

### **General information and Instructions:**

- i. The above positions are purely temporary and co-terminus with scheme. Canvassing in any form will render the candidate disqualified for the position.
- ii. Details of vacancy, eligibility, age, ToR, selection procedure etc. Along with application form can be downloaded from the official website([www.puri.nic.in](http://www.puri.nic.in))
- iii. The applications received for all the posts will be scrutinized and the database will be uploaded in the concerned District website for invitation of objection. Candidates are required to visit the official website of concerned district at regular intervals for any notification, update (objection invitation/ different tests notices), results etc. Relating to recruitment.
- iv. Candidates will be selected on the basis of selection process as applicable. Only shortlisted candidates will be called for participation in the selection process.
- v. Candidates, who are already working in Health Department either on regular or on contractual basis, have to submit No Objection Certificate 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, she/he applying and must be issued subsequent to issue of the advertisement.
- vi. **Interested candidates fulfilling the eligibility criteria are to apply to the concerned CDMO-cum-District Mission Director on or before 20.11.2020 (5.00 P.M) in the prescribed application form, available in the website ([www.puri.nic.in](http://www.puri.nic.in)) along with self attested copies of all supportive documents through Regd.Post/ Speed Post only and the envelope containing the application should be super scribed clearly name of the post applied for.**
- vii. 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 institution/ Universities shall also be submitted at the

time of submission of application form, wherever applicable, without which the application shall not be considered and shall be rejected.

- viii. Over aged, under qualification and short of requisite percentage of marks in the prescribed age and educational qualification shall be rejected.
- ix. Incomplete application in any form will be rejected. Non submission of certificate/ documents along with the application form shall be liable for rejection.
- x. If any candidates 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 from the OSH&FW society on administrative ground such as disobedience/ poor performance/ misbehaviour/criminal activity etc are not eligible to apply.

## **Terms of Reference (DAA)**

1. To provide support to the MO (I/C) for effective planning and monitoring of the programmes.
2. To support MO ( I/c) in day to day updating & up-keep of the data/ information relating to finance.
3. To ensure collection, compilation and reporting of all data related to HMIS, MCTS, HR & Infrastructure of UPHC/UCHC etc.
4. To collect and validate data provided by ANMs.
5. To support MO (I/c) for timely organisation of EC & GB meeting of the UPHC/UCHC.
6. To maintain all financial records and accounts of all fund made available to the UPHC/UCHC.
7. To support and organise payment to ANMs, ASHA incentive and maintain related accounts and data base including those of untied fund provided to UPHC/UCHC& MAS etc.
8. To maintain store records related to fixed assets.
9. To maintain all physical & financial data in the form of MIS.
10. Reporting of utilisation certificate & SoEs, etc
11. Provide handholding support to MAS, WKS in maintenance of records & utilisation of untied fund if any.
12. To support MO ( I/c) during the organisation of monthly/ quarterly meetings, workshop, consultation, training etc.
13. Other assignments as assigned from time to time.