



## CAREER NOTIFICATION

No. 34/2019/KASP

Date: 21.01.2020.

Name of Post: **Manager (IEC & Capacity Building)**

No. of Post	:	1
Essential Qualification	:	<p><b>Essential:</b></p> <ul style="list-style-type: none"><li>• Post Graduate degree in public health, health financing, health insurance, social work / Mass Communication, journalism/ communication design from a reputed and recognized University/ Institution or other relevant discipline</li><li>• Minimum 08 years of professional work experience at state or national levels in design and management of health projects, capacity building, advocacy, information and communication related to social development, preferably in the field of health insurance.</li></ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"><li>• Demonstrated experience in developing technical content for orientation of different stakeholders, especially government health functionaries and facilitating national and state level orientations in the health sector</li><li>• Proven track record of working with senior government officials and development partners</li></ul>
Age	:	Maximum 40 years as on 01.01.2020
Method of Recruitment	:	On contract basis
Salary	:	Rs. 70,000 /- per month.

Name of Post: **Manager (IT)**

No. of Post	:	1
Professional Qualification & Experience	:	<p><b>Essential:</b></p> <ul style="list-style-type: none"><li>• B Tech IN CS/ IT/ Math &amp; Computing/Data Science / MCA</li><li>• Minimum of 08 years' experience in setting up</li></ul>

		and managing IT systems  <b>Desirable:</b> <ul style="list-style-type: none"> <li>• Experience in insurance industry IT system maintenance would be an advantage</li> <li>• Familiarity with insurance enrolment and claims IT systems shall be an added advantage</li> </ul>
Age	:	Maximum 40 years as on 01.01.2020
Method of Recruitment	:	On contract basis
Salary	:	Rs. 70,000/- per month

**Name of Post: Data Analyst**

No. of Post	:	1
Essential Qualification & Experience	:	<b>Essential:</b> <ul style="list-style-type: none"> <li>• M.Sc. Statistics or M.Sc. in Maths &amp; Computing/ B. Tech in Data Science/ Master of Public Health / Master of Health Administration</li> <li>• Or, MBBS with Experience as a programme manager for national health programs at the district and state level in the public health system</li> <li>• At least 05 years of relevant experience</li> </ul> <b>Desirable:</b> <ul style="list-style-type: none"> <li>• Experience in health insurance industry is desirable</li> <li>• Experience with managing and analyzing administrative datasets and producing data reports/dashboards will be added advantage</li> </ul>
Age	:	Maximum 40 years as on 01.01.2020
Method of recruitment	:	On contract basis
Salary	:	Rs. 70,000/- per month

**Name of Post: IEC & CB Executive**

No. of Post	:	1
Essential Qualification & Experience	:	<b>Essential:</b> Graduation in any stream with atleast 55% mark Certificate in Computer Application / MS Office / Designing suites Work experience of minimum 03 year

Age	:	Maximum 40 years as on 01.01.2020
Method of Recruitment	:	On contract basis
Salary	:	Rs. 35,000/-

**Name of Post: IT Executive**

No. of Post	:	1
Essential Qualification & Experience	:	<p><b>Essential:</b> Graduation in Computer Application or higher Minimum 03 years of experience</p> <p><b>Desirable:</b> Certification on data base management / programming / server management</p>
Age	:	Maximum 40 years as on 01.01.2020
Method of Recruitment	:	On contract basis
Salary	:	Rs. 35,000 /-

**Name of Post: Office Assistants**

No. of Post	:	1
Essential Qualification	:	<p><b>Essential:</b> * Graduation in any stream * Proficiency in using office applications * Minimum 02 years of work experience in similar roles * The skill tests required in through knowledge in <b>English and Malayalam</b> editor ISM / Thoolika</p>
Age	:	Maximum 40 years as on 01.01.2020
Method of Recruitment	:	On contract basis
Salary	:	Rs. 15,000 /-

**Name of Post: Manager (Hospital Network Management & Quality Assurance)**

No. of Post	:	1
Essential Qualification & Experience	:	<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>• MBBS from a recognized medical college;</li> <li>• At least 08 years of work experience in the area of healthcare quality.</li> </ul>

		<b>Desirable:</b> <ul style="list-style-type: none"> <li>• MBA or Postgraduate Diploma in Business Administration or Master of Health/Hospital Administration or Master of Public Health or MBA in healthcare</li> <li>• Experience in insurance or TPA industry in the area of provider management is desirable.</li> </ul>
Age	:	Maximum 40 years as on 01.01.2020
Method of Recruitment	:	On contract basis
Salary	:	Rs. 70,000 /-

**Name of Post:      Manager (Audit & Compliance)**

No. of Post	:	1
Essential Qualification & Experience	:	<b>Essential:</b> <ul style="list-style-type: none"> <li>• MBBS from a recognized medical college;</li> <li>• At least 08 years of work experience in the area of healthcare quality.</li> </ul> <b>Desirable:</b> <ul style="list-style-type: none"> <li>• MBA or Postgraduate Diploma in Business Administration or Master of Health/Hospital Administration or Master of Public Health or MBA in healthcare</li> <li>• Experience in insurance or TPA industry in the area of provider management is desirable.</li> <li>• Experience in claim audit as well as health care classification system are desirable</li> <li>• Atleast one year of clinical practice post house surgery.</li> </ul>
Age	:	Maximum 40 years as on 01.01.2020
Method of Recruitment	:	On contract basis
Salary	:	Rs. 70,000 /-

**Name of Post:      Medical Auditor**

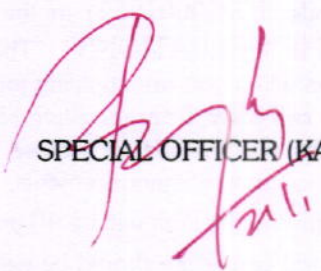
No. of Post	:	1
Essential Qualification & Experience	:	<b>Essential:</b> <ul style="list-style-type: none"> <li>• MBBS from a recognized medical college;</li> <li>• At least 5 years of work experience in the area of health care quality</li> </ul>

		<b>Desirable:</b> <ul style="list-style-type: none"> <li>• MBA or Post Graduate diploma in Business Administration or Master of Public Health / Hospital Administration or Master of Public Health or MBA in Health Care</li> <li>• Experience in Insurance or TPA industry in the area of provider management is desirable.</li> </ul>
Age	:	Maximum 40 years as on 01.01.2020
Method of Recruitment	:	On contract basis
Salary	:	Rs. 70,000 /-

### GENERAL TERMS AND CONDITIONS:

1. The applications forwarded other than through [www.arogyakeralam.gov.in](http://www.arogyakeralam.gov.in) will NOT BE CONSIDERED
2. The applications that are not complete in all respect will not be considered for short listing.
3. Examination Fee – Rs. 250/- (Rupees Two Hundred and fifty only). The amount should be deposited in the bank in 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 when you are applying job in online portal. All communications, including the interview call letter, from the State Health Agency (SHA) side will be only through email. Candidates are advised to browse the website [www.arogyakeralam.gov.in](http://www.arogyakeralam.gov.in) regularly for updates/ notices and announcements.
4. The maximum age limit will be 40 years as on 01.01.2020
5. The selected candidate should be willing to relocate anywhere in the State.
6. The applicants should be excellent in writing skills both in English and Malayalam and should be proficient in computers. Thorough knowledge of MS Office/Open Office is essential.
7. Selection will be based on qualification, experience and performance in the interview.
8. The successful candidates will be appointed on contract initially for a period of three months. *State Health Agency (SHA)* 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. Candidate should be willing to work in any District of Kerala as decided by the Society.
11. The successful candidate will have to enter into a contract with State Health Agency (SHA).
12. The posts are for immediate requirement and the State Health Agency (SHA) may prioritize the interview for different category of posts, on the basis of its requirement. The State Health Agency (SHA) may also require the candidates to undertake demonstration of skills in the area/ specialization concerned, on the basis of recommendations of a selection committee.
13. Claims in respect of qualifications/ experience etc. should be supported by copies of relevant documents; candidates may be required to produce the originals at the time of interview.
14. It will be ideal to provide reference, especially the names of superior officer, whom the candidate had worked in the previous organization(s).

15. Candidates are also advised to desist from contacting the head office over phone for clearing doubts/ seeking more information, as far as possible. Society will provide necessary details to the queries raised over the email by candidates.
16. No TA/DA will be paid for the interview.
17. **All communications, including the interview call letter, from the State Health Agency (SHA) will be only through email.**
18. 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.
19. Canvassing in any form will lead to automatic disqualification. Candidates are advised to desist from such unholy practices.
20. Applications SHOULD BE submitted online by 5pm on 04.02.2020.
21. **The Receipt/Counter foil along with the hard copy details of candidates should be forwarded to State Health Agency office, failing which their application will be rejected. The envelope containing application should be superscribed "Application for the Post of....." & should reach before 5 pm on 07.02.2020.**
22. All selected candidates will be governed by rules and regulations of State Health Agency (SHA) in force from time to time.

  
SPECIAL OFFICER (KASP)