



**STATE HEALTH AGENCY (SHA)**  
(Under Department of Health & Family Welfare, Govt. of Kerala)  
5th and 8th Floor, Artech Meenakshi Plaza,  
Opposite Government Women and Children's Hospital  
Thycaud, Thiruvananthapuram, 695 014,  
Phone: 0471-4063121  
E-mail: statehealthagencykerala@gmail.com

**No. SHA/133/2022-MGR(HR)- Part (6)-1**

**Dated: 23.11.2023**

### NOTIFICATION

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

1.	<p><b>Name of Post: Claims Coordinator</b> No: of Posts: 1 (One) Job Location: Thiruvananthapuram Salary: Rs. 35,000/- (Consolidated) per month. Age Limit: Maximum 40 years as on 01.11.2023 Application Fee: Rs. 600/-</p> <p><b>Essential:</b> § BDS/BAMS/BHMS from a recognized medical college with respective council registration. § At least 03 years of work experience in healthcare.</p> <p><b>Desirable:</b> § MBA or Postgraduate Diploma in Healthcare Administration / Master of Health Administration or Master of Hospital Administration or Master of Public Health or MBA in Healthcare § Work Experience in Health Insurance or TPA industry or Provider Management.</p>
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#### General Terms & Conditions:

1. For the above position(s), the mode of appointment is on contract basis only. The age limit for applying for the above position(s) is 40 years as on 01.11.2023.
2. 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](http://www.sha.kerala.gov.in) will NOT BE CONSIDERED.
3. Application fee is Rs. 600/- (Rupees Six Hundred only). The amount should be deposited in Bank Account No: 39153436238 with State Bank of India, Althara Branch (IFSC Code: SBIN0007203) in the name of "STATE HEALTH AGENCY KERALA". 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 be through email. The applicants should have a valid email id.
5. The candidates with the prescribed qualification & experience ONLY need to apply for the above positions. Ineligible applications (by any means) will be rejected, and no further communication will be made in this regard. The fee once paid will not be refunded under any circumstances.
6. Claims in respect of qualifications or experience etc. should be supported by self-attested copies of relevant documents in the application. Failing 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.
7. 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.
8. 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.
9. It will be ideal to provide references, especially the names of superior officers whom the candidate had worked with in the previous organization.
10. Candidates are advised to browse the website: "[www.sha.kerala.gov.in](http://www.sha.kerala.gov.in)" regularly for updates / notices and announcements.
11. Recruitment is for immediate requirement. The selection will be based on Qualification, Experience, and performance in the written test / interview or both or any other selection method adopted by SHA, however applicable. Experience acquired till the date of this notification only be considered. If found ineligible, such applicants will be avoided at any stage of the recruitment.
12. The TOR for the above position(s) is annexed with this notification. The TOR may get changed or modified from time to time based on the need of SHA.
13. The selected candidate(s) should be willing to relocate or to travel anywhere in the state or country and should be willing to work in any district of Kerala as decided by SHA.
14. The successful candidate needs to enter into a contract agreement with the State Health Agency (SHA). The successful candidates will be appointed on contract basis with consolidated pay, initially for a period of three months from the date of joining. Based on the performance, integrity of the candidate, the need of SHA, the contract appointment may extend further as per the requirement of the State Health Agency.
15. The post(s) are temporary in nature during the period of the operation of the State Health Agency (SHA) and there is no claim for permanency of job or labour claims to the Government.

16. It is the sole discretion of the State Health Agency whether to fill up the vacancies or not.
17. All selected candidates will be governed by rules and regulations of the State Health Agency (SHA) from time to time.
18. 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.
19. No TA/DA will be paid for the written test / interview or any visit to SHA in connection with the selection process.
20. Canvassing in any form will lead to automatic disqualification. Candidates are advised to desist from such unholy practices.
21. The application shall be submitted via email, with subject line as “*Application for the post of -.....*”. Last date of submission of application 08.12.2023.

Name of Post	Email ID to submit applications. <i>(Applications should submit only to the respective email id only)</i>
<b>1. Claims Coordinator</b>	<b>shahrmedkerala@gmail.com</b>

22. 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.**

Note: 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, mobile phone photographs of the documents, file in any other formats, any modification to the application form etc. may not be considered.

Sd/-  
**Dr. Rathan U Kelkar IAS**  
**Executive Director**  
**State Health Agency**