

# ELIGIBILITY CRITERIA AND SELECTION PROCEDURE FOR CONTRATUAL ENGAGEMENT OF OFFICE ASSISTANT UNDER NHM

## Office Assistant

**Qualification:-** The candidate must have passed Graduation with minimum 55% marks in aggregate from a recognized University.

The candidate also must have passed PGDCA / DCA/ MCA/BCA/ Odisha State Certificate in Information Technology (OS-CIT) course of Odisha Knowledge Corporation Limited or any equivalent course from a recognized institute.

**Experience:-**The candidate must have 1 year of post qualification experience in Health / Social Sector.

**Lower age limit:-**Minimum 21 years

**Upper age limit:-**Upto 40 Years

**Selection Procedure:-**Application Invitation

- Mark assessment (Graduation)-40 marks
- Computer test-40 marks
- Viva-voce-20 marks

A list of eligible candidates shall be prepared on the basis of marks secured in Graduation. From amongst the said list, 10 times of number of vacancies from the top of the said list shall be called for Viva-voce Test & Computer Test.

However, the final merit list of the candidates shall be prepared by adding the marks secured in Mark Assessment, Viva-voce Test & Computer Test. The candidates securing 50% and more marks in final panel Merit list shall be kept in the panel with the validity of 01 year from the date of its approval.

## **1. APPLICATION PROCESS:**

- a) Candidates are required to send their application by Registered post/Speed post only to reach of the **MEDICAL SUPERINTENDENT, SCB MEDICAL COLLEGE & HOSPITAL, CUTTACK-753007, ODISHA** within 15 days (on or before 31-12-2022 at 5 PM) from the date of publication of advertisement. One envelope containing only one application must be superscribed "Application for the post of Office Assistant (On Contractual Basis) for SMTI, SCB MCH, Cuttack."
- b) This engagement is purely temporary and terminable at any time without notice or assigning any reason thereof.
- c) E-applications shall not be accepted. Application received after the due date and time/Incomplete application will not be accepted/entertained without assigning any reason.

*17/12/22*  
Superintendent  
S.C.B. Medical College Hospital  
Cuttack  
Health & F.W. Dept. Govt. of Odisha

*17/12/22*  
HM

**N.B.:-**

Besides the above, the following provisions also shall be applicable in respect of the above post as eligibility criteria.

**2. Age Relaxation and Additional Weightage of Marks applicable for the eligible applicants who are employees of the OSH&FW Society.**

- a) To avail the benefit of age relaxation and weightage, employee concerned should have completed at least three terms of contractual services (11 months each) under the OSH&FW Society.
- b) The remarks recorded in PAR of the employee concerned must be "Outstanding" or "Very Good" for the preceding 03 (three) terms of contractual services under the OSH&FW Society.
- c) The age relaxation for the applied post in respect of the employee of the OSH&FW Society shall be allowed @ 1 year for each contractual term of service in the society upto a maximum of 10 years, over and above the maximum age limit prescribed in the Advertisement for the said post, subject to an upper age ceiling of 55 years.
- d) Candidate who is an employee of the OSH&FW Society and has cleared all the steps in the recruitment process up to the final level of selection shall be eligible for award of grace marks to the extent of 01 percentage of the total marks of examinations for each completed term of services in the Society up to a maximum of 10 percentage of the total marks which shall be added to the total marks secured by the said employee.
- e) All the above provisions shall also be applicable for only one member of the family of a deceased employee of the OSH&FW Society, if eligible, as would have been applicable to the employee concerned.

**3. Consideration of weightage in case of securing equal marks by the candidates: -**

If two or more candidates secure equal marks, then the final merit list shall be prepared on the basis of their date of birth as per 10<sup>th</sup> certificate i.e.- elder candidate shall be kept above the younger one in the final merit list.

The total marks shall be up to 03 (three) digits format, for example-45.567%.

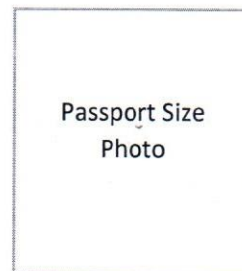
4. The candidates securing 50% and more marks in Final Panel Merit list shall be kept in the Panel with the validity of 01 year from the date of its approval to fill up future vacancies, if any.

*Done*  
17-12-22



**FOR THE POST OF OFFICE ASSISTANT FOR SMTI TRAINING PROJECT UNDER NHM,  
AT SCB MEDICAL COLLEGE & HOSPITAL , CUTTACK**

Name :  
 Father's /Husband's Name :  
 Date of Birth: : (as on 17-12-2022)  
 Gender :  
 Married/Unmarried :  
 Languages Known :  
 Permanent Address :  
 Present Address :  
 Email Id :  
 Mobile No :  
 Category: SC/ST/SEBC/GEN/Sports Person/ Ex-Serviceman:  
 Whether physically/Orthopedically handicapped:  
 Religion :  
 Nationality :  
 Employment Exchange Registration No :



**Educational Qualification (attach attested copies of Certificates)**

Name of the Examination Passed	Name of the Board/University	Year of Passing	Total Mark	Aggregate Mark Secure	Grade/ Division	% of Mark Secured
H.S.C						
+2 Arts/Commerce/Science						
Graduation						

I, do here-by solemnly affirm and state that I am aware of the provisions of Odisha District and Sub-ordinate courts Non-Judicial Staff Services (Method of Recruitment and conditions of service) Rules 2008 and the statements made above are true & correct to the best of my knowledge and belief and based on records.

(Signature of the Candidate)

P.T.O

**Annexure attached:**

1. 10<sup>th</sup> Mark sheet & Certificate.
2. +2 Mark sheet & Certificate.
3. Graduation Mark sheet & Certificate.
4. Computer Certificate.
5. Caste / Sport Person / Ex- Serviceman Certificate
6. Physical Handicapped Certificate
7. Attach two-character certificates issued by gazzeted officer/Medical Practitioner/ Sarpanch etc. (mention name, designation of the officers)
8. Experience Certificate.
9. No objection Certificate.
10. Recent Color Passport Size Photo (2 Copies)

**N.B: All documents willbe self-attested.**