



State Health Agency
Ayushman Bharat - Pradhan Mantri Jan Arogya Yojana
Jammu & Kashmir
(Visit: www.spc.co.in)



CAREER OPPORTUNITY
Detailed Advertisement for Recruitment for 11 Contractual Vacancies

Ref. No:

Dated: 13/05/2022

Ayushman Bharat Pradhan Mantri Jan Arogya Yojana (PM-JAY), India's flagship health assurance scheme, providing health cover of Rs. 5 lakhs per family, per year, for secondary and tertiary care hospitalization, to over 10.74 crore poor and vulnerable families, or approximately 50 crore beneficiaries.

Ayushman Bharat PM-JAY is an attempt to move from a sectoral and segmented approach of health service delivery to a comprehensive need-based health care service. This scheme aims to undertake path-breaking interventions to holistically address the healthcare system (covering prevention, promotion and ambulatory care) at the primary, secondary and tertiary levels.

State Health Agencies (SHAs) have been instituted by concerned states/UTs to implement **PM-JAY** at the state level. **SHAs** have full operational autonomy to implement **PM-JAY** in their state/UT.

State Health Agencies (SHAs), J&K invites applications from eligible candidates for 11 Contractual Vacancies at State Implementation Unit.

Details of the vacant positions, number of posts, qualification, experience, age, and honoraria are given in the table below:

Position	No. of Positions	Proposed Qualification & Experience	Remuneration
Operations Manager	1	Required Qualification: MBBS/BUMS/BHMS/BAMS from a recognized college/university with fulltime MBA in Health Management or full time Postgraduate Diploma in Health Management from a recognized College/University. Essential Experience: At least 5-8 years of Post Qualification experience in Govt. Health Sector/Department. Desirable Experience: Out of 5-8 Years of Essential Experience, at least 3-5 Years of Experience in State/Central Sponsored Group Health Insurance Schemes in the Govt. Set up	Rs. 80,000
Monitoring & Evaluation Manager	1	Required Qualification: M.Sc. Statistics or M.Sc. in Maths & Computing or B. Tech/B.E in Computers from a recognized College/University. Essential Experience: At least 5-8 years of relevant experience	Rs. 70,000

Position	No. of Positions	Proposed Qualification & Experience	Remuneration
		<p>Desirable Experience: Out of 5-8 Years of Essential Experience at least 3-5 years of experience in implementing State/Centrally Sponsored Group Health Insurance Schemes in the Govt. Set up.</p>	
IT Support cum Data Manager	1	<p>Required Qualification: MCA/MSc IT/B Tech in Computer Science from a recognized College/University.</p> <p>Essential Experience: Minimum of 5-8 years post qualification relevant experience</p> <p>Desirable Experience: Out of 5-8 Years of Essential Experience at least 3-5 years of experience in implementing State/Centrally Sponsored Group Health Insurance Schemes in the Govt. Set up.</p>	Rs. 70,000
Beneficiary cum Verification Manager	1	<p>Required Qualification: MCA/MSc IT/B Tech in Computer Science from a recognized College/University.</p> <p>Essential Experience: Minimum of 5-8 years post qualification relevant experience</p> <p>Desirable Experience: Out of 5-8 Years of Essential Experience at least 3-5 years of experience in implementing State/Centrally Sponsored Group Health Insurance Schemes in the Govt. Set up.</p>	Rs. 70,000
Grievance Redressal Manager	1	<p>Required Qualification: MSW/Public relations/MBA or Postgraduate Diploma in Business Administration or Master in Hospital/Health Administration, or MBA in healthcare from a recognized College/University.</p> <p>Essential Experience: At least 5-8 years' experience in managing public relations/social audits/monitoring of large public sector programmes.</p> <p>Desirable Experience: Out of 5-8 Years of Essential Experience at least, 3-5 years of experience in implementing State/Centrally Sponsored Group Health Insurance Schemes in the Govt. Set up.</p>	Rs. 70,000
Medical Management & Quality Manager	2	<p>Required Qualification: MBBS/BUMS/BHMS/BAMS from a recognized college/university with Full Time MBA in Health Management or Postgraduate Diploma in Public Health.</p> <p>Essential Experience: At least 5-8 years of Post Qualification experience in Govt. Health Sector/Department.</p> <p>Desirable Experience: Out of 5-8 Years of Essential Experience at least 3-5 Years of Experience in</p>	Rs. 70,000

Position	No. of Positions	Proposed Qualification & Experience	Remuneration
		State/Central Sponsored Group Health Insurance Schemes in the Govt. Set up.	
IEC Manager	1	<p>Required Qualification: Graduation and Post Graduation in Mass Communication/Journalism from a reputed and recognized University/Institution.</p> <p>Essential Experience: Minimum 5-8 years of professional work experience at state or national levels in advocacy, information and communication related to social development</p> <p>Desirable Experience: Out of 5-8 Years of Essential Experience at least 3-5 Years of Experience in State/Central Sponsored Group Health Insurance Schemes in the Govt. Set up.</p>	Rs. 70,000
Finance Manager	2	<p>Required Qualification: MBA (Finance) / CA from a recognized institution preferably with a degree in Commerce from a recognized university.</p> <p>Essential Experience: At least 5-8 years of Post Qualification experience in the related field.</p> <p>Desirable Experience: Out of 5-8 Years of Essential Experience at least 3-5 Years of Experience in State/Central Sponsored Group Health Insurance Schemes in the Govt. Set up.</p>	Rs. 70,000
Capacity Development Manager	1	<p>Fulltime MBA in Health Management or Full Time Postgraduate Diploma in Health Management from a recognized College/University.</p> <p>Essential Experience: At least 5-8 years of Post Qualification experience in the related field.</p> <p>Desirable Experience: Out of 5-8 Years of Essential Experience at least 3-5 Years of Experience in State/Central Sponsored Group Health Insurance Schemes in the Govt. Set up.</p>	Rs. 70,000

Online Submission of Application Starts from **13.05.2022 at 10:00 AM**

The Last Date of Submission of Online Application: **20.05.2022 at 11:59:59 PM**

IMPORTANT NOTES:

- (1) Only those candidates having the Domicile Certificate/State Subject, issued by Govt. of J&K, shall be eligible.
- (2) Candidates must fill and submit the Online Application Form (OAF) available on SPC website, no other mode for submission of application is required.
- (3) The appointment will be purely on a contractual basis for a period of the one-year, renewable subject to Government of Jammu & Kashmir approval and satisfactory performance. Any claim for absorption in the regular position shall not be entertained in the future.
- (4) The **Chief Executive Officer, State Health Agency, Jammu and Kashmir (CEO, SHA, J&K)** will have the right to suspend/ cancel any application/ entire process without giving any reason;
- (5) The **CEO, SHA, J&K** shall have the sole discretion to call the eligible candidates for the personal interview. Minimum eligibility in terms of the ToR shall not make any candidate eligible to claim an invitation for the personal interview. The **CEO, SHA, J&K** shall constitute a screening committee to further shortlist the eligible candidates on set **criteria/ matrix in the ratio of 1:5** for the Personal Interview against each vacancy (**Please refer to Annexure-A for Scoring Matrix under Selection Process Note**). In case the number of candidates available are less than 5, all of them will be called for the interview.
- (6) If at any stage of recruitment, it is found that the candidate does not fulfil the eligibility criteria and/or that she/ he has furnished incorrect/ false information/ certificate/ documents or has suppressed any material fact(s), his/her candidature will stand cancelled. The decision of the **SHA, J&K** in any matter relating to the recruitment at any stage of the recruitment process will be final and binding upon the candidates;
- (7) At the time of the online document verification process prior to the personal interview, all requisite documents/ testimonial/ certificates or any other documents substantiating the claims made in the online form has to be produced. Candidates unable to provide any of the requisite documents shall be liable for the disqualification.
- (8) Any candidate against whom a criminal case is considered in the court or has been punished by the court will be disqualified (will not be eligible);
- (9) **Only post qualification experience** shall be considered for all the above-mentioned positions.
- (10) **Only post-registration experience** shall be considered for the positions having essential criteria of registration with respective councils.
- (11) **Only a full-time course** shall be considered for the above qualifications.
- (12) In the case of CGPA/ GPA, applicants shall provide marks details in percentage at the time of filling the online form and documentary proof for the basis of calculation of percentage shall be produced whenever it is required. If the applicant fails to present the above, supporting documents s/he shall be liable for the disqualification/ cancellation of her/ his candidature.
- (13) Please note the **31.03.2022** shall be taken as a reference date for computing age, qualification, experience, etc. For all these positions, 40 shall be taken as maximum age.
- (14) Number of Positions can vary as per the requirement of **SHA, J&K**;
- (15) Request for change or correction of any information shall not be entertained once the online form is submitted.
- (16) Any dispute pertaining to the above recruitment process shall be under the jurisdiction of Jammu & Kashmir

**Chief Executive Officer,
State Health Agency, Jammu and Kashmir**

Selection Process Note: SHA, J&K

For the selection and deployment of the candidates for the above-advertised positions, **SHA, J&K** shall follow the below-given selection process:

(A) Scrutiny of Applications (on Minimum Eligibility Criteria):

The scrutiny of applications, received through online mode (Please note applications received through any other mode shall not be accepted), shall be done on the minimum eligibility criteria as advertised, and the list of eligible candidates shall be prepared. Once the list of eligible candidates is prepared, a merit list shall be prepared to further shortlist the eligible candidates on set criteria/ matrix in the ratio of 1:5* for the Personal Interview against each vacancy.

(B) Preparation of Merit List:

Position wise merit list shall be generated, using the below-given scoring matrix, as per the above-mentioned ratio against each vacancy for the further selection process.

* In the event, less than 5 candidates qualify for the personal interviews based on eligibility, the interviews may be carried out with the available number of qualified/ shortlisted candidates.

(C) Online Document Validation:

Once the merit list is prepared, using the scoring matrix, scanned original documents of the candidates shortlisted for Personal Interviews, as per the merit rank and the above-mentioned interview ratio shall be validated with the information mentioned filled by the candidates in the online application form based on which they have been shortlisted for the position.

Candidates unable to produce any of the requisite documents within the stipulated timeline or if it gets ascertained that document produced are forged irrespective of the time elapsed they shall be liable for the disqualification for the position immediately or as an when discovered.

In case, if any candidate in the merit list as per the ratio mentioned above fails to provide/produce any of the requisite documents which shall lower her/his merit marks, in such a scenario the next candidate as per the merit rank shall be deemed to be eligible for a interview, subject to the successful completion of the online document validation.

After the completion of the online document validation process of the candidates shortlisted for interviews, the invitation for the personal interview shall be sent as per the scheduled interview date and time.

(D) Personal Interview:

- (a) Personal interviews shall be organized as per the scheduled date and time in consultation with SHA.
- (b) Personal Interviews of candidates shortlisted as above shall be conducted by a Panel of **SHA Officials/ Experts**.
- (c) Suitability of eligible candidates for appointment shall be determined by the **SHA J&K Panel**, based on the performance of candidates during

Personal Interview. Decision of the **SHA J&K Panel** on selection and waitlisting of interviewed candidates shall be final.

(E) Preparation of Result and Location Allocation:

Location shall be allocated based on the location preferences of the candidate and marks obtained in the personal interview.

(F) Preparation of Waiting List:

An attempt shall be made to keep a merit list of the suitable candidates attaining above the cut-off marks in Personal Interviews. The cut off marks are mentioned in point **(D)** of the Selection Process Note.

(G) Declaration of the Result:

The interview result shall be declared on **SHA, J&K** and **SPC** website and the offer letter shall be issued to the selected candidates by **SHA, J&K. SPC** shall coordinate with selected candidates for the joining process.

Scoring Criteria			
Academic Record	Score		Maximum Marks
Essential Qualification			45
Essential Experience	5 to 8 Years of Experience as per ToR	1.875 Marks for one year each	15
Desirable Experience	Out of 5-8 years of essential experience atleast 3 to 5 Years of Experience in State/Central Sponsored Group Health Insurance Schemes in Govt. Set up	2 Marks for one year each	10
Interview			30
Total Marks			100

A. GENERAL INSTRUCTIONS

- (1) Applicants are advised to read the instructions and guidelines carefully before submitting the application form;
- (2) The applications submitted on or before the closing date **(May 20, 2022, 11:59:59 PM)** shall be accepted. The procedure of submission of the application form should be completed online only, applications sent by any other mode shall be rejected;
- (3) Incomplete applications or applications submitted without photograph, signature, or supporting documents shall be rejected based on lack of information;
- (4) Applicants are required to provide all the mandatory information **[Marked with * (asterisk) sign]** in the Application Form;
- (5) The applicants shall be responsible to ensure that all the details are successfully submitted online before the closing date. Applicants should ensure that the Application Status of the Application Form is **"Submitted Successfully"**; half-filled applications shall be treated as incomplete and shall be considered rejected;
- (6) If a candidate submits more than one application form for the same position, his/her candidature may be liable to get cancelled without any prior notice.