



OFFICE OF THE SUPERINTENDENT
Maharaja Krishna Chandra Gajapati Medical College and
Hospital, Berhampur, Ganjam
Department of Health & Family Welfare , GOVT Of Odisha
Email: supdtmkcg@gmail.com / nhmmkcg@gmail.com



Advt. No.:- 614

CONTRACTUAL APPOINTMENT

Date: 13 / 01/2026

Applications are invited from eligible candidates for filling up of the following position under National Health Mission (NHM), MKCG Medical College & Hospital on contractual basis with monthly remuneration as noted and subject to renewal as per the terms and conditions of OSH&FW Society. The position is purely temporary and co-terminus with the scheme. Lower age limit for the position is 21 years as on dtd. 01.01.2026.

Sl No.	Name of the Position	No. Of Vacancy	Remuneration (In Rs.), Performance Incentive & Other allowances as admissible
01	Office Assistant- State Midwifery Training Institute (SMTI)	01	Rs.19,068/- + P.I

Interested candidates can log on to <https://ganjam.odisha.gov.in> / www.mkegmch.org for details of vacancy, eligibility criteria, age & selection procedure, ToR etc. Candidates may download the application form from the district website. Last date for receipt of the Application duly signed by the candidate along with self attested copies of all supportive documents is 04/02/2026 (by 5.30 P.M.).

The authority reserves the right to cancel this advertisement or modify the terms and conditions of this advertisement and the recruitment criteria at any stage of recruitment process without assigning any reason thereof.

Sd/-
Superintendent
MKCG MCH, Berhampur

ELIGIBILITY CRITERIA

Sl No.	Name of the Post	Qualification/ Eligibility / Age
01	Office Assistant- State Midwifery Training Institute (SMTI)	<ul style="list-style-type: none">• 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/ OS-CIT (Odisha State Certificate in Information Technology) course of Odisha Knowledge Corporation Limited or any equivalent courses from a recognized institute.• The candidate must have One (01) year post Qualification experience in Health/Social Sector.• Lower age limit: Minimum 21 Years. Upper Age Limit: Upto 40 Years.

SELECTION PROCEDURE

Sl No.	Name of the Post	Selection Procedure
01	Office Assistant- State Midwifery Training Institute (SMTI)	<p>Application Invitation:</p> <ul style="list-style-type: none">• Mark Assessment (Graduation) – 40 Marks• Computer Test – 40 Marks• Viva-Voce - 20 Marks <p>A list of 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.</p> <p>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.</p>

N.B.:-

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

1. 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 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 in the Society upto 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.

2. 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 10th 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%.

3. Panel list of Candidates:-

The candidates securing 50% or 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.

General information and Instructions:-

- i. The above position is purely temporary and co-terminus with the scheme. Canvassing in any form will render the candidate disqualified for the position.
- ii. Details of vacancy, eligibility, age, selection procedure, ToR etc. can be downloaded from the official website (<https://ganjam.odisha.gov.in> / www.mkcgmch.org).
- iii. The applications received for the above positions will be scrutinized and the database will be uploaded in the above official website for invitation of objection.
- iv. Candidates are required to visit official website: - <https://ganjam.odisha.gov.in> / www.mkcgmch.org at regular intervals for any notification, updates, results etc. relating to recruitment.
- v. Candidates will be selected on the basis of selection process as applicable. Only shortlisted candidates will be called for participation in the selection process.
- vi. 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.
- vii. Interested candidates fulfilling the eligibility criteria are to apply by downloading the Application form duly signed by the candidate along with self attested photocopies of all certificates and Mark sheets, in support of age, qualification and experience shall however be sent to the **“Office of the Superintendent, Maharaja Krishna Chandra Gajapati Medical College & Hospital, Berhampur-760004”** so as to reach us on or before 04/02/2026 (by 5.30 P.M.) through Regd. Post / Speed Post only and the envelope containing the application should be superscribed clearly name of the post applied for.
- viii. 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.
- ix. 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.

- x. Candidates who are over aged, under qualified, not having requisite percentage of marks, not having requisite experience etc. need not apply.
- xi. Incomplete application in any form will be rejected. Non submission of certificates/documents along with the online application shall be liable for rejection.
- xii. 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 / misbehavior / criminal activity etc. are not eligible to apply.
- xiii. This office will not be held responsible for any postal delay. No application will be entertained after dtd. 04/02/2026 (5.30 P.M.). No personal correspondence / queries will be entertained. All communication will be made through E-mail / official website.
- xiv. 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. The panel for above positions shall also remain valid for similar post/s in other programmes under NHM ambit with same educational qualification and same remuneration, as will be decided by the Society.
- xv. Number of vacancies / remuneration as mentioned under this advertisement may vary at the time of actual engagement.
- xvi. The authority reserves the right to modify or cancel the recruitment criteria of all the positions/ applications at any stage of recruitment process without assigning any reason thereof.
- xvii. The result will be published in the official website of <https://ganjam.odisha.gov.in> / www.mkcgmch.org.


Superintendent
MKCG MCH, Berhampur

APPLICATION FORM

1. Post Applying For*		Affixed recent Photograph
2.Applicant Name (As in 10th Certificate) *	:	
3.Father's Name (As in 10th Certificate) *	:	
4.Date Of Birth (DD/MM/YEAR)*	:	
5. Mobile No. *	:	
6.Email Address *	:	
7.Gender *	:	
8.Age as on 01.01.2026 (Years, Months, Days)*	:	
9.Category * SC/ST/SEBC/UR	:	
10.Physically Challenged*	:	
11.District of Domicile*	:	
12.Languages Spoken/Written*	:	
13. Present Address *	:	
14. Permanent Address *	:	


Signature of the Applicant

15. Qualification details							
Exam Passed	Name of Board/University	Year Of Passing	Marks			Full/Part Time/Distance Learning	Duration Of Course
			Full Mark	Mark Secured	Percentage		

16. Experience details						
Name of the Employer	Post Held	From Date	To Date	Salary	Whether OSH&FW Post(Yes/No)	Description
Total Experience						
Total Experience(Under OSH&FW Society)						

17. 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 under Odisha State Health & Family Welfare Society (OSH&FWS), Odisha 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.

Further, I undertake that I shall produce all original certificates/documents in support of the above information at the time of interview/certificate verification.

Place:-

Date:-

Signature of the Applicant

