



No: SHA/886/2023-MGR(HR)-Part (2)

Dated: 24.12.2024

NOTIFICATION

The State Health Agency (SHA) Kerala is inviting applications from qualified candidates for the post of "Data Entry Operator", as stated below:

Sl. No.	Details of Vacancy and Eligibility
1.	<p>Name of Post: Data Entry Operator No: of Posts: 1 (One) Job Location: Thiruvananthapuram Salary: Rs.19,000/- (Consolidated) per month. Age Limit: Maximum 40 years as on 01.12.2024 Application Fee: Rs. 250/-</p> <p>Essential:</p> <ol style="list-style-type: none">1. Bachelor's Degree in any subject awarded or recognized by any of the Universities in Kerala.2. PGDCA / DCA from State/Central Govt. recognized institution.3. Minimum 01-year experience as Data Entry Operator or Clerk or similar positions, with good working knowledge in MS office and computer operations. <p>Desirable:</p> <ol style="list-style-type: none">4. KGTE (Lower) in type writing (English & Malayalam) and KGTE (Higher) in English Type writing.5. Pass Certificate in Data Entry Course of duration 6 months from State/Central Govt. recognized institution.6. Preference to those employed previously in government offices/ government health projects / AB PMJAY- KASP scheme related activities.

General Terms & Conditions:

1. For the above position, the mode of appointment is on contract basis only. The age limit for applying for the above position(s) is 40 years as on 01.12.2024.
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 will NOT BE CONSIDERED.
3. The application fee is Rs. 250/- (Rupees Two Hundred and Fifty 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 to 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) / any entrusted agency 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" 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 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 a contract basis with consolidated pay, initially for a period of three months from the date of joining or up to 31st of March of the current financial year, whichever the earliest. 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 final rank list for the position will be valid of one year from the date of publishing. During this period, SHA may fill up the newly arising vacancies at Thiruvananthapuram district from this list, either on contractual or daily wage basis (at Rs. 630/day), according to the need and norms of appointments in SHA.
16. The post is 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.
17. It is the sole discretion of the State Health Agency whether to fill up the vacancies or not.
18. All selected candidates will be governed by the rules and regulations of the State Health Agency (SHA) from time to time.
19. 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.
20. No TA/DA will be paid for the written test / interview or any visit to SHA in connection with the selection process.
21. The application shall be submitted via email, with subject line as ***“Application for the post of DEO”*** Last date of submission of application: **04.01.2025.**

Name of Post	Email ID to submit applications. (Applications should be submitted only to the respective email id only)
Data Entry Operator	statehealthrecruitment@gmail.com

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.**

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 format, any modification to the application form etc. may not be considered.

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