

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

Dated: 04.07.2023

RE-NOTIFICATION

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

Sl. No.	Details of Vacancy & Eligibility
1.	<p>Name of Post: Executive - IT No: of Posts: 1 (One) Job Location: Thiruvananthapuram Salary: Rs. 35,000/- Age Limit: Maximum 40 years as on 01.07.2023</p> <p>Essential:</p> <ul style="list-style-type: none"> • B.Sc. (Computer Science) / BE (Computer Science or IT) / B.Tech (Computer Science or IT) / M.Sc. (Computer Science) / MCA. • Minimum 03-year of post qualification experience in Web application development and Database Administration. • Full-time regular course or equivalent, which is approved by any of the Universities in Kerala, with post qualification experience in the area. <p>Desirable:</p> <ul style="list-style-type: none"> • Good knowledge on database processing tools (php, sql lite postgresql, mysql, Power BI). • Strong knowledge of programming skills and database administration. • Good knowledge on data processing and report generation. • Basic knowledge on network security.
2.	<p>Name of Post: Executive – Hospital Networking No: of Posts: 1 (One) Job Location: Thiruvananthapuram Salary: Rs. 35,000/- Age Limit: Maximum 40 years as on 01.07.2023</p> <p>Essential:</p> <ul style="list-style-type: none"> • 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>Desirable:</p> <ul style="list-style-type: none"> • Experience in the area of healthcare professional work at state or national levels in Health & Social Development, preferably in the field of Health Policy. • Published works in the area of the health system or health financing or public health.
3.	<p>Name of Post: Regional Medical Auditor No: of Posts: 1 (One)- The vacancy number may change according to the requirement of SHA. Job Location: South or Middle or North region of Kerala. Salary: Rs. 60,000/- Age Limit: Maximum 40 years as on 01.07.2023</p> <p>Essential:</p> <ul style="list-style-type: none"> • MBBS from a recognized medical college with TCMC registration. • At least 3 years of work experience in healthcare. <p>Desirable:</p> <ul style="list-style-type: none"> • 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.
4.	<p>Name of Post: Field Officer No: of Posts: 11 (Eleven)- The vacancy number may increase or decrease according to the requirement of SHA. Job Location: Any of the 14 districts of Kerala. Salary: Rs. 30,000/- Age Limit: Maximum 40 years as on 01.07.2023</p> <p>Essential:</p> <ul style="list-style-type: none"> • B.Sc. Nursing from a recognized nursing college, with Kerala Nursing Council registration. • At least 5 years of work experience in healthcare. <p>Desirable:</p> <ul style="list-style-type: none"> • 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.

General Terms & Conditions:

1. For the above positions, the mode of appointment is contract basis for Regional Medical Auditor, Executive -IT, Executive -Hospital Networking, Field Officer.

2. The age limit for applying for all the above positions is 40 years as on 01.07.2023.
3. 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 will NOT BE CONSIDERED.
4. 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.
5. The applicants for deputation should be from Kerala State Health Service Department. The emoluments paid in the parent department shall be the emoluments for the post. Candidates working under Kerala State Government should attach duly filled Form No. 144 of KSR. Such applicants are expected to apply through the proper channel. They shall compulsorily produce 'No Objection Certificate' from the employer at the time of interview. The submission of NOC is a mandatory condition for appearing in the interview. It will be the responsibility of the individual to submit NOC before the interview.
6. Application fee is Rs. 600/- (Rupees SixHundred only). The amount should be deposited in 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.
7. 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. The candidates with the prescribed qualification & experience only need to apply for the above positions. Ineligible applications will be rejected, and no further communication will be done in this regard. The fee once paid will not be refunded under any circumstances.
8. Candidates are advised to browse the website: "www.sha.kerala.gov.in" regularly for updates / notices and announcements.
9. 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.
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. Recruitment is for immediate requirement. The selection will be based on Qualification, Experience, and performance in the written test / interview or both, however applicable. Experience acquired till the date of this notification only be considered. Ineligible applicants shall be avoided at any stage of the recruitment.

12. 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. Based on the performance and integrity of the candidate, the contract appointment may extend further as per the requirement of the State Health Agency.
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. 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.
14. It will be ideal to provide references, especially the names of superior officers whom the candidate had worked with in the previous organization.
15. 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.
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 15.07.2023.

Name of Post	Email ID to submit applications. <i>(Applications should submit only to the respective email id only)</i>
a)Regional Medical Auditor, b)Executive -IT c)Executive-Hospital Networking d)Field Officer.	shahrmedkerala@gmail.com

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

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

**EXECUTIVE DIRECTOR
STATE HEALTH AGENCY**