



**State Health Assurance Society,  
Health & Family Welfare Department, Govt. of Odisha  
Bhubaneswar- 751012, District- Khordha, Odisha**

**Adv. No.: 01/2019**

**CONTRACTUAL APPOINTMENT**

**Date: 12.09.2019**

Applications are invited from eligible candidates for filling up the following posts under **State Health Assurance Society, Odisha** on contractual basis with monthly remuneration as noted against each and subject to renewal as per Society terms and conditions. The position is purely temporary and co-terminus with the scheme. Lower age limit for all the posts is 21 years as on **01.01.2019**.

Sl. No	Name of the Post	Vacancy	Maximum Age as on 01.01.2019	Remuneration	Eligibility Criteria
01	Claim Head & Pre-Auth Head	01	Up to 45 years	Rs. 68,000/- + (PI) Rs.17,000/-	MBBS with MD/MS in any specialization. <b>Experience-</b> S/he must have at least 3-5 years of full-time experience.
02	Deputy Executive Officer (Grievance)	01	Up to 45 years	Rs. 44,000/- + (PI) Rs.11,000/-	MSW with Counselling Training/ Diploma in Counselling with Desirable IT Skills. <b>Experience-</b> S/he must have at least 3-5 years of full-time experience.
03	Finance Officer	01	Up to 45 years	Rs. 44,000/- + (PI) Rs.11,000/-	M.Com/ MBA(Finance)/ CS/ ICWA/ CA/MFC <b>Experience-</b> S/he must have at least 5-10 years of full-time experience.
04	Dy. Executive Officer (HR)	01	Up to 45 years	Rs. 44,000/- + (PI) Rs.11,000/-	MBA (HR) <b>Experience-</b> S/he must have at least 1-3 years of full-time experience.
05	Deputy Executive Officer, Field Operation and Supporting Services (DEO, FOSS)	01	Up to 45 years	Rs. 27,200/- + (PI) Rs.6,800/-	Graduate in any discipline from a recognized University with minimum 55% marks in aggregate. Must have IT -Skill & Typing (Odia & English). <b>Experience-</b> S/he must have at least 2 years of full-time experience.
06	Pre Auth & Claims Executive	01	Up to 45 years	Rs. 27,200/- + (PI) Rs.6,800/-	Graduate in any discipline from a recognized University with minimum 55% marks in aggregate. Must have IT -Skill & Typing (Odia & English). <b>Experience-</b> S/he must have at least 2 years of full-time experience.
07	HR Executive	01	Up to 45 years	Rs. 27,200/- + (PI) Rs.6,800/-	Graduate in any discipline from a recognized University with minimum 55% marks in aggregate. Must have IT -Skill & Typing (Odia & English). <b>Experience-</b> S/he must have at least 2 years of full-time experience.
08	Accounts Executive	01	Up to 45 years	Rs. 27,200/- + (PI) Rs.6,800/-	ICWA (inter)/ MBA (Finance) / MFC/ B.Com. With IT/ typing and Tally Skills. <b>Experience-</b> S/he must have at least 1-3 years of full-time experience.

**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](http://www.nhmodisha.gov.in)).
- iii. The applications received for all the posts 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](http://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, who are already working in Health Department either on regular or on contractual basis, have to submit No Objection Certificate 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.
- vi. Candidates, who are already working in Govt. sector either on regular or on contractual basis, have 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 12.09.2019 to 26.09.2019 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, (RSBY Cell of NHM Building) Annex Building of SIH&FW, Nayapalli, Unit-8, Bhubaneswar-751012, District- Khordha (Odisha)” so as to reach us on or before 30.09.2019 (by 5.00 P.M.) through 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 from, 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 have 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 form 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. 30.09.2019 (5.00 P.M.).** No personal correspondence / queries will be entertained. All communication will be made through E-mail / official website / SMS.
- 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.**

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

<b>Selection Procedure (Advt. No. 01/2019)</b>		
<b>Sl. No.</b>	<b>Name of the Post</b>	<b>Selection Procedure</b>
<b>01</b>	Claim Head & Pre-Auth Head	All the eligible applicants, fulfilling the eligibility criteria as per advertisement will be called for interview after scrutiny. Final merit list will be prepared on the basis of mark secured in the interview.
<b>02</b>	Deputy Executive officer (Grievance)	
<b>03</b>	Finance Officer	
<b>04</b>	Dy. Executive Officer (HR)	
<b>05</b>	Deputy Executive Officer, Field Operation and Supporting Services (DEO, FOSS)	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, candidates five times the number of vacancies will be called for interview. Final merit list will be prepared on the basis of mark secured in the interview.
<b>06</b>	Pre Auth & Claims Executive	
<b>07</b>	HR Executive	
<b>08</b>	Accounts Executive	

Advertisement No.		02/2019			Photograph		
Name of the Post							
					Identity Proof No.		
1. Applicant Name:							
2. Fathers Name:							
3. Date of Birth:					4. District of Domicile:		5. Sex:
6. Age as on 01.01.2019							
7. Present Contact Address:						8. Contact Telephone No.:-	
Permanent Contact Address:						Mobile No: -	
9. Email Address:							
10. Languages spoken/written:							
11. Professional Qualification details:							
Sl. No.	Exam Passed	Name of Board / University	Year of passing	Marks (excluding 4 <sup>th</sup> optional)			Duration of Course
				Full Mark	Marks Secured	% of Marks	