



Government of Odisha  
Home Department  
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**Most Urgent**  
**By E-mail/ Speed Post**

No. HOME-SE1-APMT1-0002-2021 27103 / SE, Dated 04.07.2023

From

Sri Srinibas Behera, IAS,  
Additional Secretary to Government

To

Provisionally Selected 88 candidates  
to be appointed as Junior Executive Assistant  
in Home Department  
(as per the enclosed list)

**Sub: Reporting before the concerned CDM & PHO (Chief District Medical & Public Health Officer) for medical examination and submission of original Medical fitness Certificate alongwith original documents for verification.**

Sir/ Madam

It is hereby informed that you have been provisionally selected for the post of Junior Executive Assistant in the Odisha State Secretariat Exe.Asst./PA/PS service under Home Department vide Advertisement No.5243/OSSC, dtd.05.08.2022 read with clause-8 of Advertisement and Corrigendum No.6147/OSSC, dtd.15.10.2022, Bhubaneswar conducted by the Odisha Staff Selection Commission (OSSC). It is mandatory to undergo medical examination and produce medical fitness certificate as required under Rule 49-50 of Orissa Service Code.

You are, therefore, required to appear before the CDM & PHO (Chief District Medical & Public Health Officer) of your district **within a period of 07 days** from the date of issue of this letter for medical examination and thereafter produce the **original medical fitness certificate alongwith all original documents in support of age, educational qualification, caste, category, special category (PwD & Ex-SM) and other eligibility criteria prescribed for the post** and submit a set of photocopy of the same to the Home Department at the time of documents verification. All the CDM & PHOs have already been intimated by the Health and Family Welfare Department in their Letter No.15525/H, dated. 03.07.2023 in this regard (copy enclosed).

You may also intimate the fact that you were examined by the health authorities and upload a copy of the medical fitness certificate in the e-mail ID of Home Department at [stenoestablishment@gmail.com](mailto:stenoestablishment@gmail.com).


You are also instructed to report in **Home Department on 11.07.2023 and 12.07.2023 between 11.00 AM to 5.00 PM** for verification of your original documents in support of age, educational qualification, caste, category, special category (PwD & Ex-SM) and other eligibility criteria prescribed for the post alongwith a **copy of this letter and a document for your proper identification**.

Yours faithfully,



Memo No. 27104 / S.E Dated 04.07.2023


Copy forwarded to the Nodal Officer, I/c of IMU Section. He is requested to upload this notice alongwith proforma of Medical Fitness Certificate in the Departmental website for information of all concerned.

  
4/7/23

Memo No. 27105 / S.E Dated 04.07.2023 Additional Secretary to Government  
By E-mail/ Speed Post

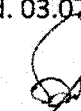
Copy forwarded to all Chief District Medical & Public Health Officers for information and necessary action with reference to H & FW Department Letter No.15525/H, dated. 03.07.2023.

They requested to kindly arrange to examine the medical examination of the candidates of their districts as intimated in the H & FW Department Letter No.15525/H, dated. 03.07.2023 **within a period of 7 (seven) days since the matter is top most urgent** for enabling the Home Department for early verification of their documents.

  
4/7/23

Memo No. 27106 / S.E Dated 04.07.2023 Additional Secretary to Government

Copy forwarded to the Commissioner-cum-Secretary to Govt., H & FW Department for information and necessary action with reference to Home Department Letter No.26243/SE, dated.28.06.2023 and Health & FW Department Letter No.15525/H, dated. 03.07.2023.

  
4/7/23

Additional Secretary to Government



GOVERNMENT OF ODISHA  
HEALTH & FAMILY WELFARE DEPARTMENT  
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File No. HFW-MSI-ESTT-0053-2023 15525 /H. Dated 03-07-2023

From

Sri Sudhanshu Shekhar Panda,  
Joint Secretary to Government

To

All Chief District Medical & Public Health Officers


**Sub: Medical Examination of the 88 candidates selected for appointment to the post of Junior Executive Assistant in Group-C of Odisha State Secretariat Exe. Asst. /PA/PS service, Advt. No. 5243/OSSC dated 05.08.2022, Bhubaneswar.**

Sir,

In enclosing herewith a copy of the letter No. 26243, dated 28.06.2023 of the Additional Secretary to Government, Home Department, I am directed to say that, the medical examination of the candidates selected by OSSC for appointment to the post of Junior Executive Assistant in Group-C of Odisha State Secretariat Exe. Asst./PA/PS service is required to be conducted by the District Medical Board under the supervision of the concerned CDM& PHOs.

It is therefore requested to make necessary arrangement for conducting the medical examination of the selected candidates at the District Headquarter Hospital at the earliest and intimate the date, time and venue of the medical test to the Home Department under intimation to this Department for further necessary action.

Yours faithfully,

  
Joint Secretary to Government

Memo No. 15526 /H Dated: 03-07-2023

Copy forwarded to the Additional Secretary to Government, Home Department for information and necessary action with reference to his letter No. 26243, dated 28.06.2023.

  
Joint Secretary to Government

**GOVERNMENT OF ODISHA**

**MEDICAL EXAMINATION OF THE CANDIDATES SELECTED FOR THE  
POST OF JUNIOR EXECUTIVE ASSISTANT IN GROUP-C OF ODISHA STATE  
SECRETARIAT EXE.ASST/PA/PS SERVICE**

<b>Examination to be done at OPDs</b>	
1. Medicine	1. Height
2. Surgery	2. Weight
3. EYE	3. Chest
a. VA	4. Inspiration Expansion
b. Colour Vision	5. BP/ PULSE
4. ENT	
5. O & G (in case of female)	
<b>Investigation to be done</b>	
1. Hb %	
2. FBS	
3. Urine	
a. Routine	
b. Microscopic	
4. HBS Ag	
5. X-Ray Chest	
6. Blood	
a. Grouping	
b. RH Typing	

**MEDICAL FITNESS CERTIFICATE**  
**(for new job)**

I do hereby certify that I have examined one Sri/Smt/  
Ku.....son/ daughter/wife  
of Sri..... resident of  
..... a candidate for  
employment in the .....Department and cannot discover that  
he/she has any disease, constitutional affection or bodily informality except  
..... I consider/ do not consider this a  
disqualification for employment in the Office of  
.....

His/her age according to his/her own statement is ..... years and by  
appearance is about ..... years.

Mark of Identification: 1.

2.

Full Signature of candidate attested

Date:

Place:

Full signature of AMA  
Date/Seal/ Regn No.

**DECLARATION BY CANDIDATE**

I ..... A candidate for  
employment in the .....Department of the Government  
of Odisha hereby declare that I have not at anytime been pronounced unfit for  
Government employment by any Medical Board of Odisha or any other constituted  
Medical Authority.

Date:

Full signature of the candidate

Place: