



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.: 03/2023

CONTRACTUAL APPOINTMENT

Date: 12.10.2023

Applications are invited from eligible candidates for filling up the following post under **State Health Assurance Society, Odisha** on contractual basis with monthly remuneration as noted and subject to renewal as per Society terms and conditions. The post is purely temporary and co-terminus with the scheme. Lower age limit for the post is 21 years as on **01.01.2023**.

Sl. No	Name of the Post	Vacancies	Maximum Age as on 01.01.2023	Remuneration (in Rs.) & Performance Incentive (P.I.) as admissible	Eligibility Criteria
01	Executive (Claims)	04	Up to 45 years	Rs. 27,200/- + (P.I.)	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 post is purely temporary and co-terminus with the scheme. Canvassing in any form will render the candidate disqualified for the post.
- 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 12.10.2023 to 25.10.2023 till 11.59 P.M. System generated application form duly signed by the candidate along with self-attested copies of all certificates and mark sheets in support of age, qualification & experience, any Identity Proof and one recent passport size colour photograph shall however be sent to the "Chief Executive Officer, State Health Assurance Society, A2 Block, 7th Floor, Toshali Bhawan, Satya Nagar, Unit-9, Bhubaneswar- 751007, District- Khordha, Odisha" so as to reach us on or before 03.11.2023 by (5.30 P.M.) through Registered Post/ Speed Post / Courier only and the envelope containing the application should be superscribed 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 & lack of post qualification experience shall be rejected.
- x. The candidates securing 50% and more marks in interview shall be kept in the Panel with the validity of 01 year from the date of its approval for similar post with same eligibility criteria and same remuneration, as will be decided by the Society.
- xi. 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.
- xii. Incomplete application in any form will be rejected. Non submission of certificate/documents along with the online application shall be liable for rejection.
- xiii. 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.
- xiv. This office will not be held responsible for any postal delay. **No application will be entertained after dt. 03.11.2023.** No personal correspondence / queries will be entertained.
- xv. Number of vacancies / remunerations as mentioned under this advertisement may vary at the time of actual engagement.
- xvi. The undersigned reserves the right to cancel any or all the applications / posts at any stage of recruitment process without assigning any reason thereof.
- xvii. 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. 03/2023)		
Sl. No.	Name of the Post	Selection Procedure
01	Executive (Claims)	All the eligible applicants, fulfilling the eligibility criteria as per advertisement will be called for a Computer/ 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.

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