



# Mission Directorate

National Health Mission, Odisha  
Department of Health & Family Welfare,  
Government of Odisha.

Letter No: OSH&FWS/9150/2015

Date: 29.07.15

From

297/14

Smt. Roopa Mishra, IAS  
Mission Director, NHM &  
Ex-Officio Addl. Secretary to Govt.  
Health & FW Department, Odisha

To

The Director Capital Hospital, Bhubaneswar  
Principal/ Superintendent, SCBMCH/MKCGMCH/VSSMCH  
Director, SVPPGIP, Cuttack/ AHRCC, Cuttack  
CMO, RGH Rourkela,  
All CDMO-cum-District Mission Directors

**Sub: Revised Guideline for selection of contractual Staff Nurse & ANM under NHM.**

**Ref: Letter No. 3269 dated 31.03.2015.**

Madam/ Sir,

With reference to the letter & subject cited above, please find attached herewith the revised guideline for selection of contractual Staff Nurse & ANM under NHM for favour of information and necessary action. For timely completion of the recruitment process, necessary steps must be taken immediately for establishment of system & structure for conducting competency based skill assessment of Staff Nurse & ANMs as per detailed guideline issued vide letter no. 7344 dated 05.06.2015.

You are therefore, requested to initiate necessary process for recruitment of contractual Staff Nurse and ANM as per the current vacancy against sanctioned post in PIP 2014-15 and new position to be sanctioned in NHM PIP 2015-16 following the process defined in the revised guideline.

**This guideline is effective from the date of issue.**

Yours faithfully,

Mission Director, NHM &  
Ex-Officio Addl. Secretary to Govt.

Date: 29.07.15

Memo No. 9151

Copy forwarded to Director Health Services/ Family Welfare/ Public Health, H & FW Department for information and necessary action.

Mission Director, NHM &  
Ex-Officio Addl. Secretary to Govt.

Date: 29.07.15

Memo No. 9152

Copy forwarded to DPMU/ CPMU for information and necessary action.

Mission Director, NHM &  
Ex-Officio Addl. Secretary to Govt.

## Selection Process for contractual engagement of SNs & ANMs under NHM

**Background:** Quality of Human Resources is very imperative in improving the health care delivery system and betterment of health outcomes. It has been observed that due to poor knowledge and skill of the grass root level service providers many interventions have not yielded desired output. So with the directives from GoI, it has become mandatory to include Competency Based Skill assessment as a part of recruitment process of key contractual paramedic positions under NHM like Staff Nurses and ANMs.

### Process of Selection:

To select competent candidates, the following process will be adopted by the State.

Step	Process	Remarks	
		SN	ANM
1.	Finalization of merit list as per carrier assessment	Details in Pg. 1-4	Details in Pg. 5-8
2.	Competency Based Skill Test(CBST) of the eligible candidates in order of merit for final selection		

### 1. Name of Position: Staff Nurse

**1.1 Nature of Contract:** The above positions are purely temporary in nature and also co-terminus with project period. The contract will be for 11 months and to be renewed based on performance appraisal report.

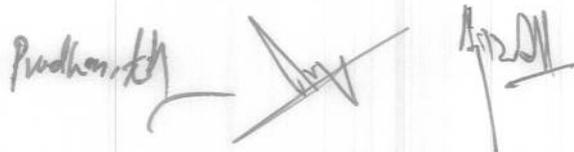
**1.2 Eligibility Criteria:** In order to be eligible for direct recruitment to the post of Staff Nurse, a candidate shall have to satisfy the following conditions, namely :-

**1.2.1 Nationality-** S/he must be a citizen of India.

**1.2.2 Age limit.** – S/he must have attained the age of 21 years and must not be above the age of 32 years on the date of such advertisement for the post except ASHAs those who have completed 1 year in the health system in the State and below the age of 45 years. ~~She~~ shall be allowed to take part in the recruitment process if having the minimum qualification as required for SN. However, age relaxation & reservation policy of State Govt. is to be followed in toto, for candidates fulfilling criteria prescribed in the said Policy (except for ASHA).

**1.2.3 Knowledge in Odia.** – The candidate must:

- be able to read, write and speak Odia;
- have passed middle school examination with Odia as language subject; or



- c) have passed Matriculation or equivalent examination with Odia as medium of examination in non-language subject; or
- d) have passed in Odia as language subject in the final examination of class VII from a school or educational institution recognized by the Government of Odisha or the central Government; or
- e) have passed a test in Odia in Middle English School standard conducted by the School and Mass Education Department.

**1.3 Marital Status** - If married, the candidate must not have more than one spouse living:

Provided that the Government may, if satisfied that such marriage is permissible under the personal law applicable to such person or there are other specific grounds for doing so, exempt any person from the operation of this rule.

**1.4 Minimum Educational Qualification.** - The Candidate must have passed in General Nursing & Midwife/ BSc. Nursing from any 3 Govt. Nursing schools of 3 medical colleges/ School of nursing MCL Talcher/ IGH Rourkela or other recognized private institutions duly approved by INC and must have registered in the Odisha nursing council.

**1.5 Physical Fitness.** - The candidate must be of good mental and physical health and free from any physical defects likely to make her /his incapable of discharging her/his normal duties in the Service. A candidate, who after such medical examination as the Government may prescribe is not found to satisfy the requirements shall not be appointed to the Service.

**1.6 Registration:** The candidate must have registered her/his name in Nursing Council in the State and have possessed valid registration certificates as on the date of advertisement

**1.7 Process of finalization of Merit list**

**1.7.1 Career Assessment**

The career assessment would be done for individual applicant using following criterias.

Sl No	Examination	Weightage
i.	HSC (excluding 4 <sup>th</sup> optional) / equivalent	20%
ii.	+ 2 Science( excluding 4 <sup>th</sup> optional) / equivalent	30%
iii.	Diploma in General Nursing & Midwife Course	50%

**Total marks-100**

**Additional Marks for ASHAs:** ASHAs shall be allowed one percent extra mark of the total marks for each completed year of continuous service subject to the maximum of fifteen percent which will be added to the marks secured by them for deciding the merit position.

**1.7.2 Constitution of Selection Board.-** The Boards shall consist of the following members, namely :-

SI No	Members	Designation
1	Chief District Medical Officer	Chairman
2	Representative of Collector	Member
3	District Welfare Officer	Member
4	Additional District Medical Officer (Medical)	Member
5	District Programme Manager, NHM	Member
6	Additional District Medical Officer (FW)	Member Convener

The recommendation of the Board shall be valid notwithstanding the absence of any one of its members other than the Chairman, provided that the member so absenting must have been duly invited to attend the meeting of the Board.

**1.7.3 Procedure for finalization of merit list by the Board. -** After the last date for receipt of applications, the Board shall:

**1.7.3.1** scrutinize all the applications & prepare a database;

**1.7.3.2** prepare provisional merit list of the candidates against the vacancies advertised considering career marks & other criterias are as follows;

Provided that if two or more candidates secure equal marks as per the career assessment made, then the following step shall be taken in order of preference, namely -The Candidate who secures more marks in Diploma in General Nursing and Midwife Course Examination shall be assigned higher position. If the marks are the same then:

- the Candidate who secures higher mark in Physics, in +2 Science, shall be assigned higher position. If the marks are the same then;
- the candidate who secures higher marks in Chemistry, in +2 Science, shall be assigned higher position. If the marks are still the same then;
- the candidate older in age as per date of birth shall be assigned higher position.

**1.7.3.3** Publish the provisional merit list with date of verification of certificates in the website for accepting objections if any

**1.7.3.4** Draw the final merit list containing the names of the candidates against the number of vacancies advertised, after due verification.



#### 1.7.4 Validity of Merit List

The select list of the candidates prepared shall be in force for a period of one year only. Extension of such validity of the select list beyond one year shall be with due justification and by Government approval only.

**1.7.5 Reservations** – The existing reservation principles and age relaxation norms of the State Govt. will be followed strictly in toto. However, in case of non-availability of required numbers of candidates in reserved category/ies, the same shall be referred to Mission Directorate for appropriate decision.

**1.7.6** If any candidate is found to have suppressed any material information or furnished false information/ documents, her service shall be terminated from the society forthwith. Candidates who have been disengaged from the society on administrative grounds such as disobedience/ poor performance/ misbehavior/ criminal activities etc./ are not eligible to apply. Incomplete application if any form will be rejected.

#### 1.8 Modalities for Competency Based Skill Assessment (CBST):

- a) All the skill assessment tests will be conducted at district level.
- b) All the candidates in the merit list would be called in batches (Batch size-20/batch) for competency based skill tests.
- c) Temporary skill labs will be set up as per the operational guideline issued vide letter no. 7344 dated 05.06.2015 for skill assessment.
- d) The candidates will be assessed on 11 skills and related knowledge base following OSCE model.
- e) Assessment will be done only by the trained assessors available in the districts.
- f) All the candidates who will secure >70% marks in the skill assessment will be eligible for final recruitment.

**1.9 Issue of engagement order:** The merit list candidates qualifying as per CBST will be issued engagement order.







**2. Name of Position: ANM**

**2.1 Nature of Contract:** The above positions are purely temporary in nature and also co-terminus with project period. The contract will be for 11 months and to be renewed based on performance appraisal report.

**2.2 Eligibility Criteria:** In order to be eligible for recruitment to the post of ANM, a candidate shall have to satisfy the following conditions, namely

**2.2.1 Age limit –** She /He must have attained the age of 21 years and must not be above the age of 32 years on the date of such advertisement for the post except ASHAs those who have completed 1 year in the health system in the State and below the age of 45 years. She shall be allowed to take part in the recruitment process if having the minimum qualification as required for HW (F). However, age relaxation & reservation policy of State Govt. is to be followed in toto, for candidates fulfilling criteria prescribed in the said Policy (except for ASHA).

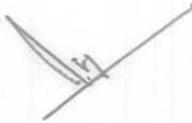
**2.2.2 Knowledge in Odia -** She must:

- (a) be able to read, write and speak Odia;
- (b) have passed middle school examination with Odia as language subject; or
- (c) have passed Matriculation or equivalent examination with Odia as medium of examination in non-language subject; or
- (d) have passed in Odia as language subject in the final examination of class-VII from a school or educational institution recognized by the Government of Odisha or the central Government; or
- (e) have passed a test in Odia in Middle English School standard conducted by the School and Mass Education Department.

**2.3 Marital Status:** A candidate if married must not have more than one spouse living, Provided that the Government may, if satisfied that there are other specific grounds for allowing such marriage exempt any person from the operation of these rules.

**2.4 Minimum Educational Qualification:** The Candidate must have passed the H.S. C. examination & shall have completed ANM course from institutions recognized by Govt. and approved by INC and must have registered in the Odisha nursing council.

**2.5 Physical Fitness:** A candidate must be of good mental and physical health and free from any physical defects likely to make her incapable of discharging her normal duties in the Service.

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A candidate who after such medical examination as the Government may prescribe is not found to satisfy the requirements shall not be appointed to the Service.

**2.6 Registration:** candidate must have registered her name in the Odisha Nursing Council and have possessed valid registration certificates as on the date of advertisement.

**2.7 Process of finalization of Merit list**

**2.7.1 Carrier Assessment:**

The career assessment would be done for individual applicant using following criterias.

Sl No	Examination	Weightage
i.	HSC (excluding 4 <sup>th</sup> optional) / equivalent	20%
ii.	+ 2 Science( excluding 4 <sup>th</sup> optional) / equivalent	30%
iii.	Health Worker Female Training course	50%

**Total marks-100**

**Additional Marks for ASHAs:** ASHAs shall be allowed one percent extra mark of the total marks for each completed year of continuous service subject to the maximum of fifteen percent which will be added to the marks secured by them for deciding the merit position.

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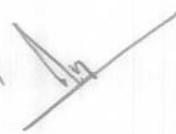
Sl No	Member	Designation
1	Chief District Medical Officer	Chairman
2	Representative of Collector	Member
3	District Welfare Officer	Member
4	Additional District Medical Officer (Medical)	Member
5	District Programme Manager, NHM	Member
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The recommendation of the Board shall be valid notwithstanding the absence of any one of its members other than the Chairman, provided that the member so absenting must have been duly invited to attend the meeting of the Board.

**2.7.3 Procedure for finalization of merit list by the Board.** - After the last date for receipt of applications, the Board shall:

**2.7.3.1** Scrutinize all the applications & prepare a database;

**2.7.3.2** Prepare provisional merit list of the candidates against the vacancies advertised considering career marks & other criterias are as follows;

*Pradhan, HN*  6 

Provided that if two or more candidates secure equal marks as per the career assessment made then the following step shall be taken in order of preference, namely:

- a) The candidate who secures more marks in Health Worker Female Training Examination shall be assigned higher position. If the marks are the same then;
- b) The candidate older in age as per date of birth shall be assigned higher position.

**2.7.3.3** Publish the provisional merit list with date of verification of certificates in the website for accepting objections if any

**2.7.3.4** Draw the final merit list containing the names of the candidates against the number of vacancies advertised, after due verification.

#### **2.7.4 Validity of Merit List**

The select list of the candidates prepared shall be in force for a period of one year only. Extension of such validity of the select list beyond one year shall be with due justification and by Government approval only.

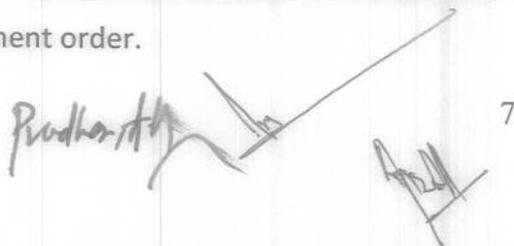
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**2.9 Issue of engagement order:** The merit list candidates qualifying as per CBST will be issued engagement order.

The block contains a handwritten signature in black ink, which appears to be 'Rudha'. To the right of the signature is a rectangular stamp with some illegible text and a diagonal line. The number '7' is written to the right of the stamp.