



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



Walk-in-Interview

Advt. No.- 2437

Date- 13/6/2024

Walk-in-Interview will be conducted as scheduled below for filling of vacancy of Medical Officers to be engaged in Urban Health & Wellness Centre (UHC) under PM-ABHIM grants & Urban Primary Health Centre (UPHC) under NHM in Jajpur on contractual basis for a period of 11 months with monthly remuneration mentioned below and subject to renewal as per the society norms based on the performance and subject to continuance of the program & PM-ABHIM grants as per scheduled date below as per OSH&FW Society terms & conditions. Lower age limit is 21 years as on dtd. 01.06.2024.

Sl. No.	Name of the Post	No of Vacancy	Remuneration (in Rs.)	Venue	Date of Registration / Interview
01	Medical Officer	03	67,541/ + PI as admissible	DTU, DHH, Jajpur	25.06.2024

Interested candidates can log on to www.jajpur.odisha.gov.in for details of vacancy, eligibility criteria, age, application form etc. Candidates fulfilling the eligibility criteria may appear for registration on the date as mentioned with duly filled application form. Registration timing will be from 10.00 A.M. to 11.00 A.M only on Walk-in-Interview dates. No application will be entertained after scheduled timing of registration. The undersigned reserves the right to cancel the above post without assigning any reason thereof.

Sd /-
CDM&PHO cum DMD,
Jajpur



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Sl. No.	Name of the Post	Upper Age Limit as on 01.06.2024	No of Vacancy	Remuneration (in Rs.)	Eligibility Criteria
01	Medical Officer	Upto 70 years	03	67,541/ + PI as admissible	MBBS degree from an institution recognized by Medical Council of India. Must have valid registration from the Odisha Council of Medical Registration.

Sd /-

**CDM&PHO cum DMD,
Jajpur**

GENERAL INFORMATION AND INSTRUCTION

- Interested candidates having requisite qualification may register their names for the interview in between 10:00 AM to 11:00 AM of the date mentioned against each post. No registration will be allowed in any case after scheduled time of registration. After short listing basing on the required eligibility criteria, the candidates may be required to stay back for next process of selection, If the number of candidates registers and shortlisted will be high, then the next process of selection will be scheduled for other date/s, which will be notified to the candidates on the date of registration.
- Candidates are required to come for interview with duly filled in application on prescribed format, available in the official website: www.jajpur.odisha.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. Candidates are also required to bring two recent passport size color photographs and self ID proof (Voter ID card / PAN card/ driving License/ Aadhar card/ Passport etc) duly self attested respectively. Incomplete application in any form will be rejected.
- The above positions are purely temporarily and co-terminus with the scheme (PM-ABHIM) and NHM. Canvassing in any form will render the candidates disqualified for the position. The Medical Officer will work full time basis and attend OPD as per govt. mandate from 8:00 AM to 11:00 AM and 5:00 PM to 8:00 PM. The remuneration will be released basis on the biometric attendance available at the facility.
- Overage/ underage and under qualification in the prescribed educational qualification shall be rejected.
- 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 on administrative ground such as disobedience / poor performance / misbehavior/ criminal activity etc are not eligible.
- No personal correspondence / queries will be entertained. All communication will be made through e-mail / official website/ Notice Board.
- The panel for the above position shall remain valid for similar post.
- The undersigned reserves the right to cancel any or all the applications/ positions at any stage of recruitment process without assigning any reason thereof.
- The result of Walk-in-interview will be published in the official website www.jajpur.odisha.gov.in



**CDM&PHO cum DMD,
Jajpur**

TOR and Job description of Medical Officer

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/UPHC.
- 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/PHC & staff management etc.
- Ensure achievement of quality standard & other achievement.
- Supervise out-reach activities/community mobilization under the jurisdiction of the Urban HWC/PHC.
- 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

Abu
12.6.17

**CDM&PHO cum DMD,
Jajpur**

APPLICATION FORM
(Please fill in the block letter)

Post Applied for		Photograph				
1. First Name:		Last Name :				
2. Date of Birth:	3. Age as on 01.06.2024	4. District of Domicile:				
5. Sex:						
6. Present Contact Address with telephone no.:		7. Permanent Contact Address with telephone no.:				
08. Email Address:		09. Mobile No.:				
10. Languages spoken/written:						
11. Academic & Professional Qualification Details:						
Exam Passed	Institute/Board & Location	Year	Marks			Full/Part Time/ Distance Learning
			Full Marks	Marks Secured	% of marks	
12. Employment Record:						
Total years of post qualification experience			:			
Years of experience in NHM			:			

[Handwritten Signature]
12/6/24

13. Details of Employment: (Use separate sheets if required).		
Starting with your present employment, list in reverse order all the employments you have had.		
13 A. Current Employment:		
From Month / Year	To Month / Year	Designation
Location of Employment:		
Description of your duties:		
13 B. Previous Employment:		
From Month / Year	To Month / Year	Designation
Location of Employment:		
Description of your duties:		

DECLARATION BY THE CANDIDATE:

I hereby declare that all the information furnished above are correct to the best of my knowledge and belief and that, if any stage, it is found that any of the above materials 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 performances/misbehavior/criminal activity 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 Applicants

Documents to be attached: Candidates are required to attach the following documents along with the application form

1. Two copies of passport size colour attested photograph to be submitted along with the application.
2. The following documents are to be enclosed along with the application:
 - a) Self-Attested Copy of HSC / Equivalent examination certificate and Mark sheet. (Proof of Age)
 - b) Self-Attested photo copies of all mark sheets & certificates in proof of the claim made by the candidate relating to his educational qualification.
 - c) Other documents if any related to this recruitment.

[Handwritten signature]
12.6.24