



ZILLA SWASTHYA SAMITI
O/o CHIEF DISTRICT MEDICAL & P.H.O, JAIPUR
WALK-IN-INTERVIEW

Adv.No. 6449 Dt. 21/10/2026



Eligible candidates are hereby informed to attend the walk-in interview on **31/10/2026** at **10:30 AM** in the **Conference Hall, Collectorate, Jaipur** for the post of **Case Registry Assistant** under **Zilla Swasthya Samiti, Jaipur**. The post is co-terminus with the scheme as per the terms and conditions of **OSH & FWS Society, Odisha, Bhubaneswar**.

S.I No	Name of the Post	Vacancy	Month Remunerat ion	Eligibility Criteria	Date of Interview & venue
1	Case Registry Assistant (NMHP)	01	Rs. 16,109/- As per PIP norm	Bachelor's Degree with minimum 50% marks in aggregate from recognized University/Institutions & PGDCA/Diploma in Computer Application(01 year duration)with upper age limit 35 years on the 1 st Date of the month of publication of this advertisement matter.	Dt.31.10.2026 & Venue: Conference Hall, Collectorate, Jaipur

The interested candidates fulfilling the eligibility criteria mentioned above can visit the district website **www.jaipur.odisha.gov.in** to down-load the application form and required to attend the Walk-In-Interview with completely filled application form & all original testimonials with a set of self attested photocopy of all educational / qualification documents with identity proof and two recent color passport size photos. The candidates are to register their names for the walk-in-interview on Dtd. 31.10.2026 between 10.30 AM to 11.30 AM at the interview venue site failing which they shall not be allowed and their candidature for the same shall not be considered. Incomplete application in any form shall be rejected . The undersigned reserves all rights to cancel /post pone the interview without assigning any reason there of The candidates are herby informed to visit the district website from time to time for update information on the same and no personal communication shall be entertained .*The undersigned is not responsible for any public transport and postal delay. No TA/DA is permissible / allowed to attend the interview.* Any typo graphical error may be exempted.

Sd/-

Chief District Medical &PHO, Jaipur


Chief District Medical
& Public Health Officer,
Jaipur

**ELIGIBILITY CRITERIA AND SELECTION PROCEDURE FOR RECRUITMENT OF
CASE REGISTRY ASSISTANT UNDER DISTRICT MENTAL HEALTH PROGRAMME
(DMHP) NHM- ODISHA**

- **Qualification:-** The candidate must have passed Bachelor Degree with minimum 50% marks in aggregate from a recognized University Institution with PGDCA /Diploma in Computer Application (01 year duration):
- **Upper Age Limit:-** Upto 35 years.
- **Selection Procedure:** Walk-in-Interview at District level.

Note

1. Consideration of weightage of secured equal marks by the candidates:

If two or more candidates secured equal marks, then the merit list shall be made on the basis of their date of birth as per 10th certificate i.e – elder candidate shall be given first preference.

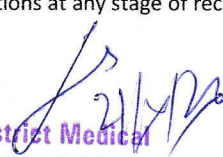
2. The total marks shall be up to 03 (three) digits format, for example-45.567%.
3. The panel merit list shall be valid for one year from the date of its approval, to fill up future vacancies if any.

Documents need to be submitted along with the Application Form

- One attested recent passport size colour photograph of the candidate duly affixed / pasted at the designated space of the application form.
- Attested copies of mark sheet and certificate pertaining to desired Qualification (10th standard onwards) as per requirement of the Post.
- Attested copies of identity proof like Voter Identity Card / Aadhar Card /PAN Card / Driving License.
- NOC from the current employer (If the candidate is engaged /Working)

General Information and Instructions:

- i. The above positions are 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, application form etc. can be downloaded from the official website (www.iaipur.odisha.gov.in)
- iii. 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.
- iv. Over aged, under qualification, short of requisite percentage of marks in the prescribed educational qualification shall be rejected.
- v. Candidates, who are already engaged / working, have to submit **No Objection Certificate (NOC)** 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.
- vi. 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 to apply.
- vii. No personal correspondence / queries will be entertained. All communication will be made through e-mail / official website / Notice Board.
- viii. Undertaking/ affidavit for non submission of any of the above documents along with completely filled up application form is subject to rejection of the candidature for the said post.
- ix. The undersigned reserves the right to cancel any or all the applications / positions at any stage of recruitment process without assigning any reason thereof.


**Chief District Medical
& Public Health Officer,
Jaipur**

APPLICATION FORM FOR THE POST CASE REGISTRY ASSISTANT (CRA)- NMHP ,JAIPUR

Adv. No.		Post applied for:				Affix your recent attested color passport size photograph here.	
1. Name of the Candidate: (IN CAPITAL LETTERS)							
2. Father's / Husband's Name: (IN CAPITAL LETTERS)							
3. Date of Birth (DD/MM/YYYY)		4. Age as on Dtd. 01/06/2026					
5. Residence		6. Gender (Male/Female)					
7. Nationality		8. Marital Status					
9. Category (SC/ST/UR/SEBC)							
10. PRESENT CONTACT ADDRESS WITH PIN CODE					11. PERMANENT CONTACT ADDRESS WITH PIN CODE		
12. Permanent Contact No. with STD Code (Land Line)				13. Mobile Number			
14. Personal E-Mail Address					15. Mother Tongue		
16. Mention Languages Read , Write , Speak (Maximum up to 03 Languages , put tick mark against each)	Languages	Read	Write	Speak	17. Type of Identity Proof Submitted With No		
	Oriya						
	English				18. Computer Literacy (DCA/PGDCA/BCA/MCA) , Equivalent		
	Hindi				19. Duration of Computer Course .		
20. EDUCATIONAL QUALIFICATION							
Sl. No.	Exam Passed 10 th & 10 th onwards	Board / University	Year of Passing	MARKS			Type of Course (Full/Part time), Distance Learning
				Total Marks	Mark Secured	%age of Marks	
1.							
2.							
3.							
4.							

• Use additional sheet as per your requirement.


**Chief District Medical
& Public Health Officer,
Jaipur**

Signature of the Candidate.

21. EMPLOYMENT RECORD				
21A. Total Years of Post Qualification Experience				
21B. Total Years of Experience in Development Sector / NGO				
21C. Total Years of Experience in Government Sector				
Starting from your present Employment , list in reverse order all the employments you have had				
22A. Current Employment Details				
Name of the Firm / Organisation				
Address of the Firm / Organisation with Contact Number and E-Mail Address.				
From Month / Year	To Month / Year	Total Years of Experience in Current Employment	Designation	Monthly Gross Remuneration
Description of your major duties				
Reason for Leaving the Organisation				
22B. Previous Employment Details				
Name of the Firm / Organisation				
Address of the Firm / Organisation with Contact Number and E-Mail Address.				
From Month / Year	To Month / Year	Total Years of Experience in Employment	Designation	Monthly Gross Remuneration
Description of your major duties				
Reason for Leaving the Organization				
N.B : Attach Extra Sheet for mentioning additional post qualification Experiences.				
<u>DECLARATION BY THE CANDIDATE</u>				
I, do hereby declare that the information furnished above are true to the best of my knowledge and belief and if at any stage it is found that any of the above material information is false / incorrect or is suppressed by me then my candidature / appointment is liable to be rejected/terminated. I also declare that I have never been disengaged from service / job previously on administrative ground such as poor performance , misconduct , disobedience , criminal offence etc. and further I shall produce all original documents and certificates in support of the above information prior to my appointment.				
Date :		_____		
Place :		Full Signature of the Candidate		


**Chief District Medical
& Public Health Officer,
Jaipur**