



No.SHA/150/2021MGR(HR)

25.02.2022

NOTIFICATION

Name of Post: Manager (Audit & Compliance)

No of Post	1 (One)
Professional Qualification & Experience	<p>Essential:</p> <ul style="list-style-type: none">• MBBS from a recognized Medical College• At least 3 years work experience in the area of Health Care Quality <p>Desirable:</p> <ul style="list-style-type: none">• MBA or Post Graduate diploma in Business Administration or Masters in Health / Hospital Administration or MPH or MBA in Health Care.• Experience in Insurance or TPA industry in the area of provider management.• Experience in claim audit as well as health care classification system.• At least one year clinical practice post house surgency.
Age	Maximum 40 years as on 01.02.2022
Method of Recruitment	On contract basis
Salary	Rs. 70,000/- 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.
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. 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.

4. Candidates are advised to browse the website: "www.sha.kerala.gov.in" regularly for updates / notices and announcements.
5. 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.
6. 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.
7. The post is for immediate requirement. The selection will be based on Qualification, Experience, and performance in the interview. Ineligible applicants shall be avoided at any stage of the recruitment.
8. 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 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.
9. Opportunities for advanced training will be available.
10. Claims in respect of qualifications or experience etc. should be supported by copies of relevant documents. Candidates may be required to produce the originals at the time of interview.
11. It will be ideal to provide reference, especially the names of superior officer, whom the candidate had worked in the previous organization.
12. 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.
13. No TA/DA will be paid for the interview.
14. 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.
15. Canvassing in any form will lead to automatic disqualification. Candidates are advised to desist from such unholy practices.
16. The application shall be submitted via email (statehealthrecruitment@gmail.com).
Last date of submission of application 10.03.2022.
17. **The scanned copy of the following should be forwarded to the email id (statehealthrecruitment@gmail.com) as a single PDF File.**
 - 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.**
18. All selected candidates will be governed by rules and regulations of State Health Agency (SHA) from time to time.

**EXECUTIVE DIRECTOR
STATE HEALTH AGENCY**



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കരുതലിന്റെ കൈത്താണ്ട്

STATE HEALTH AGENCY-KERALA

Format for applying various positions under State Health Agency (SHA)

Applicant Details *(To be filled by the applicant)*

Post Applied For:	
Name of the Applicant: <i>(In capital letters)</i>	
Address:	
Age & Date of Birth:	
Contact Number:	
E-mail id:	

Professional / Educational Qualification(s): *(Highest qualification should come first)*

Sl.No.	Qualification	Institution / University	Percentage/ Grade	Year Qualified

Professional Experience:

Sl.No.	Designation	Name of Organization	Period of Service <i>(From dd/mm/yy to dd/mm/yy)</i>	Total Period of Service <i>(yy/mm/dd)</i>

References (If any): *(Name, Office Address & Contact details)*

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Declaration

I hereby declare that all the facts mentioned above are accurate, and I take full responsibility for their accuracy.

Date:

Signature of Applicant

For office purpose only: