

# DIRECTORATE OF MEDICAL EDUCATION AND TRAINING, ODISHA

No. MET- I- GA -58/2018 27 Dt. 02.01.2020

## **ADVERTISEMENT FOR RECRUITMENT FOR POST OF REGISTRAR AND DEPUTY REGISTRAR FOR ODISHA NURSING AND MIDWIVES REGISTRATION COUNCIL**

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Applications are invited from eligible candidates for the post of Registrar and Dy. Registrar for the Odisha Nursing and Midwives Registration Council on contractual/ deputation basis. The candidates are to fill up the application form appended to this advertisement along with all required documents and fees and submit to the Convener. The other details are as under:

### **A. SELECTION COMMITTEE FOR REGISTRAR /DY. REGISTRAR:**

- |      |  |             |
|------|--|-------------|
| i.   | Director Medical Education & Training –            | Chairperson |
| ii.  | Joint Secretary to Govt. H & FW Department -       | Member      |
| iii. | Director of Nursing-                               | Member      |
| iv.  | Jt. DMET, Member Convener of Oversight Committee - | Convener    |
| v.   | Principal College of Nursing, Brahmapur –          | Member      |

### **B. AVAILABLE VACANCY**

- i. Registrar, ONMRC – One
- ii. Deputy Registrar, ONMRC – One

### **C. ELIGIBILITY:**

#### **a. Registrar:**

- i. Must be a registered nurse registered midwife and have passed M.Sc.(Nursing) from a recognised university.
- ii. Experience of 8-10 years in nursing education and administration out of which at least 5 years in teaching after passing of M.Sc. (Nursing) Examination.
- iii. Age – Must be above 35 years and below 50 years.
- iv. Desirable: Experience in working in Indian Nursing Council, Publication in nursing journal or other health related journal / magazine, member in any nursing professional body.

#### **b. Deputy Registrar:**

- i. Must be a registered nurse registered midwife (RNRM) and have passed M.Sc. (Nursing) from a recognised university.
- ii. Experience of 8-10 years in nursing education and administration out of which at least 2 years in teaching after passing of M.Sc. (Nursing) Examination.

- iii. Age – Must be above 35 years and below 50 years.
- iv. Desirable: Experience in working in Indian Nursing Council, Publication in nursing journal or other health related journal / magazine, member in any nursing professional body.

**D. METHOD OF SUBMISSION:**

Eligible candidates shall submit the dully filled in application form appended to this advertisement along with the self attested photocopy of required documents and one color passport photograph pasted in the application form. It must reach the Convener, Jt DMET (in situ) Odisha, o/o DMET, Odisha, Heads of Building, Bhubaneswar, 751001 on or before 14.01.2020 by 5.00 PM by Speed post/ Courier. The envelope shall not contain more than one application and must be superscribed APPLICATION FOR REGISTRAR / DY REGISTRAR, ONMRC) They will appear personally before the Convener for original document verification on a date that will be notified in the website of DMET Odisha and must bring the required original documents as enumerated in para H below. Candidates who are unable to produce the original documents/ certificates will not be entertained. A recruitment fee of Rs. 500/- is to be deposited online at <https://www.onlinesbi.com/sbicollect/icollecthome.htm>. [under Odisha/Govt Department/ DMET Odisha, Convener Selection Committee /Recruitment fee]. Copy of the bank transaction receipt is to be submitted along with the application. After successful verification of the documents a provisional merit list shall be prepared and notified in the website of DMET, Odisha i.e. [www.dmetodisha.gov.in](http://www.dmetodisha.gov.in) . The candidates shall be allowed to submit any objection or grievance to the provisional merit list for consideration. After examination of the grievance / objections the final merit list shall be published in the website of DMET Odisha. Any other information if required shall be notified by the Convener in the website of DMET, Odisha i.e. [www.dmetodisha.gov.in](http://www.dmetodisha.gov.in) in “News and Events” section.

N.B.: In case any candidate is found to have provided a false information or certificate etc. or is found to have withheld or concealed any information, his/her application shall be rejected and disciplinary /legal action as deemed proper will be initiated against him/her. At the time of document verification, physical presence of the candidate is mandatory and no authorization will be entertained.

**E. METHOD OF SELECTION:**

- i. Selection shall be made on basis of career marks as follows:
  - a) Marks secured in 10<sup>th</sup> class examination - 20%
  - b) Marks secured in 12<sup>th</sup> class examination - 20%
  - c) Marks secured in B.Sc. (N) / P.B.B. Sc. examination - 20%
  - d) Marks secured in M.Sc. (N) examination - 40%

- ii. Additional Weightage in marks shall be given as follows:
  - a) For teaching experience from any INC / ONMRC recognised nursing institution – One mark per year, maximum 5 marks.
  - b) Weightage for professional experience – One mark per year maximum 5 marks.
  - c) Weightage for previous working in any Nursing Council - One mark per year maximum 5 marks.
  - d) Weightage for any publication in nursing journal or any health related journal/ magazine - One mark per publication maximum 5 marks.
  - e) For being a Member in nursing professional body – One mark.
- iii. In case of tie, it will be resolved as follows: The candidate securing more mark in M.Sc. shall be placed in higher rank. In case of further tie the elderly candidates shall be placed higher in rank to the younger.
- iv. The Selection Authority at their discretion may short-list the merit list to a reasonable number as per available vacancy.
- v. In case the candidate appointed to a post, fails to join, then the next candidate in the panel for the subject may be given a chance.
- vi. All communication shall be made through the website of DMET, Odisha i.e [www.dmetodisha.gov.in](http://www.dmetodisha.gov.in) No Postal/ personal communication will be made.
- vii. A panel list may be prepared by the committee on basis of merit which will remain valid for a period of one year from the date of its publication. In case any vacancy exists or arises against the notified vacancy in the advertisement, it shall be filled up from the panel list.

**F. ENGAGEMENT:**

Engagement shall be made on the basis of merit. Engagement letter shall be issued in favour of selected candidates and shall be uploaded in the website of DMET, Odisha.

**G. REMUNERATION / SALARY**

The contractual Registrar shall be entitled for a remuneration of Rs.30,000 per month and Dy Registrar shall be entitled for remuneration of Rs. 25,000/- per month. The in-service candidates on deputation shall be entitled for usual salary in the existing post.

**H. DOCUMENTS REQUIRED FOR VERIFICATION:**

The candidates must submit the self attested photocopy of the following documents along with the application form.

- i. Application form duly filled in and signed by the candidate
- ii. Photocopy of bank receipt for deposit of recruitment fee.
- iii. Photocopy of HSC, +2, P.B. BSc /BSc, MSc pass certificate

- iv. Photocopy of all mark sheets from HSC to MSc
- v. Photocopy of certificates in support of claiming any weightage under para E
- vi. Registration certificate from ONMRC for all qualifications
- vii. Photocopy of AADHAR Card.

**I. JOB RESPONSIBILITIES OF THE REGISTRAR AND DY. REGISTRAR.**

a. Responsibilities of Registrar:

- i. She/he is directly responsible to the Chairman of Council.
- ii. She/he is the overall management head of the Orissa Nurses and Midwifery Registration Council.
- iii. Maintains the register, records and reports of the council.
- iv. Formulate and circulate the rules and regulation for the educational and clinical establishment.
- v. Periodical monitoring of standards for education and practice.
- vi. Act as liaison person between Government, Indian nursing council, ONMRC and other state councils.
- vii. Act for the regulation of nursing educational and professional institutions as regards quality and standard of education.
- viii. Shall deal with all procedures related to NOC, Recognitions in consultation with the Chairman.
- ix. Shall submit a certificate to Government every year by 31<sup>st</sup> May that all the nursing institutions running in state are in accordance with the existing guidelines for the purpose.
- x. Provide the professional registration to the eligible candidates of ANM, GNM, B.Sc. Post Basic B.Sc. M.Sc. And PhD. Nursing to practice inside and outside the state.
- xi. Provide training to the inspectors.
- xii. Provide and maintenance of credit hours to the professionals for the promotional avenue
- xiii. Take actions against any mal practice.
- xiv. Handle all collected money for the registration.
- xv. Provide proposal for annual budget of the ONMRC.
- xvi. Held responsible for the renewal of the registration certificates.
- xvii. Maintenance of record of registered nurses in the state.
- xviii. Responsible for the printing and distribution of the records to maintain uniformity of the educational standard.
- xix. Responsible to give carrier guidance to the public.
- xx. Disseminate all the circulars of INC to Government as well as Private institutions.

b. Responsibilities of Dy. Registrar:

She/ he will assist the Registrar in all above mentioned work and any other work assigned by authority. In the absence of Registrar she will manage the work of Registrar.

# APPLICATION FORM FOR

REGISTRAR // DY REGISTRAR

(please strike out whichever is not applicable)

1. Name					Space for color passport photograph
2. Name of post applied					
3. Date of Birth					
4. Qualification					
5. Address for communication (with mobile no. And email id)					
6. Current place of posting (also mention regular / contractual)					
7. Sex					
8. Domicile State					
9. Nationality					
10. Marks secured					
Examination	Board/ University	Year of passing	Full marks (excluding 4 <sup>th</sup> optional)	Marks secured (excluding 4 <sup>th</sup> optional)	Extra chances taken
HSC					
+ 2					
BSc / PBBS					

M Sc.					
11. Registration number & year (from ONMRC)					
12. Teaching Experience (in INC permitted /approved / recognized institutions only ) (may attach additional sheets if required)					
Name of institution	Designation	From	To	Total period	
13. Professional experience					
14. Other criteria for claiming weightage					
15. Documents enclosed (put tick mark)					
HSC pass certificate			HSC mark list		
+2 pass certificate			+2 mark sheet		
PBBSc/ BSc / MSc pass certificate			PBBSc/ BSc / MSc mark sheet		
Documents in support of weightage			Up to date Registration certificate		
Teaching experience certificate			Bank Deposit receipt		
Certificate in support of equivalent qualification					
Others					
16. Declaration: I, .....do hereby declare that, all the information provided in this application form are true to the best of my knowledge; in case it is found to be false my candidature for the post will be forfeited anytime during or after the selection to the post and legal action as deemed fit shall be initiated against me.  .....  Full Signature of Applicant /Date- .....Place.....					

Sd/-Convener