



SHA/480/2025-MGR(HR)-Part (3) Dated:13.02.2026

NOTIFICATION

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

Sl. No.	Details of Vacancy and Eligibility
1.	<p>Name of Post: Executive (Human Resource & Administration) No. of Post: 1 (One) (Anticipated vacancy) Job Location: Thiruvananthapuram Salary: Rs. 35,000/- (Consolidated) per month, plus benefits as per SHA rules Age Limit: Maximum 40 years as on 01.02.2026 Application Fee: Rs. 600/-</p> <p>Essential:</p> <ul style="list-style-type: none"> • Master of Business Administration (or equivalent) specialized in Human Resource Management. • Post-qualification experience of at least 03 years in the area of Human Resource management in a reputed firm. <i>(If suitable candidates with the required experience are not available, those with a minimum of one year of experience may be considered.)</i> • Full-time regular course, or equivalent which is approved by any of the Universities in Kerala. <p>Desirable:</p> <ul style="list-style-type: none"> • Experience in working with government sector organizations. • Knowledge in handling Right to Information Act (2005) related matters.

General Terms & Conditions: *(The applicants are directed to carefully read the terms and conditions before applying)*

1. For the above position(s), the mode of appointment is on contract basis only. The age limit for applying for all the above position(s) is 40 years as on 01.02.2026.
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. Candidates who are willing to apply for more than one position, should submit

separate applications with fee paid separately for each position (as applicable).

4. 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.
5. 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.
6. 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, unless the notification is cancelled by SHA.
7. 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.
8. Candidates with equivalent qualifications must submit an equivalency certificate from the respective university along with their application.
9. 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.
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. It will be ideal to provide references, especially the names of superior officers whom the candidate had worked with in the previous organization.
12. Candidates are advised to browse the website: "www.sha.kerala.gov.in" regularly for updates / notices and announcements.
13. 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.

14. The TOR for the above position(s) is annexed with this notification / published in the website of SHA. The TOR may get changed or modified from time to time based on the need of SHA.
15. The selected candidate(s) should be willing to travel anywhere in the state or country and should be willing to work in any district of Kerala as decided by SHA.
16. 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 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.
17. 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.
18. The above notified vacancy is not available at present. The vacancy is anticipated by March 2026.
19. The State Health Agency reserves the sole discretion to decide whether to fill or not to fill the vacancies. The number of vacancies is subject to increase or decrease. The place of posting may change according to administrative convenience. The validity of the final rank list will be for a period of one year from the date of publication, and any vacancies arising during this period may be filled from the same list.
20. All selected candidates will be governed by rules and regulations of the State Health Agency (SHA) from time to time.
21. 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.
22. No TA/DA will be paid for the written test / interview or any visit to SHA in connection with the selection process.
23. The application shall be submitted via email, with subject line as ***“Application for the post of Executive (Human Resource & Administration)”***. Last date of submission of application: 23.02.2026.
24. Name of the post and Email ID to submit applications. Applications should submit only to the respective email id only

<i>Executive (Human Resource & Administration)</i>	<i>statehealthrecruitment@gmail.com</i>
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25. 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 formats, resumes / CVs, any modification to the application form etc. may not be considered.

Sd/-
Executive Director
State Health Agency