



OFFICE OF THE CHIEF DISTRICT MEDICAL & PUBLIC HEALTH OFFICER:  
GAJAPATI, PARALAKHEMUNDI

Email – gajapatidmo@gmail.com / Telephone/Fax No. 06815-222205/222305 /223834

No. 2986 /2021

Dated 24/3/2021

**WALK-IN-INTERVIEW**

The interested applicants having computer teaching skill with experience and requisite qualification as per TOR/Job Description of this advertisement is invited to attend the Walk-in-interview on dated.25-03-2021 by 4.30 P.M.at CDM&PHO,Gajapati with one set of all the required documents for hiring as **Tutor-Cum-Assitant for IT Lab as Guest faculty at Rs.300/- per hour basis** for the ANMTC,Gajapati.

Sl no.	No of Tutor-Cum-Assistant for IT Lab as Guest faculty required	Total teaching hours during the ANM course per year	Name of the computer course	Qualification & Experience
1	1 (one)	150 hours for 1 and 2 <sup>nd</sup> year ANM students	As per attached TOR of advertisement	As per attached TOR of advertisement

The details of eligibility criteria and other conditions of Service on hiring basis can be downloaded from the District Website [http// www.gajapati.nic.in](http://www.gajapati.nic.in).The Candidate must read the down loaded eligibility criteria and other terms and conditions carefully for the above engagements and apply with one set of the self attested Xerox copy of the following required documents with application form.

**Documents Must be attached with the application**

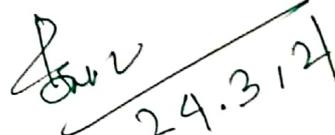
- (1) Attested copies of the Adhar Card (2) Attested Copies of PAN Card (3) Attested copies of all educational certificates with mark list (5) Affix passport size recent photograph on the top of the application.

Memo No. 2987

Copy to the Notice Board/ All the Computer teaching Institute of Paralakhemundi for information and wide publication.

  
Chief District Medical & Public Health Officer,  
Gajapati, Paralakhemundi

Dated 24/3/2021

  
Chief District Medical & Public Health Officer,  
Gajapati, Paralakhemundi

## **GENERAL TERMS & CONDITION FOR HIRING BASIS**

1. The above positions are purely temporary, on hiring basis per hour basis and may be terminated at any point of time without assigning any reason thereof. Canvassing in any form will render the candidate disqualified for the position.
2. Place of engagement will be at ANMTC, Gajapati
3. Details of eligibility, age, application form etc. can be downloaded from the Gajapati District Web Portal ([www.gajapati.nic.in](http://www.gajapati.nic.in)).
4. Interested candidates can log on to [www.gajapati.nic.in](http://www.gajapati.nic.in) and may be down loaded eligibility criteria and other terms and conditions carefully for the above engagements and attend walk in interview on 25-03-2021 at 4.30 P.M. with one set of the self attested Xerox copy of required documents with application form.
5. The merit list will be prepared basing on the marks secured in the technical qualifying exams and year of experience basis.
6. 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. Certificate towards AICTE recognition of institutions 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.
7. Over aged above 45 years as on date of publication of this advertisement, under qualification and short of any documents in the prescribed educational qualification shall be rejected.
8. Candidates are required to visit website: - [www.gajapati.nic.in](http://www.gajapati.nic.in) at regular intervals for any notification, updates, results etc. relating to recruitment.
9. Candidates will be selected on the basis of selection process as applicable and if candidates are not available the committee will take decision according to the guideline
10. 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 forthwith & declared invalid from the day of engagement itself and remuneration paid if any shall be recovered either penal interest at the rate as decided by the committee adopting due legal procedure.
11. 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.
12. All communication will be made through personal what's-up/e-mail/ official website/ notice Board.
13. Selected candidate will be engaged on hiring basis on per hour basis temporarily.

  
Chief District Medical & Public Health Officer,  
Gajapati, Paralakhemundi

**APPLICATION FORM**

Post Applied for	<b><u>Tutor-Cum-Assistant for IT Lab as Guest faculty</u></b>			Passport size Photograph	
1.Full Name					
2. Father/Husband Name					
3.Date of Birth (DD/MM/YYYY)				Age as on 23-03-2021	
4.District of Domicile					
5. Name of the Block in the Gajapati district					
6.Employment Registration Card No. in any					
7. Present Contact Address with Telephone No.					
8. Permanent Contact Address With Telephone No.					
9. Mobile No./ Whats-up No					
10 . Languages Read/ Spoken/Written ( Odia/English) (yes/ No)					
11. Educational Qualification	Institute /Board & Location	Year of Passing	Marks		Remarks
			Full Mark	Mark Secured	% Age
Matriculation/ HSC					
+2/CHSE					
B-Tech/ MCA/Msc( Computer Sc/IT) or Bsc( computer Sc/IT) or BCA					
Graduate with PGDCA from a recognised university with 50% aggregate marks					
Garaduate with 50 % aggregate mark with DOEACC "A" Level					
Computer Teaching Experience with supporting documents					

**DECLARATION**

I do hereby declare that all information and facts reported in this application are true to the best of my knowledge and belief.

Date:

Signature of the Applicant

**1. Tutor-Cum-Assistant for IT Lab as Guest faculty**

1	Name of the Post	Tutor-Cum-Assistant for IT Lab as Guest faculty on hiring basis per hour of teaching
2	Essential Qualification	1. He/She must have passed HSC or Equivalent examination. 2. He/She must have passed examination of Odia as language or test in Odia in ME School Standard conducted by School and Mass Education Department. 3. He/She must have passed +2 or Equivalent examination 4. He/She must have passed B-Tech/ MCA/Msc( Computer Sc/IT) or Bsc( computer Sc/IT) or BCA or Graduate with PGDCA from a recognised university with 50% aggregate marks or Graduate with 50 % aggregate mark with DOEACC "A" Level & 2 year experience in teaching computer courses like fundamentals of computer Ms office, Multimedia, E-Mail & Internet. The candidate must have basic knowledge of the IT applications in health System.
3	Other Requirements and eligibility criteria for the above post	1. He/She must be citizen of India. 2. He/ She must be able to read, write and speak Odia 3. She must have Good communication and writing skill in English & Odia.
4	Hiring Charge/ Remuneration	Rs.300/- per hour
5	Work engagement period	150 hours per year or as per instructions issued by the Govt. time to time .
6	Age limits	Must not below the age of 21 years or above 45 Years as per NHM norms as on the date of publication of recruitment Notice.
7	Selection Process	The final selection and merit list will be prepared basing on the marks secured in the technical qualifying exams and year of experience basis.

  
23/07/21  
Chief Dist. Medical & Public Health Officer  
Paralakhemundi, Gajapati

# COMPUTER EDUCATION

## Course Description:-

This course is designed to help students and faculties gain a basic understanding of uses of computers and its application in nursing and routine health services.

## General Objective:-

Upon completion of this course, the faculties and students shall be able to:

1. Describe the basic disk operating system.
2. Use computer for data processing
3. Use Micro-soft office programs.
4. Use computer in patient Management System.
5. Use E-mail and internet
6. Use of HMIS, MCTS, SNCU Portal, IDSP Web portal and other important software for routine health related activities

**Total Hours-90**

Unit	Learning Objectives	Content	Hr.	Teaching Learning activities	Assessment methods
I	Describe the structure and purpose of computers and disc operating systems	<u><b>Introduction to computers and Disk operating system</b></u> - Definition - Classification - Structure and parts of computer - Disk operating system - DOS and WINDOWS all versions. - Purposes/uses of computer in health care delivery system	10	Lecture Discussion  Practical	Short answers Essay type Practical

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II	Demonstrates skill in the use of MSoffice	<b>MSOffice</b> - MSword - MSexcel with pictorial/graphical presentation - MSPowerpoint - MSaccess - MSPublisher document	30	Lecture Discussion Demonstration Practicesession	Short answer Objective type Practical exam Assignments
III	Demonstrate skill in using multimedia	<b>Multimedia</b> - Types and uses - Database creation, retrieval and report generation - Computer aided teaching and testing	10	Lecture Discussion Demonstration	Short answer Objective type Practical exam
IV	Demonstrate the use of internet and e-mail	<b>Use of internet and e-mail</b> - Accessing the website - Searching the internet for content - Accessing the email and communicating with the help of it. - Use of internet communication programs like skype	25	Lecture Discussion Demonstration	Lecture Discussion Demonstration Assignments
At the end of this class each training center, faculty and student must have personal E-mail IDs					
V	Demonstrate the use of routine health software	Some of the important software like - HMIS: data entry and basic reports for routine use - MCTS: data entry and analysis of findings	15	Lecture Discussion Demonstration	Lecture Discussion Demonstration Assignments

*J. S. S.*  
24-5-21

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**TOR/Job Description for the COMPUTER TEACHER for IT LAB**

**Title:** Tutor-cum-Assistant for IT Lab.

**Duty Station:** 18 ANM & 8 GNMSchools at various Locations of Odisha.

**Summary:** The Tutor-cum-Assistant for IT Lab at GNM & ANM Training Centre would function as a Guest Faculty. This job is required for the purpose of maintaining the operation of a computer lab, instructing students and teaching faculties in the use of computer lab applications as per the curriculum and monitoring students' activities in the computer lab. The curriculum for faculties and students must be completed during the period of hiring.

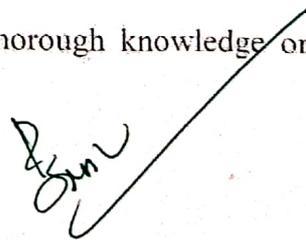
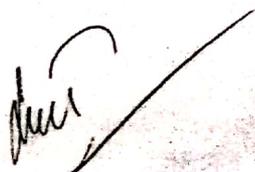
**Position Report to:** The Principal Tutor of GNMTC/ANMTC.

**Qualifications/Experience:**

- B-Tech/MCA/MSc (Computer Sc./IT) or BSc(Computer Sc/IT) or BCA or graduate with PGDCA from a recognized university with 50% aggregate marks or Graduate with 50% aggregate mark with DOEACC 'A' level & 2 years experience in teaching computer courses like fundamentals of computer, MS Office, Multimedia, e-mail & Internet. The Candidate must have basic knowledge of the IT applications in health system.
- Good communication and writing skill in English & Odia.
- In case of non-availability of suitable candidates, CDMO can select the most appropriate candidate.

**Responsibilities:**

- Work as computer Trainer, imparting basic computer training to CoN/ANM/GNM faculties and students.
- Help Principal/Faculty in preparing schedule for teaching students and faculty and completing the schedule
- Make entry of data in different formats as required in the school and assist Principal Tutor of ANM/GNM Schools and other officials in carrying out activities related to data management.
- Train faculties to prepare the documentation (e.g. monthly reports, instructions, database of students & faculty, database of libraries & other logistics available in the training centre, memos etc.) for the purpose of providing written support and conveying information.
- Assist Principal/Faculty in subscribing for online journals
- Ensuring the online forms of Learning Resource materials which are maintained for regular use
- In basic computing course, the following will be taught: Introduction to basic windows, Microsoft Word, Excel, Power-point and Access.
- The Instructor should prepare the faculties and students with thorough knowledge on hardware and software of the computer operation



- The Instructor should submit the monthly Achievement and Utilisation Report to state by 2<sup>nd</sup> of every month.
- Performs routine and preventive maintenance of computer lab and classroom equipment (e.g. dusting, cleaning, virus scanning, creating/clearing Internet bookmarks, defragmenting, etc.) for the purpose of ensuring the availability of equipment in safe operating condition.
- Assessment of the training programme must be done by the computer teacher as per the unit-wise content /module to teach & every candidate to attend the training programme.
- Troubleshoots malfunctions of hardware and/or software applications for the purpose of determining appropriate actions to maintain computer lab operations.
- Any other tasks related to the job as directed by the Principal or NHM management as and when required

**Age Limit:** As per NHM Norms.

**Payment details:** At ₹300/-PerHour.

*P. S. M.*