



State Health Assurance Society
Health & Family Welfare Department, Govt. of Odisha
Bhubaneswar- 751007, District- Khordha, Odisha
Phone No:- (0674)2620500
Email ID:- hr.recruitmentshas@gmail.com

Adv. No.: 02/2022

CONTRACTUAL APPOINTMENT

Date: 22.03.2022

Applications are invited from eligible candidates for filling up the following posts under **State Health Assurance Society, Odisha** on contractual basis with monthly remuneration noted against each and subject to renewal as per Society terms and conditions. The positions are purely temporary and co-terminus with the scheme. Lower age limit for all the posts is 21 years as on **01.01.2022**.

Sl. No	Name of the Post	Vacancies	Maximum Age as on 01.01.2022	Remuneration (in Rs.) & Performance Incentive (P.I.) as admissible	Eligibility Criteria
01	Grievance & Fraud Redressal Officer	01	Up to 45 years	Rs. 68,000/- + (PI)	Master Degree in Social Work from a recognized University or Institution in India with Diploma in Public Health Management & IT skills Experience- S/he must have minimum 5-7 years of full-time post qualification experience in relevant field.
02	Finance Officer	01	Up to 45 years	Rs. 44,000/- + (PI)	CA Inter/CS Inter/ICWA Inter M.Com/MBA(Finance) Experience- S/he must have minimum 3-5 years of full-time post qualification experience in relevant field.
03	MIS Consultant	01	Up to 45 years	Rs. 44,000/- + (PI)	MCA Experience- S/he must have minimum 1-3 years of full-time post qualification experience in relevant field.
04	Dy. Executive Officer (Grievance)	02	Up to 45 years	Rs. 44,000/- + (PI)	Master Degree in Social Works with Counseling Training/Diploma in Counseling with IT skills Experience- S/he must have minimum 3-5 years of full-time post qualification experience in relevant field.
05	Dy.Executive Officer (Admin.)	01	Up to 45 years	Rs. 44,000/- + (PI)	MBA(HR)/PGDM/PMIR Experience- S/he must have minimum 2-5 years of full-time post qualification experience in relevant field.
06	Assistant District Coordinator	30	Up to 45 years	Rs. 27,200/- + (PI)	B.Com/M.Com with PGDCA & Tally Experience- S/he must have minimum 2-3 years of full-time post qualification experience in relevant field.
07	Executive Grievance	03	Up to 45 years	Rs. 27,200/- + (PI)	Bachelor's Degree from a recognized University or Institution in India with IT Skill Experience- S/he must have minimum 1-3 years of full-time post qualification experience in relevant field.

08	Accounts Executive	02	Up to 45 years	Rs. 27,200/- + (PI)	B.Com/M.Com/MBA(Finance) with Tally Experience- S/he must have minimum 2-3 years of full-time post qualification experience in relevant field.
09	Executive Admin	01	Up to 45 years	Rs. 27,200/- + (PI)	Any Graduate in any discipline from a recognized University with IT Skills (DCA/PGDCA) Experience- S/he must have minimum 1-3 years of full-time post qualification experience in relevant field.
10	Executive Quality	01	Up to 45 years	Rs. 27,200/- + (PI)	BBA/BHA with PGDCA Experience- S/he must have minimum 1-3 years of full-time post qualification experience in relevant field.
11	Executive Empanelment	01	Up to 45 years	Rs. 27,200/- + (PI)	Graduation with IT skill/ Typing & Short hand (English & Odia) Experience- S/he must have minimum 1-3 years of full-time post qualification experience in relevant field.
12	Executive Field Operations	01	Up to 45 years	Rs. 27,200/- + (PI)	Graduation with PGDCA Experience- S/he must have minimum 1-3 years of full-time post qualification experience in relevant field.
13	IEC Executive	01	Up to 45 years	Rs. 27,200/- + (PI)	Graduation with PGDCA Experience- S/he must have minimum 1-3 years of full-time post qualification experience in relevant field.
14	Executive (M&E)	01	Up to 45 years	Rs. 27,200/- + (PI)	Graduation with IT skill/ Typing & Short hand (English & Odia) Experience- S/he must have minimum 1-3 years of full-time post qualification experience in relevant field.
15	Executive (Claims)	12	Up to 45 years	Rs. 27,200/- + (PI)	Bachelor's Degree from a recognized University or Institution in India with IT Skill Experience- S/he must have minimum 2-3 years of full-time post qualification experience in relevant field.

General Information and Instructions:

- i. The above positions are purely temporary and co-terminus with the scheme. Canvassing in any form will render the candidate disqualified for the position.
- ii. Details of vacancy, eligibility, age, selection procedure etc. can be downloaded from the official website (www.nhmodisha.gov.in).
- iii. The applications received for the above post will be scrutinized and the database will be uploaded in the above official website for invitation of objection. Candidates are required to visit official website: - www.nhmodisha.gov.in at regular intervals for any notification, updates (objection invitation / different tests notices), results etc. relating to recruitment.
- iv. The candidate has to enclose requisite documents/ experience certificates which shall clearly establish his/her eligibility as per conditions as above, without which his/her candidature shall be rejected.
- v. Candidates will be selected on the basis of selection process as applicable. Only shortlisted candidates will be called for participation in the selection process.
- vi. Candidates, who are already working in Health Department/ Govt. sector either on regular or on contractual basis, have to submit **No Objection Certificate (NOC)** from the employer (appointing authority) at the time of submission of application: NOC issued by any other authority other than appointing authority will not be accepted. NOC must be specific for the post, S/he applying and must be issued subsequent to issue of the advertisement.
- vii. **Interested candidates fulfilling the eligibility criteria are to apply online through the above said website. Online application form will be available from 22.03.2022 to 05.04.2022 till 11.59 P.M. System generated application duly signed by the candidate along with self-attested copies of all certificates and mark sheets in support of age, qualification, experience etc. shall however be sent to the "Chief Executive Officer, State Health Assurance Society, A1 Block, 2nd Floor, Toshali Bhawan, Satya Nagar Unit-9, Bhubaneswar- 751007, District- Khordha (Odisha)" so as to reach us on or before 12.04.2022 (by 5.00 P.M.) through Registered Post/ Speed Post / Courier only and the envelope containing the application should be super scribed clearly name of the post applied for.**
- viii. In case the marks obtained are in the form of CGPA, OGPA, DGPA, GPA, CPI etc., a certificate for conversion as applicable to percentage of marks shall be submitted at the time of submission of application form. Certification towards AICTE/UGC recognition of Institutions/Universities shall also be submitted at the time of submission of application form, wherever applicable, without which the application shall not be considered & shall be rejected.
- ix. Over aged, under qualification, short of requisite percentage of marks in the prescribed educational qualification, lack of post qualification experience shall be rejected.
- x. Candidates must submit their experience certificates from the employers clearly specifying the period which they are / were working, name of the post and nature of responsibility for assessing their experience.
- xi. Incomplete application in any form will be rejected. Non submission of certificate/documents along with the online application shall be liable for rejection.
- xii. If any candidate is found to have suppressed any material information or furnished false information / documents, his/her case shall not be considered for the post applied for and in case already engaged on the basis of the said information / documents, his / her service shall be terminated from the Society forthwith. Candidates who have been disengaged earlier from the State Health Assurance Society, Odisha on administrative ground such as disobedience / poor performances / misbehavior / criminal activity etc. are not eligible to apply.
- xiii. This office will not be held responsible for any postal delay. **No application will be entertained after dt. 12.04.2022**. No personal correspondence / queries will be entertained.
- xiv. Number of vacancies / remunerations as mentioned under this advertisement may vary at the time of actual engagement.
- xv. The undersigned reserves the right to cancel any or all the applications / positions at any stage of recruitment process without assigning any reason thereof.
- xvi. The result of interview will be published in the **official website of NHM, Odisha**.

Sd/-
Chief Executive Officer
State Health Assurance Society, Odisha

Selection Procedure (Advt. No. 02/2022)		
Sl. No.	Name of the Post	Selection Procedure
01	Grievance & Fraud Redressal Officer	A merit list of candidates fulfilling the eligibility criteria as per the advertisement will be prepared after scrutiny and few number of candidates having highest percentage of marks shall be called for interview.
02	Finance Officer	
03	MIS Consultant	
04	Dy. Executive Officer (Grievance)	
05	Dy. Executive Officer(Admin)	
06	Assistant District Coordinator	All the eligible applicants, fulfilling the eligibility criteria as per advertisement will be called for a computer test or written test after scrutiny. A merit list of candidates qualifying in the computer/written test will be prepared and from amongst them in order of merit. Top few number of candidates shall be called for interview. Final merit list will be prepared on the basis of mark secured in the interview.
07	Executive Grievance	
08	Accounts Executive	
09	Executive Admin	
10	Executive Quality	
11	Executive Empanelment	
12	Executive Field Operations	
13	IEC Executive	
14	Executive (M&E)	
15	Executive (Claims)	

Sd/-

**Chief Executive Officer
State Health Assurance Society, Odisha**