



**Odisha State Health & Family Welfare Society, Govt. of Odisha**  
**Deptt. of Health & Family Welfare, Govt. of Odisha**  
**Annex Building of SIH&FW, Nayapalli, Unit-8, Bhubaneswar-**  
**751012, District-Khordha (Odisha) Phone/Fax: 0674- 2392480/79**



**Advt. No: 21/21**

**Walk-in-Interview**

**Date: 06.10.2021**

Walk-in-Interview will be conducted as scheduled below for filling up of the vacant position of Hospital Manager under National Health Mission, Odisha on contractual basis with monthly remuneration as noted and subject to renewal as per OSH&FW Society terms and conditions. The above position is purely temporary and co-terminus with the scheme. Lower age limit is 21 years as on dt. 01.10.2021.

<b>Sl. No.</b>	<b>Name of the Post</b>	<b>Remuneration (in Rs.), Performance Incentive (P.I) &amp; other allowances as admissible</b>	<b>Date of Registration / Interview</b>
01	Hospital Manager	Rs.36,118/- + P.I	26.10.2021

Interested candidates can log on to [www.nhmodisha.gov.in](http://www.nhmodisha.gov.in) for details of vacancy, eligibility criteria, age, application form, ToR etc. **Candidates fulfilling the eligibility criteria may appear for registration on the date as mentioned against the post. Registration timing will be from 10.30 A. M. to 12 Noon only on Walk-in-Interview date.** No application will be received after scheduled date & timing of registration.  
**Venue:** - Mission Directorate (National Health Mission), Annex Building of SIH&FW, Nayapalli, Unit-8, Bhubaneswar, Dist- Khordha, Pin – 751012, Odisha.

**Sd/-**  
**Mission Director, NHM**  
**Member Secretary, OSH&FWS, Odisha**



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Sl. No.	Name of the Post	Upper Age Limit as on 1.10.2021	Remuneration (in Rs.), Performance Incentive (P.I) & other allowances as admissible	Date of Registration / Interview	Vacancies	Eligibility Criteria
01	Hospital Manager	Upto 40 Years	Rs.36,118/- +PI	26.10.2021	37	<p><b>Qualification:-</b>The candidate must have passed in any of the following subjects from an accredited University (UGC approved) or Institute (AICTE approved) :-</p> <ul style="list-style-type: none"><li>-Post Graduate Degree in Hospital Management</li><li>- Post Graduate Degree in Hospital Administration</li><li>- Master Degree in Hospital Administration / MBA in Hospital Administration</li><li>-Post Graduate Degree in Hospital &amp; Health Management</li><li>- Post Graduate Degree in Hospital &amp; Health Administration</li><li>-Post Graduate Diploma in Hospital Management</li><li>- Post Graduate Diploma in Hospital Administration</li><li>-Post Graduate Diploma in Hospital &amp; Health Management</li><li>- Post Graduate Diploma in Hospital &amp; Health Administration</li></ul> <p><b>Experience:-</b>S/he must have minimum 02 years of post qualification experience in Hospital Administration from an NABH / ISO / JCI / NQAS accredited hospital. The candidate must also have working knowledge of computer.</p>

**Venue:- Mission Directorate (National Health Mission), Annex Building of SIH&FW, Nayapalli, Unit-8, Bhubaneswar, Dist.- Khordha, Pin – 751012, Odisha.**

**N.B:- Age Relaxation and Additional Weightage of Marks for the applicants who are employees of the OSH&FW Society:-**

- (a) To avail the benefit of age relaxation and weightage, employees 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 employees 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 age ceiling of 55 years.
- (d) Employees of the OSH&FW Society who have cleared all the steps in the recruitment process upto 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 upto a maximum of 10 percentage of the total marks which shall be added to the total marks secured by the said employee.

**General Information and Instructions:-**

- i. Candidates fulfilling the eligibility criteria may appear for registration in between 10.30 A.M. to 12 Noon and consequently for Interview if eligible, on the date as mentioned against the post. No registration will be allowed in any case after scheduled date & time of registration. After short listing basing on the required eligibility criteria, the candidates will be required to stay back for interview. If the number of candidates registered and shortlisted will be high, then the interview will be continued for other date/s, which will be notified to the candidates on the date of registration.
- ii. Candidates are required to come for Interview with duly filled in application in prescribed format, available in the official **website: [www.nhmodisha.gov.in](http://www.nhmodisha.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 etc., for verification. Candidates are also required to bring two recent passport size colour photographs and self photo ID proof (Voter ID card / PAN card / Driving License / Aadhar card / Passport). Incomplete application in any form will be rejected.
- iii. **The candidate has to furnish self attested copy / copies of documents of Hospital/s in support of accreditation as required during the period of his / her incumbency, which is cited in the post qualification experience for acquiring eligibility against the said position. No application without a copy of such document shall be entertained / accepted.**
- iv. The candidate has to exhibit requisite documents / experience certificates which shall clearly establish his/her eligibility as per conditions as above, without which his/her candidature shall be rejected. The experience certificate of the Employer/s must clearly specify the period of incumbency, name of the post and nature of responsibility.
- v. Details of vacancy, eligibility criteria, age, application form, ToR etc. can be downloaded from the official website ([www.nhmodisha.gov.in](http://www.nhmodisha.gov.in)).
- vi. 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.
- vii. Candidates who are over aged, under qualified, not having requisite percentage of marks, not having requisite experience etc. need not apply.
- viii. 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 interview, without which they will not be eligible for appearing interview. NOC issued by any other authority other than appointing authority will not be accepted. NOC must be specific for the post, S/He applying and must be issued subsequent to issue of the advertisement.

- ix. 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 from the OSH&FW Society on administrative ground such as disobedience / poor performances / misbehaviour / criminal activity etc. are not eligible.
- x. No personal correspondence / queries will be entertained. All communication will be made through email / official website / Notice Board. Canvassing in any form will render the candidate disqualified for the position.
- xi. The candidates securing 50% and more marks in Interview shall be kept in the Panel with the validity of 01 year from the date of its approval. The panel for above position shall also remain valid for similar post/s in other programmes under NHM ambit with same educational qualification and same remuneration, as shall be decided by the Society.
- xii. Number of vacancies / remuneration as mentioned under this advertisement may vary at the time of actual engagement.
- xiii. The undersigned reserves the right to cancel this advertisement for contractual recruitment at any stage of recruitment process without assigning any reason thereof.
- xiv. The result of Walk-in-Interview will be published in the official website of NHM.

**Sd/-**  
**Mission Director, NHM**  
**Member Secretary, OSH&FWS, Odisha.**



12. Employment Record:-
I. Total years of post qualification experience:-
II. Total years of post qualification experience under OSH&FW Society:-

13. Experience Details (starting from present / last employment):-

Name of the Employer	Post Held	From Date	To Date	Total	
				Year	Month

14. PAR Details (Only for employees working under OSH&FW Society):-

Name of the Employee:-		
Present Designation:-		
Remarks in PAR of preceding Three Terms of Contractual Service.	Reporting Period	Remarks in PAR

**Declaration:** I do hereby declare that the information furnished above are true to the best of my knowledge and belief and that, if at any stage, it is found that any of the above material information 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 under the OSH&FWS, Odisha on administrative ground such as disobedience / poor performances/ misbehavior/ criminal activity etc.

**Date:**

**Place:**

**Full Signature of the Applicant**

**List of enclosure(s):-**

**Note:**

1. **The following documents are to be enclosed along with the application:**
  - a. **One copy of self attested photograph affixed at the the application form.**
  - b. **Self attested photocopies of all certificates/mark sheets/documents in support of age, qualification, experience etc.**
  - c. **Self attested photocopy of Identity Proof (Voter ID card / PAN card / Driving License / Adhar card / Passport).**

## **Hospital Manager**

### **Purpose of this assignment**

Contribute towards strengthening service delivery facilities under the overall mandate of NRHM objectives and in close linkage with the on-going NRHM initiatives in the State. The main purpose behind creation and positioning of such human resources is that:

- a) All public sector secondary and tertiary care facilities are professionally technically equipped, optimally utilized and professionally managed to provide high quality curative services to clients
- b) All public sector secondary and tertiary care facilities get enhanced institutional management capacity towards accelerated implementation of NRHM objectives

The Hospital Manager of these centers would provide managerial support for better coordination and management of ongoing activities. S/he would also plan for various specialties, sub-specialties, in close consultation with the other wings and NRHM officials at the District level aimed at improved functioning and utilization of those facilities.

Management is an interactive set of social / technical process occurring within formal Organisation setting with the purpose of accomplishing pre- determined objectives through the Utilisation of physical and human resources.

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### **Human Resource**

1. His main job will be to supervise the work of different category of health staff i.e. Staff Nurse, Pharmacist, LT etc regarding their assignment, punctuality, leave etc.

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### **Support Service**

2. He should be responsible for cleanliness of the hospital and supervise the services of Security Staffs. Also supervise the support services such as supply of diets to patients, laundry, 24 hour supply of electricity or provision of functional generator, 24 hour water supply with overhead tank and pump house. Ensure continuous supply of oxygen.

### **Supply of Medicines, Equipment and other logistics.**

3. Ensure supply of OPD ticket, Bed head ticket, Pathology forms, X-ray forms different types of Registers to OPD & Indoor.
4. Ensure supply of Instruments and Equipments to OPD, Indoor, OT, Labour Room, Laboratory, X-rays department, Ultrasonography and any other facilities are available.

### **Utilization & Functioning of Instruments and Equipments.**

5. A facility survey of the Hospital regarding the availability and condition of beds, bedside locker, lights, fans, toilets, linens such as bed sheets, mosquito nets etc. Steps to be taken for repair or procurement of items with close liaison with Store Medical Officer and Store Pharmacist.
6. To find out if any instrument and equipment are lying idle, defunct and finding the reason there of with suggestion to make it functional.
7. Annual or comprehensive maintenance contract of the instruments and equipment.

### **Infrastructure**

8. Facility survey of OPD and IPD building for proper utilization with suggestion for repair and renovation if required. Inventory of staff quarters available with suggestion of repair and requirement of deficit staff quarters.
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## **Other Services**

9. Proper functioning and handling of Hospital waste management as per the act 1998 of Forest and environment department.
  10. Quality assurance and quality improvement groups to be formed and quality assessed by both internal and external agencies. Death review should be done every month. The district should develop parameters for quality assessment such as bed occupancy rate, patient turn over rate, no of deliveries, surgeries, no of L.S.C.S, <5 child mortality etc.
  11. Registration of Indoor records with coding system.
  12. Birth & Death registration and distribution of Disability Certificates
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13. HMIS
14. IDSP and Disease Control Programmes.

## **Management Issues**

15. Keep Close liaison with DPMU unit and the State Govt. Staffs regarding utilization of funds according to approved physical activity.
  16. Take part in ZSS, District Health Mission, and RKS meeting take part in planning, monitoring and evaluation.
  17. Keep a record of medico legal cases specifically post mortem examination and rape cases and ensure timely submission of the reports.
  18. Ensure proper display of boards regarding hospital timings, identify OPD and wards, citizen charter of demands, user charges collection from different facilities including Blood Bank.
  19. Asses and suggest regarding the capacity building of the staffs through different training programmes.
  20. Condemnation and auction of unserviceable articles.
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1. A profile of the D.H. Hospital.
2. Detail about the human resource i.e sanctioned strength, Staff in position, Vacancy both clear vacancy, long leave, unauthorised absence.

### **3. Operation theater**

- (a) Infrastructure adequate or not if require any repair or renovation.
- (b) Instrument and equipment
  - (i) any deficit
  - (ii) any repair
  - (iii) AM-C done or not
  - (iv) Boyle's apparatus available or not
  - (v) Emergency electric supply to OT

### **4. Labour room :-**

- (a) Infrastructure
- (b) Labor table
- (c) Suction machine
- (d) Instruments equipment Low forceps, & vantouse.
- (e) Light to visnalize cervix

### **5. Newborn Corner.**

- (a) Radiant warmer
- (b) Photo therapy Unit
- (c) Suction (mouth, electric or foot operated)
- (d) Neonatal ambu bag with mask
- (e) Baby laryngo scope with end tracheal tubes
- (f) Oxygen hood.

### **6. OPD complex**

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- (a) GOPD :- (I) Male  
                  :- (II) Female
- (b) Specialist OPD's
- (c) Display board for Hospital timing and different OPDs.
- (d) Using BP. Instrument and thermometer etc.
- (e) Waiting space and sitting arrangement for patients.
- (f) Display about facilities available.
- (g) Mention about the user charges.

**7. Indoor.**

- (a) Beds available in total and in different disciplines.
- (b) Condition of the beds
- (c) Bed occupancy rate
- (d) Availability of other linens such as bed sheets, mosquito nets, blanket mattresses etc ,
- (e) Condition of the infrastructure light and ceiling fans.
- (f) If any room marked for heat stroke, if provided with A.C.
- (g) Condition of the toilets.

**8. Laboratory.**

- (a) If pathology specialist available
- (b) No of Lab Technician
- (c) Types of investigations done
- (d) Availability of microscopes, Centrifuge machine, calorimeter, QBC machine, Normal saline plant etc.
- (e) Adequacy of infrastructure.
- (f) Sputum examination for RNTCP and Blood slide examination for malaria whether done in same place or separately.

**9. X- ray**

- (a) Condition of infrastructure and Dark room
- (b) How many machine are available? Whether functional.
- (c) No of x-ray done per day
- (d) Adequacy of x-ray plates.

**10. Hospital waste management**

- (a) Provision of columned bins for different wastes
- (b) Availability of Syringe cutter and needle destroyer.
- (c) Availability of disinfectant such as 10%- sodium Hypochlorite solution.
- (d) Availability of wheel barrow and safety garment for staffs
- (e) Containment area.
- (f) If the hospital has got license from pollution control board.

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**11. Instrument of Equipment**

- (a) Important instruments such as ECG, Ultrasonography , X-ray, CT scan and any other instruments available
  - (b) If idle, the cause and suggestion to make it functional.
  - (c) Annual /Comprehensive maintenance contract.
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**12. Drugs**

- (a) Availability of important Drugs.
- (b) Store medical officer and TSK in position or not.
- (c) Data entry operator in position or not?
- (d) Computerization (Up to date) of drugs inventory.

**13. Library**

**14. Birth & death registration**

**15. Condemnation of unserviceable articles.**

**16. NRHM Activities**

JSY fund distribution at DHH.

**17. H.M. I.S**

- (a) Principal disease statement
  - (b) Disease surveillance.
  - (c) Other reports and returns.
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