely filled up application form is subject to rejection of the candidature for the said post.
- xii. The applications received for all the post 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.jajpur.nic.in at regular intervals for any notification , updates (Objection invitation/different tests notices), results etc, relating to recruitment.


20.1.2020