

ADV 2129

CHIEF DISTRICT MEDICAL OFFICER, GANJAM
CONTRACTUAL APPOINTMENT

Applications are invited from eligible candidates for the following post to be filled up on contractual basis under NRHM

Sl No	Name of the Post	Vacancy	Remuneration	Qualification
1	Accountant Cum DEO	01	11500 /-per Month	The candidate should be a Graduate in Commerce with 4-5 years experience in accounts or retired senior Audit / Accounts Officer of State Accountant General's Office or Central Civil Accounting Organization or State Government Department with minimum experience of 5 years on the post Age of retired officer should be below 62 years. Typing speed of 40 wpm in English and local language. Data Entry Speed Minimum 8000 Key depressions Should be well conversant with various computer programming including MS Word, Excel and Simple Statistical Packages.
2	Block Accountant Cum Data Assistant (BADA)	03	7600 / per Month	The candidate should be a graduate in Commerce. Must have basic knowledge of computing. The candidate should be below 35 years as on 01.04.2011

TERMS AND CONDITIONS:

- The engagement is purely contractual in nature and can be terminated at any point without citing any reasons thereof.
- Candidates once engaged cannot claim for re-engagement under any conditions as a matter of right.
- The contract is initially for a period of eleven months and further extension will be provided on assessment of the performance of the period in service.

Those candidates who are already working in Health Department on either regular or contractual basis have to apply through proper channel. Application form and details can be downloaded from the district NIC website (www.ganjam.nic.in) in CDMO link. Interested candidates fulfilling the eligibility criteria mentioned above are requested to apply on or before 11/11/2011

Chief District Medical Officer, Ganjam

[Handwritten Signature]
2/11/11

APPLICATION FORM

(Please fill in block letters)

Post Applied for		Attested Photograph				
1. First Name:		Last Name:				
2. Date of Birth:	Age as on 01.04.2011	3. District of Domicile:				
4. Sex:						
5. Please mention if SC/ ST/ OBC: General						
6. Present Contact Address:		7. Permanent Telephone No: (STD Code) Number				
Permanent Contact Address:		8. Present Telephone No: (std code) Office number				
9. Email Address:		10. Mobile No.:				
11. Languages spoken/written:						
12. Computer Literacy:						
13. Education: High school onwards, please list all your qualifications						
Degree	Institute/Board & Location	Year	Marks			Full/Part Time/ Distance Learning
			Full Mark	Marks Secured	%	
Matriculation						
+2						
+3						
P.G						
Computer qualification						
Additional Qualification if any.						
14. Employment Record:						
Total years of post qualification experience :						
Years of experience in the Development Sector / NGO :						
Years of experience in Government :						
15. Details of Employment: (Use separate sheets if required).						
Starting with your present employment, list in reverse order all the employments you have had.						

16 A. Current Employment:		
From Month / Year	To Month / Year	Designation
	Till date	
Location of Employment:		
Description of your duties:		
16B. Previous Employment:		
From Month / Year	To Month / Year	Designation
Location of Employment:		
Description of your duties:		
16C. Previous Employment:		
From Month / Year	To Month / Year	Designation
Location of Employment:		
Description of your duties:		
Signature of the Applicant		

Note:

1. Two copies of passport size colour attested photograph to be submitted alongwith the application.
2. The following documents are to be enclosed alongwith the application:
 - a) Residential certificate issued by the Tehsildar/Sub-Collector etc.(duly attested not less than six months)
 - b) Attested photo copies of all mark sheets & certificates in proof of the claim made by the candidate relating to his educational qualification.
 - c) Experience certificate if any.
 - d) Work certificate, date of joining & date of retrenchment from the Project / Govt. (in case of candidates who are availing benefits of previous employee / Project etc.)

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- The contract is initially for a period of eleven months and further extension will be provided on assessment of the performance of the period in service.
- The candidate must be mention the post applied for on the cover of the envelop and apply to the CDMO, Ganjam, Berhampur on or before 11.11.2011 through speed post / Regd. Post only.