



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

Dated: 01.03.2023.

**NOTIFICATION**

The State Health Agency (SHA) Kerala is inviting applications from qualified candidates for various 23 positions in its state office and regional / district offices, as stated below: -

Sl. No.	Details of Vacancy & Eligibility
1.	<p><b>Name of Post: Executive - IT</b> No: of Posts: 1 (One) Job Location: Thiruvananthapuram Salary: Rs. 35,000/- Age Limit: Maximum 40 years as on 01.03.2023</p> <p><b>Essential:</b></p> <ul style="list-style-type: none"><li>•B.Sc. (Computer Science) / BE (Computer Science or IT) / B.Tech (Computer Science or IT) / M.Sc. (Computer Science) / MCA.</li><li>•Minimum 03-year of post qualification experience in Web application development and Database Administration.</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>•Good knowledge on database processing tools (php, sql lite postgresql, mysql, Power BI).</li><li>•Strong knowledge on programming skills and database administration.</li><li>•Good knowledge on data processing and report generation.</li><li>•Basic knowledge on network security.</li></ul>
2.	<p><b>Name of Post: Executive - Grievance Redressal, Monitoring &amp; Evaluation</b> No: of Posts: 1 (One) Job Location: Thiruvananthapuram Salary: Rs. 35,000/- Age Limit: Maximum 40 years as on 01.03.2023</p> <p><b>Essential:</b></p> <ul style="list-style-type: none"><li>•Master of Business Administration / Master of Hospital Administration / Master of Social Work.</li><li>•3-year post qualification experience in managing Public Relations / Social Audit / Monitoring a large public sector programme (preferably health sector projects) or handling grievance of a large private sector or PSU organization (preferably insurance sector).</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>•Knowledge of the basic elements of the Govt. business operations.</li><li>•Strong customer service focus.</li><li>•Excellent writing and verbal communication skills – English and Malayalam.</li><li>•Ability to work independently and with team.</li><li>•Mastery of computer skills, especially MS Office, sufficient to maintain a database and prepare reports and presentation of results.</li></ul>
3.	<p><b>Name of Post: Executive - Quality Assurance</b> No: of Posts: 1 (One) Job Location: Thiruvananthapuram</p>

	<p>Salary: Rs. 35,000/- Age Limit: Maximum 40 years as on 01.03.2023</p> <p><b>Essential:</b> § BDS/BAMS/BHMS/M.Sc.(N) from a recognized medical / nursing college with respective council registration. § MBA in Healthcare / Master of Health Administration / Master of Hospital Administration / Master of Public Health § At least 3 years of work experience in healthcare</p> <p><b>Desirable:</b> § Experience in Quality Department of Hospital with NABH / JCI Certification. § Published works and certifications in area of Health Quality.</p>
4.	<p><b>Name of Post: Executive – Hospital Networking</b> No: of Posts: 1 (One) Job Location: Thiruvananthapuram Salary: Rs. 35,000/- Age Limit: Maximum 40 years as on 01.03.2023</p> <p><b>Essential:</b> § BDS/BAMS/BHMS/M.Sc.(N) from a recognized medical / nursing college with respective council registration. § MBA in Healthcare / Master of Health Administration / Master of Hospital Administration / Master of Public Health § At least 3 years of work experience in healthcare</p> <p><b>Desirable:</b> § Experience in the area of healthcare professional work at state or national levels in Health &amp; Social Development, preferably in the field of Health Policy. § Published works in the area of the health system or health financing or public health.</p>
5.	<p><b>Name of Post: Regional Medical Auditor</b> No: of Posts: 3 (Three) Job Location: 1 each for South, Middle and North regions of Kerala Salary: Rs. 60,000/- Age Limit: Maximum 40 years as on 01.03.2023</p> <p><b>Essential:</b> § MBBS from a recognized medical college with TCMC registration. § At least 3 year 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>
6.	<p><b>Name of Post: Claims Coordinator</b> No: of Posts: 1 (One) Job Location: Thiruvananthapuram Salary: Rs. 35,000/- Age Limit: Maximum 40 years as on 01.03.2023</p> <p><b>Essential:</b> § BDS/BAMS/BHMS from a recognized medical college with respective council registration. § At least 3 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>
7.	<p><b>Name of Post: Audit Coordinator</b>  No: of Posts: 1 (One)  Job Location: Thiruvananthapuram  Salary: Rs. 35,000/-  Age Limit: Maximum 40 years as on 01.03.2023</p> <p><b>Essential:</b>  § BDS/BAMS/BHMS from a recognized medical college with respective council registration.  § At least 3 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>
8.	<p><b>Name of Post: Field Auditor</b>  No: of Posts: 14 (Fourteen)  Job Location: 1 each in all 14 districts of Kerala  Salary: Rs. 30,000/-  Age Limit: Maximum 40 years as on 01.03.2023</p> <p><b>Essential:</b>  § B.Sc. Nursing from a recognized nursing college, with Kerala Nursing Council registration.  § At least 5 years of work experience in healthcare.</p> <p><b>Desirable:</b>  § M.Sc. Nursing or Postgraduate Diploma in Healthcare Administration or 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>

### General Terms & Conditions

1. For all the above positions, the mode of appointment is on fixed term contract basis with a consolidated monthly pay as noted against each of the above. The age limit for applying for all the above positions is maximum 40 years as on 01.03.2023.
2. 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.
3. 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.
4. Application fee is Rs. 600/- (Rupees Six Hundred 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. No other mode of payment of fee will be accepted.
5. Candidates who are willing to apply for more than one position, should submit separate applications with fee paid separately for each position.

6. 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. The candidates with the prescribed qualification & experience only need to apply for the above positions. Ineligible applications will be rejected, and Fees once paid will not be refunded under any circumstances.
7. Candidates are advised to browse the website: "[www.sha.kerala.gov.in](http://www.sha.kerala.gov.in)" regularly for updates / notices and announcements.
8. 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.
9. 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.
10. The recruitment is for immediate requirement. The selection will be based on Qualification, Experience, and performance in the written test / interview or both, however as applicable. Experience acquired till the date of this notification only be considered. Ineligible applicants shall be avoided at any stage of the recruitment.
11. The successful candidate needs to enter into a contract agreement with the State Health Agency (SHA). The successful candidates will be appointed on contract initially for a period of three months from the date of joining or up to the 31<sup>st</sup> 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.
12. Opportunities for advanced training will be available, subject to certain specific conditions.
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. Candidates are required to produce the originals at the time of interview or when demanded by SHA.
14. It will be ideal to provide reference, especially the names of superior officer, whom the candidate had worked in the previous organization.
15. 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.
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 17.03.2023.

Name of Post	Email ID to submit applications. <i>(Applications should submit only to the respective email id only)</i>
1. Executive - IT 2. Executive - GRME 3. Executive - Quality Assurance 4. Executive - Hospital Network	<b>statehealthrecruitment@gmail.com</b>
5. Regional Medical Auditor 6. Claims Coordinator 7. Audit Coordinator 8. Field Officer	<b>shahrmedkerala@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 signature of the candidate.**

**b. The Receipt / Counter Foil / Print screen of the Application fee paid.**

**c. Self attested Qualification / Experience certificates as per notification.**

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

Sd/-

**EXECUTIVE DIRECTOR  
STATE HEALTH AGENCY**