

No. SHA/225/2023-MGR(HR)

**Dated: 04.07.2023**

**NOTIFICATION**

The State Health Agency (SHA) Kerala is inviting applications from qualified candidates, for below positions in its state office as stated below: -

Sl. No.	Details of Vacancy & Eligibility
1.	<p><b>Name of Post: Joint Director (Medical)</b> No. of Posts: 1 (One) Mode of Appointment: Deputation / Contract basis Job Location: Thiruvananthapuram Salary: a) For deputation basis: Salary will be as in parent department. b) For contract basis: Rs. 80,000/- (consolidated) per month. Age Limit: Maximum 40 years as on 01.07.2023 for contract basis. No age limit for deputation.</p> <p><b>Essential Qualification:</b></p> <p><b>a) For deputation</b></p> <ul style="list-style-type: none"> <li>• MBBS from a recognized Medical College with TCMC registration</li> <li>• Master of Business Administration / Master of Public Health / Master in Hospital Administration.</li> <li>• Deputation from Kerala State Health Services, below the rank of Deputy DHS having a minimum of 05-year experience in administrative cadre.</li> <li>• Should have a minimum of 05 years of remaining service as per the rules in the parent department.</li> </ul> <p><b>b) For contract</b></p> <ul style="list-style-type: none"> <li>• MBBS from a recognized Medical College with TCMC registration</li> <li>• Master of Business Administration / Master of Public Health / Master in Hospital Administration.</li> <li>• Should have minimum 05-year experience after acquiring above medical degree. At least 03 years of the above experience should be in any of the below areas.               <ol style="list-style-type: none"> <li>1. Experience in Insurance or TPA Industry in the area of Provider Management OR</li> <li>2. Experience in managing public health programs of central or state government, either national or state or district level. OR</li> <li>3. Full time administrative role in a well reputed medical institution.</li> </ol> </li> </ul>

	<p><b>Desirable (for both contract and deputation)</b></p> <ul style="list-style-type: none"> <li>• Ability to work in a team and strong analytical skills.</li> <li>• Strong strategic focus, and project management skills.</li> <li>• Excellent interpersonal and communication skills.</li> <li>• Ability to operate effectively with people at all levels of the business.</li> <li>• Proficiency working with computers, office suites, internet, and other relevant technologies.</li> </ul>
2.	<p><b>Name of Post: Manager – Information, Education, Communication &amp; Capacity Building (IEC &amp; CB).</b></p> <p>No. of Posts: 1 (One)</p> <p>Mode of Appointment: Contract basis</p> <p>Job Location: Thiruvananthapuram</p> <p>Salary: Rs. 70,000/- (consolidated) per month.</p> <p>Age Limit: Maximum 40 years as on 01.07.2023</p> <p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>• Post Graduate degree in Public Health / Health Financing / Health Insurance / Social Work / Mass Communication &amp; Journalism / Communication Design, from a reputed and recognized University / Institution.</li> <li>• Minimum 08-years of professional work experience at state or national levels in design and management of health projects, capacity building, advocacy, information and communication related to social development, preferably in the field of health insurance. <i>(The area of experience and nature of work should be clearly specified in the proof of experience or separately certified by the employer and it should be produced along with the application)</i></li> <li>• Full-time regular course or equivalent, which is approved by any of the Universities in Kerala, with post qualification experience in the area.</li> </ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>• Demonstrated experience in developing technical content for orientation of different stakeholders, especially government health functionaries and facilitating national and state level orientations in health sector.</li> <li>• Proven track record of working with senior government officials and development partners.</li> <li>• Excellent writing and verbal communication skills – English and Malayalam.</li> <li>• Ability to work independently and with a team.</li> <li>• Mastery of computer skills, especially MS Office, sufficient to maintain and prepare reports and presentation of results.</li> </ul>

## General Terms & Conditions:

1. For the above positions, the mode of appointment is on deputation / contract basis for Joint Director (Medical) and contract basis for Manager – Information, Education, Communication & Capacity Building (IEC & CB).
2. *(Not Applicable for Deputation post)* The age limit for applying for all the above positions is 40 years as on 01.07.2023.
3. The application should be submitted in the prescribed format attached with this notification. The applications forwarded other than the prescribed application form. in [www.sha.kerala.gov.in](http://www.sha.kerala.gov.in) will NOT BE CONSIDERED.
4. 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.
5. The applicants for deputation should be from Kerala State Health Service Department. The emoluments paid in the parent department shall be the emoluments for the post. Candidates working under Kerala State Government should attach duly filled Form No. 144 of KSR. Such applicants are expected to apply through the proper channel. They shall compulsorily produce 'No Objection Certificate' from the employer at the time of interview. The submission of NOC is a mandatory condition for appearing in the interview. It will be the responsibility of the individual to submit NOC before the interview.
6. *(Not Applicable for Deputation post)* Application fee is Rs. 600/- (Rupees Six Hundred only). The amount should be deposited in 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.
7. All communication including the interview call letter from the State Health Agency (SHA) side will only be 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 no further communication will be done in this regard. The fee once paid will not be refunded under any circumstances.
8. Candidates are advised to browse the website: "[www.sha.kerala.gov.in](http://www.sha.kerala.gov.in)" regularly for updates / notices and announcements.
9. 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.

10. 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.
11. Recruitment is for immediate requirement. The selection will be based on Qualification, Experience, and performance in the written test / interview or both, however applicable. Experience acquired till the date of this notification only be considered. Ineligible applicants shall be avoided at any stage of the recruitment.
12. *(Not Applicable for Deputation post)* The successful candidate needs to enter into a contract agreement with the State Health Agency (SHA). The successful candidates will be appointed on a contract basis with consolidated pay initially for a period of three months from the date of joining. Based on the performance and integrity of the candidate, the contract appointment may extend further as per the requirement of the State Health Agency.
13. 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. Offer letter, appointment order, salary slip etc. will not be considered as proof of experience. Candidates are required to produce the originals at the time of interview or when demanded by SHA.
14. It will be ideal to provide references, especially the names of superior officers whom the candidate had worked with in the previous organization.
15. Candidates are also advised to avoid contacting the head of the office over the phone to clear doubts / seeking information, as far as possible. SHA will provide necessary communications on the official website. In addition, the candidates will get the details of the queries raised over the email.
16. No TA/DA will be paid for the written test / interview.
17. 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.
18. Canvassing in any form will lead to automatic disqualification. Candidates are advised to desist from such unholy practices.
19. The application shall be submitted via email, with subject line as ***“Application for the post of -.....”***. Last date of submission of application **15.07.2023.**

<b>Name of Post</b>	<b>Email ID to submit applications.</b> <i>(Applications should submit only to the respective email id only)</i>
<b>a) Joint Director (Medical)</b> <b>b) Manager – IEC &amp; CB</b>	<b>statehealthrecruitment@gmail.com</b>

20. The scanned copy of the following should be forwarded to the email id **noted in the above table as a single PDF File only.** Not required to forward the physical copy to SHA by post or by other means.

- a) **Completely filled application form with recent passport size photograph fixed and signature of the candidate.**
- b) **The Receipt / Counter Foil / Print screen of the Application fee paid.**
- c) **Self-attested copy of Qualification / Experience certificates to prove eligibility as per notification.**
- d) **Self-attested copy of any government issued identity card as the proof of address, age and date of birth.**

All the above documents should be properly and clearly scanned. Should upload as a single PDF file only. Uploading documents which are not clear, incomplete, photographs of the documents, file in other formats, any modification to the application form etc. may not be considered.

21. All selected candidates will be governed by rules and regulations of the State Health Agency (SHA) from time to time.

**EXECUTIVE DIRECTOR  
STATE HEALTH AGENCY**