



## CAREER NOTIFICATION

NHM/2900/ADMIN1/2023/SPMSU

16.06.2023

### Name of Post: State Admin & HR Manager (NHM)

No. of Post	:	1
Qualification	:	Officers not below the rank of Under Secretary under the Central / State Government / U.T. Administrations or the Central Statutory / Autonomous bodies having recognized University Degree and experience in Administration and Establishment Matters.
Salary	:	On Deputation basis: Salary as in the Department
Reporting to	:	State Mission Director (NHM)

### Name of Post: State Urban Health Manager

No. of Post	:	1
Qualification	:	MBBS with 2 years experience in Government Health Service
Salary	:	On Deputation basis: Salary as in the Department
Reporting to	:	State Mission Director (NHM)

### Name of Post: Senior Consultant (Biomedical)

No. of Post	:	1
Academic & Professional Qualification	:	M.Tech / MS (Bio Medical) with 5 years experience or MBBS with additional Masters / Diploma in Bio Medical Management / Medical Science Management with 3 yrs experience or MBBS with 5 yrs of experience at State / District Level
Salary	:	On Deputation basis: Salary as in the Department
Reporting to	:	State Mission Director (NHM)

### Name of Post: Public Health Specialist (NCD)

No. of Post	:	1
Academic & Professional Qualification	:	MBBS with 5 years of experience in Public Health related activities Desirable: MPH / MD Community Medicine / Diploma in Public Health / Field Epidemiology training Programme
Mode of Recruitment	:	Deputation / Contract
Salary	:	On Deputation basis: Salary as in the Department On Contract basis : Rs. 41,000/-
Reporting to	:	State Mission Director (NHM)

**Name of Post: Epidemiologist (IDSP)**

No. of Post	:	1
Academic & Professional Qualification	:	Medical Graduate with Post Graduate Degree / Diploma in Preventive and Social Medicine / Public Health or Epidemiology (such as MD, MPH, DPH, MAE etc) with minimum 2 years of experience in issues related to Public Health Programmes or Epidemiology or MBBS with 5 years of experience in Public Health Programmes State / District Level / Research Institutes
Mode of Recruitment	:	On Deputation basis: Salary as in the Department On Contract basis : Rs. 41,000/-
Salary	:	On Deputation basis: Salary as in the Department
Reporting to	:	State Mission Director (NHM)

**Name of Post: Internal Audit Officer**

No. of Post	:	1
Academic & Professional Qualification	:	Any Degree
Eligibility	:	Officers not below the rank of Under Secretary in Finance Department.
Salary	:	On Deputation basis: Salary as in the Department
Reporting to	:	State Mission Director (NHM)

**Name of Post : Senior Consultant (Engineer)**

No. of Post	:	1
Essential Qualification	:	Retired officer not below the rank of Assistant Executive Engineer from Government of Kerala / Board / Corporation / Undertaking etc (civil)
Method of Recruitment	:	On contract basis
Age	:	Maximum 57 years as on 01.06.2023
Salary	:	Rs.32,500/- per month.

**Name of Post : Junior Consultant (Documentation & Communication)**

No. of Post	:	1
Essential Qualification	:	<ul style="list-style-type: none"> <li>● Post Graduate Degree in Mass Communication &amp; Journalism</li> <li style="text-align: center;">Or</li> <li>● MA (English Literature) / Malayalam with PG Diploma in Journalism</li> <li>● 2 Years Post Qualification Experience in Public Relations, Media or Communications Divisions of organizations including in Medical Journalism.</li> <li>● Experience in using social media tools such as Face book, Twitter, blogs (please attach two samples of your recent work, along with a proof of content creation / byline).</li> <li>● Fluency in English &amp; Malayalam is essential.</li> </ul>

Method of Recruitment	:	On contract basis
Age	:	Maximum 40 years as on 01.06.2023
Salary	:	Rs. 25,000/- per month.

**Name of Post : Production Assistant (Radio Health)**

No. of Post	:	1
Essential Qualification	:	<ul style="list-style-type: none"> <li>• Graduation in any Subject</li> <li>• PGDCA / DCA</li> <li>• Good Communication skill in Malayalam / English</li> <li>• Experience in Health Sector</li> </ul>
Method of Recruitment	:	On contract basis
Age	:	Maximum 40 years as on 01.06.2023
Salary	:	Rs.15,000/- per month.

**Name of Post : Data Entry Operator**

No. of Post	:	1 (number o vacancies may increase based on need)
Essential Qualification	:	<ul style="list-style-type: none"> <li>• Graduation in any Subject</li> <li>• DCA</li> <li>• The Skill tests required in thorough knowledge in English &amp; Malayalam editor ISM / Thoolika with 1 year Post Qualification experience.</li> </ul>
Method of Recruitment	:	On contract basis
Age	:	Maximum 40 years as on 01.06.2023
Salary	:	Rs. 13,500/- per month.

**GENERAL TERMS AND CONDITIONS:**

**For Deputation:**

1. Application of those officers / candidates for deputation will be considered only if they are routed through proper channel and should be accompanied with Biodata and Photocopies of prescribed Qualification. However, the candidate has to send an advance copy of application to the State Mission Director before the due date.
2. The applicants for deputation should be from State or Central Government departments / Organisations. The emoluments paid in the parent department shall be the emoluments for the respective posts in the society. Candidates working under Kerala State Government should attach duly filled Form No. 144 of KSR.
3. Selection will be based on qualification, experience and performance in the interview.
4. The successful candidate will be appointed on deputation basis initially for a period of one year.
5. The advance copy of the application is be sent to “The State Mission Director, National Health Mission, General Hospital Junction, Thiruvananthapuram – 695035” on or before 03.07.2023. The Envelope should be superscribed with the name of the post for which application is being made. Alternatively, the application along with annexures can be sent to the mail arogyakeralamrecruitments@gmail.com.
6. It will be ideal to provide reference, especially the names of superior officer with whom the candidate had worked in the previous organization (s).
7. Candidates are also advised to desist from contacting the head office over phone for clearing doubts / seeking more information as far as possible. The society will provide necessary details to the queries raised over the email by candidates (arogyakeralamrecruitments@gmail.com).
8. Interview will be held either in online or offline mode. If in offline mode, no TA / DA will be paid for the

interview.

9. The candidates are expected to apply through proper channel. If this is not possible before the time limits, the candidates shall compulsorily produce 'no objection certificate' from the employer at the time of interview. The submission of NOC is a mandatory condition for appearing in the interview. It will be the responsibility of the individual to submit NOC before the interview.
10. All communications, including the interview call letter, from the society side will be only through email. Candidates are advised to browse the website [www.aogyakeralam.gov.in](http://www.aogyakeralam.gov.in) regularly for updates / notices and announcements.
11. Canvassing in any form will lead to automatic disqualification. Candidates are advised to desist from such unholy practices.
12. The last date of receiving applications is 03.07.2023. Applications received after 5pm on 03.07.2023 will be summarily rejected.

**For Contract basis:**

1. The applications forwarded other than through [www.aogyakeralam.gov.in](http://www.aogyakeralam.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: 626201086917** with ICICI bank (Branch: **MG Road, Trivandrum**) and **IFSC Code : ICIC0006262** in the name of **“State Programme Manager (Admn & Training)**. The Receipt/Counter foil should be attached in the application when you are applying job in online portal. ***Demand Draft WILL NOT BE accepted.***
4. The selected candidate should be willing to relocate anywhere in the State.
5. 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.
6. Selection will be based on qualification, experience and performance in the interview.
7. The successful candidates will be appointed on contract initially for a period of three months. The State Health & Family Welfare Society (Aogyakeralam) may at its discretion, based on the performance and integrity of the successful candidate, may extend the period of contract.
8. Opportunities for advanced training will be available.
9. Candidate should be willing to work in any District of Kerala as decided by the Society.
10. The successful candidate will have to enter into a contract with the Society as per format annexed as Annexure-I uploaded in [www.aogyakeralam.gov.in](http://www.aogyakeralam.gov.in)
11. The posts are for immediate requirement and the Society may prioritize the interview for different category of posts, on the basis of its requirement. The Society may also require the candidates to undertake demonstration of skills in the area/ specialization concerned, on the basis of recommendations of a selection committee.
12. 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.
13. It will be ideal to provide reference, especially the names of superior officer, whom the candidate had worked in the previous organization(s).
14. 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.
15. No TA/DA will be paid for the interview.
16. In case of posts on deputation, the candidates are expected to apply through proper channel. If this is not possible before the time limits, the candidates shall compulsorily produce 'no-objection certificate' from the employer at the time of interview.
17. **All communications, including the interview call letter, from the Society side will be only through email. Candidates are advised to browse the website [www.aogyakeralam.gov.in](http://www.aogyakeralam.gov.in) regularly for updates/ notices and announcements.**
18. The posts are temporary in nature during the period of the operation of the Mission and no claim for permanency of job or labour claims to the NHM, DHS or 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 03.07.2023.

21. **The scanned copy of the following should be forwarded to the email id arogyakeralamrecruitments@gmail.com.**

**a. The Receipt/Counter foil / print screen of amount paid.**

**b. Copies of Qualifications / Experiences**

**c. Qualifications / Experiences for the post as on date of advertisement will alone be considered.**

22. All selected candidates will be governed by rules and regulations of NHM in force from time to time.

23. The recruitment is being issued based on the present requirement. However, the requirement can increase or decrease as per the needs of the program. The State Mission Director can decide on the same.

*State Mission Director*

## Approval Valid

Digitally Approved By

Jeevan Babu K. I.A.S

Date: 16.06.2023

Reason: Approved

The document is digitally approved. Hence signature is not needed.