



OFFICE OF THE DEAN AND PRINCIPAL
BHIMA BHOI MEDICAL COLLEGE & HOSPITAL,
BALANGIR, PIN- 767002, ODISHA
Telephone No- 8280189600 // E-mail: gmcbalangir@gmail.com//
Website: www.bbmchbalangir.odisha.gov.in



Adv.No: 2473

Dated: 08.05.26

Application are invited for recruitment to the following posts on purely temporary basis at **BhimaBhoiMedical College And Hospital, Balangir**, For the project "**Sentinel Surveillance Sites on Zoonoses (SSSZ)**" under National One Health Programme for Prevention and Control of Zoonoses (NOHPPCZ), Division of Zoonotic Diseases Programmes, National Center for Disease Control, Directorate General of Health Services, Ministry of Health and Family Welfare, Government of India. Interested candidates possessing requisite qualification & experience may download the application form from the website www.bbmchbalangir.odisha.gov.in and fill in the given format. The filled application form should reach the office of the undersigned by **Speed post or Registered post only** by on or before **22.05.2026**. After primary screening only shortlisted candidates will be intimated by E-mail / uploaded in the website, www.bbmchbalangir.odisha.gov.in from time to time. They are required to appear with all relevant original documents on a scheduled date and time for Documents verification and interview (**Date to be notified later**).

Name of Post	Category /No. of Vacancy	Consolidated monthly remuneration (in INR)	Essential Qualifications	Desirable Qualifications	Remarks
Data Entry Operator	UR-1	20,000/-	Graduate with PGDCA course from a recognized institute with 1 year work experience in Government/ Autonomous/ PSU or any other Reputed organization.	A speed of not less than 8000 key Depression per hour on Computer and should have knowledge in computer applications.	-
Total	01	-	-	-	-

Note:

- Date of Publication of Advertisement: 08.05.2026.
- Last Date of Submission of Application Form: 22.05.2026 before 5 PM. This office will not be held responsible for any Postal Delay in receiving the Application Form.
- Publication of Name of short listed candidate and other important information regarding this will be uploaded in the website from time to time. Applicants are required to visit the website regularly for updates.

Terms and Condition:

1. The candidate must be a citizen of India
2. Must possess requisite qualification
3. Be of good mental condition and bodily health and free from any physical defect likely to interfere with the discharge of his duty in the service.
4. If married, must not have more than one spouse living.
5. The candidate will be appointed purely on temporary basis, which may be curtailed or extended further, subject to the satisfactory performance or funds available for the project. Further, the engagement / renewal of engagement of the candidates depend on their performance.
6. The appointments are purely on temporary basis and the incumbent candidates will have no claim for regularization of their service at BBMCH, Balangir for whatsoever reason.
7. The Age limit for candidates is not less than 21 years and not more than 38years as on the date of advertisement. Relaxation of age shall be applicable for candidates belonging to SC/ST/OBC/SEBC/Women/PwD category as per Govt of Odisha rules.
8. Applications received after the due date shall not be considered. Incomplete applications shall also be summarily rejected.
9. Qualification & experience should be in relevant discipline/field and from an institution of repute. Experience should have been gained after acquiring the minimum essential qualification.
10. Mere fulfilling the essential qualification does not guarantee selection.
11. Canvassing in any form will be a cause for disqualification.
12. Candidates with essential qualifications will be short listed and called for interview on the basis of career marks weightage.
13. For the Post of Data Entry Operator, candidates will be short listed and ranked on the basis of Career mark weightage and Viva voce mark. However they have to appear in a skill test which they have to clear. The short listed candidates if fail in the skill test will be rejected for appointment.
14. No TA/DA will be paid to the candidate for appearing in the skill test/ interview.
15. The Dean, BBMCH, Balangir has the right to reject the application of any candidate at any stage of the recruitment process if the candidate is found to have submitted false information in the application form or ineligible for whatsoever reason (s).
16. Appointment is on project mode and is purely on temporary basis .The candidates shall have no claim for regular appointment in the project or in the institute.
17. Leave of any Form will be applicable as per the Institutional Policy.
18. A panel will also be prepared which will remain valid for a period of one year from the date of its approval.
19. Application received incomplete or received through any other mode other than speed

post/ Registered post are liable to be summarily rejected.

20. Any legal dispute is subjected to the jurisdiction of courts situated in Balangir District only.
21. Appointment letter of the selected candidates will be sent via E-mail to the registered E-mail id of the candidates.
22. Selected Candidate may be required to go for field visits to remote areas as and when needed.
23. The appointment may be terminated at any time with a one month notice by either side without assigning any reason.

Job Responsibilities and Duties of Data Entry Operator:


1. Data entry in an electronic database that is preloaded on a designated computer. Demographic, clinical and laboratory data captured by the SSSZ will be analyzed in terms of frequencies and proportions.
2. Provide assistance for data collection, compilation, reporting and analysis and other local action pertaining to the sentinel surveillance site.
3. Preparation of Monthly, Annual and interim reports of the sentinel site as advised by the Nodal Officer.
4. Assisting the organization of training Programmes and Community out reach Programmes by the sentinel site.
5. Assisting in the preparation of UC and SOE of the sentinel site as requested by the NPMU.
6. Assisting in the organization of meetings, preparation of PPTs and preparation of Meeting minutes.
7. Preparation of templates, postures etc. of the sentinel site.
8. Maintaining of the files (administrative, financial and technical) and other documents related to the sentinel surveillance site.
9. Preparation of the TA/DA, honorarium and bills of the sentinel surveillance site.
10. Assisting in the preparation of technical specifications of the equipments, consumables etc. for the sentinel surveillance site.
11. Maintenance of stock register for equipments and consumables purchased under SSSZ.
12. Maintenance of log books for the equipments and consumables purchased under SSSZ.
13. Maintenance of the patient's enrollment register, CRF etc. of the sentinel surveillance site.
14. Assist in completion of any other work assigned by the Programme Division, DZDP, NCDC New Delhi and the Nodal Officer regarding the sentinel surveillance site.
15. To identify clustering of cases or any other important findings from the laboratory data under the supervision of Nodal Officer and its timely dissemination of the same to State and District Surveillance Officer and Entomologist- Health Department, State and District Animal Husbandry Department and other relevant stakeholders.

SELECTION CRITERIA:

- A detail scrutiny of submitted application in the format will be done based on the career marks weightage as per the criteria mentioned below:

Sl. No.	EXAMINATION	
	Post Name	DEO
1	HSC/Equivalent	10%
2	+2/Equivalent	10%
3	Graduation	40%
4	Professional/ Technical Qualification	-
5	Viva-voce	40%

- In case of any disparity found during Certificate Verification the candidature will be summarily rejected.
- The Shortlisted Candidates will be Called for Interview and the Final Merit list will be prepared only based on Weightage of their Career mark and marks Secured in Interview.
- For the post of DEO, the top 15 scoring Candidates based on career marks weightage will be called for interview & will be allowed for Skill test . Candidates who fail in the skill test will be rejected . Knowledge in Computer and Typing speed test will be conducted for the short listed candidate during the skill test and Panel of 05 Candidates will be prepared based on final Merit list.
- The Candidate securing highest rank in final merit list will be called for appointment and the rest candidates will remain in panel which will remain valid for a period of one year.


815126
Dean and Principal
BBMCH, Balangir

FORMAT OF APPLICATION

Affix a Recent
Passport Size colour
Photograph
(Do not Staple)
with self signature
across the photograph

ADVERTISEMENT NO.....

APPLICATION FOR THE POST OF.....

1. Name of the Candidate (Block Letter):	
2. Name of Father/Mother/Spouse:	
3. Sex(M/F)	
4. Marital Status (Married/Unmarried)	
5. Category (SC/ST/SEBC/UR/Women/PwD) (For Age Relaxation only) Mention Certificate No. and Date of issue	
6. Date of Birth as per HSC Certificate	
7. Age as on Date of Advt.(Y/M/D)	
8. Permanent Address	
9. Present Address	
10. Nationality	
11. Religion	
12. Contact Number	
13. Email Address	
14. Aadhaar Card Number	

Educational Qualification :

Name of the Examination Passed	Name of the Board/University	Year of Passing	Certificate No and Date	Full marks	Mark secured	% of Mark
10th						
12th						
Diploma						
Degree						
Post Graduation						
Others						

Current Occupation:

Experience:

Name of the Organization / Institution where worked	Post	Period		Nature of Work
		From	To	

(Use separate sheets if space is inadequate)

Declaration

I, _____ do hereby declare that the information furnished above is true and correct to the best of my knowledge and belief and no related information has been concealed. I am aware that if any of the above statements are found to be incorrect or false or any material information or particulars of relevance have been misstated, suppressed or omitted, I am liable to be disqualified for appointment and if appointed, my appointment will be liable to be terminated at any time and legal action as deemed fit shall be initiated against me.

Place: _____

Signature of the Applicant Date: _____