



No. SHA/133/2022-MGR(HR) Part-(4)

Dated: 22.07.2022

NOTIFICATION

Name of Post: District Project Coordinator

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| No of Post: | 1 (One) - Anticipated vacancy |
| Professional Qualification & Experience: | <p>Essential:</p> <ul style="list-style-type: none"> Post Graduate Degree in Management / Social Work / Public Health / Hospital Administration / Insurance with 05-year post qualification experience of which at least 02 year in managing public health programmes. <p>OR</p> <p>Graduation in any stream with 05 year of exclusive experience in managing government sponsored health financing scheme at district and state.</p> <ul style="list-style-type: none"> Full time regular course with Post qualification experience. <p>Desirable:</p> <ul style="list-style-type: none"> Knowledge and experience in health insurance. Licentiate or higher qualification in insurance. Experience in government programmes which include multi stake holder management. |
| Age: | Maximum 40 years as on 01.07.2022 |
| Method of Recruitment: | On contract basis |
| Job Location: | Any District in Kerala |
| Salary: | Rs. 50,000/- per month |

Name of Post: IT Executive

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| No of Post | 1 (One) |
| Professional Qualification & Experience | <p>Essential:</p> <ul style="list-style-type: none"> Graduation in Computer Application or higher. Minimum 03-year of experience. Full time regular course with Post qualification experience in the area. <p>Desirable:</p> <ul style="list-style-type: none"> Certification on data base management / programming / server management. |
| Age | Maximum 40 years as on 01.07.2022 |
| Method of Recruitment | On contract basis |
| Job Location | Thiruvananthapuram |
| Salary | Rs. 35,000/- per month |

General Terms & Conditions

1. The application should be submitted in the prescribed format attached with this notification. The applications forwarded other than in the prescribed application form in www.sha.kerala.gov.in will NOT BE CONSIDERED.
2. The applications that are not complete in all respect will not be considered for shortlisting and no further communication will be done in this regard.
3. Application fee Rs. 250/- (Rupees Two Hundred and Fifty only). The amount should be deposited in the bank account no: 195305000419 with ICICI Bank, Vazhuthacaud (IFSC Code: ICIC0001953) in the name of "KARUNYA AROGYA SURAKSHA PADATHI OPERATIONS". The Receipt / Counter foil should be attached in the application. Alternatively, the amount can be directly credited online and the screenshot of the online payment to be attached in the application while applying for the post. No other mode of payment of fee will be accepted.
4. All communication including the interview call letter from the State Health Agency (SHA) side will only through email. The applicants should have a valid email id. The candidates with the prescribed qualification & experience only need to apply for the above positions. Ineligible applications will be rejected, and Fees once paid will not be refunded under any circumstances.
5. Candidates are advised to browse the website: "www.sha.kerala.gov.in" regularly for updates / notices and announcements.
6. The selected candidate should be willing to relocate or to travel anywhere in the state and should be willing to work in any district of Kerala as decided by SHA.
7. The applicants should be excellent in writing skills both in English and Malayalam and should be proficient in computer. Thorough knowledge of MS office is essential.
8. The post is for immediate requirement. The selection will be based on Qualification, Experience, and performance in the written test / interview or both, however as applicable. Experience acquired till the date of notification only be considered. Ineligible applicants shall be avoided at any stage of the recruitment.
9. The successful candidate has to enter into a contract with the State Health Agency (SHA). The successful candidates will be appointed on contract initially for a period of three months from the date of joining or up to the 31st March of current financial year whichever is earlier. State Health Agency at its discretion, based on the performance and integrity of the successful candidate, may extend the period of contract.
10. Opportunities for advanced training will be available.
11. Claims in respect of qualifications or experience etc. should be supported by self-attested copies of relevant documents in the application, fail to do so will lead to rejection of the application. Candidates may be required to produce the originals at the time of interview.
12. It will be ideal to provide reference, especially the names of superior officer, whom the candidate had worked in the previous organization.
13. Candidates are also advised to avoid contacting the head of the office over phone for clearing doubts / seeking information, as far as possible. SHA will provide necessary communications in official website. In addition, the candidates will get the details to the queries raised over the email.
14. No TA/DA will be paid for the written test / interview.
15. The posts are temporary in nature during the period of the operation of the State Health Agency (SHA) and no claim for permanency of job or labour claims to the Government.
16. Canvassing in any form will lead to automatic disqualification. Candidates are advised to desist from such unholy practices.

17. The application shall be submitted via email (statehealthrecruitment@gmail.com) with subject line as “*Application for the post of - District Project Coordinator / IT Executive*”. Last date of submission of application 04.08.2022.
18. The scanned copy of the following should be forwarded to the email id (statehealthrecruitment@gmail.com) as a **single PDF File only.**
 - a. **Completely filled application form with signature of the candidate**
 - b. **The Receipt/ Counter Foil/ Print screen of the Application fee paid.**
 - c. **Qualification / Experience certificates as per notification.**
19. All selected candidates will be governed by rules and regulations of State Health Agency (SHA) from time to time.

**EXECUTIVE DIRECTOR
STATE HEALTH AGENCY**