

# Recruitment Notice

**Government of Punjab.**

## **Recruitment Notice Reference No. SHA/2024/606**

Applications are invited for the following posts at State Health Agency, Department of Health & Family Welfare, Government of Punjab.

<b>Sr no.</b>	<b>Name of the post</b>	<b>No. of Vacancies</b>	<b>Max Age</b>	<b>Monthly Consolidated Remuneration</b>	<b>Minimum Experience required</b>
<b>1.</b>	Asst. Manager/Manager/Sr. Manager Finance	<b>1</b>	65	Rs. 80,000 to 1,50,000	5 years
<b>2</b>	Asst. Manager/Manager/Sr. Manager Operations	<b>1</b>	65	Rs. 80,000 to 1,50,000	5 years
<b>3</b>	Asst. Manager/Manager/Sr. Manager Medical Management and Quality	<b>1</b>	65	Rs. 80,000 to 1,50,000	5 years
<b>4</b>	Asst. Manager/Manager/Sr. Manager IT	<b>2</b>	65	Rs. 80,000 to 1,50,000	5 years
<b>5</b>	Asst. Manager/Manager/Sr. Manager SAFU	<b>1</b>	65	Rs. 80,000 to 1,50,000	5 years
<b>6</b>	District Coordinators	<b>9</b>	40	Rs. 45,000 to 60,000	2 years

\*\* Designation shall be provided on experience basis.

Last date: 28.02.2024

For details log onto: <https://sha.punjab.gov.in/shapunjab/index.php>

Note: Any corrigendum(s) to the recruitment notice shall be published on the above website.

## PUBLIC NOTICE- RECRUITMENT

State Health Agency, Department of Health and Family Welfare, Government of Punjab invites applications in prescribed proforma for filling up following posts on contractual basis:-

Sr. No.	Name of post	No.	Max Age	Criteria	Monthly consolidated Remuneration
1	Asst. Manager/Manager/Sr. Manager Finance  *Designation may be provided on Experience basis as per following:  5 to 10 yrs: Assistant Manager 10 to 15 yrs: Manager Above 15 yrs: Senior Manager	1	65	<ul style="list-style-type: none"> <li>• B.Com or M. Com and CA from recognized Institute.</li> <li>• Min 5 years of Experience required.</li> </ul>	Rs. 80,000 to 1,50,000  5 to 10 yrs of Exp: 80,000 - 1,00,000 10 to 15 yrs of Exp: 1,00,000 - 1,25,000 Above 15 yrs of Exp: 1,25,000 - 1,50,000
2	Asst. Manager/Manager/Sr. Manager Operations  *Designation may be provided on Experience basis as per following:  5 to 10 yrs: Assistant Manager 10 to 15 yrs: Manager Above 15 yrs: Senior Manager	1	65	<ul style="list-style-type: none"> <li>• Post-Graduation in arts, science or commerce i.e. M.A., M.Sc. or M. Com and Master's degree in business administration/health care/health administration (2 years duration) or Post Graduate Diploma in Business Administration/Health Care/Health Administration (2 years duration).</li> <li>• A Medical Degree i.e. MBBS would be of added advantage.</li> <li>• Min 5 years of Experience required in relevant field.</li> </ul>	Rs. 80,000 to 1,50,000  5 to 10 yrs of Exp: 80,000 - 1,00,000 10 to 15 yrs of Exp: 1,00,000 - 1,25,000 Above 15 yrs of Exp: 1,25,000 - 1,50,000
3	Asst. Manager/Manager/Sr. Manager Medical Management and Quality  *Designation may be provided on Experience basis as per following:  5 to 10 yrs: Assistant Manager 10 to 15 yrs: Manager Above 15 yrs: Senior Manager	1	65	<ul style="list-style-type: none"> <li>• MBBS</li> <li>• MD/MS would be of added advantage.</li> <li>• Experience in the health Insurance Sector would be of added advantage.</li> <li>• Min 5 years of Experience required in relevant field.</li> </ul>	Rs. 80,000 to 1,50,000  5 to 10 yrs of Exp: 80,000 - 1,00,000 10 to 15 yrs of Exp: 1,00,000 - 1,25,000 Above 15 yrs of Exp: 1,25,000 - 1,50,000

<b>4</b>	Asst. Manager/Manager/Sr. Manager IT  *Designation may be given on Experience basis as per following:  5 to 10 yrs: Assistant Manager 10 to 15 yrs: Manager Above 15 yrs: Senior Manager	<b>2</b>	65	<ul style="list-style-type: none"> <li>• B.Tech in Computer Science/IT, M.Sc Mathematics/M.Sc. Computing, M.Sc Data Science or MCA after Graduation</li> <li>• Min. 5 years of Experience required in relevant field.</li> <li>• Website development related experience will be of added advantage.</li> </ul>	Rs. 80,000 to 1,50,000  5 to 10 yrs of Exp: 80,000 - 1,25,000 10 to 15 yrs of Exp: 1,25,000- 1,50,000
<b>5</b>	Asst. Manager/Manager/Sr. Manager State Anti Fraud Unit  *Designation may be given on Experience basis as per following:  5 to 10 yrs: Assistant Manager 10 to 15 Yrs: Manager Above 15 yrs: Senior Manager	<b>1</b>	65	<ul style="list-style-type: none"> <li>• Post-Graduation in Arts, science, commerce i.e., MA, M.Sc, M.Com from recognized University.</li> <li>• Candidates having any additional professional qualification like: LLB, MBA will be given preference.</li> <li>• Any experience in Fraud detection and abuse control in the Govt. health insurance scheme will be of added advantage.</li> </ul>	Rs. 80,000 to 1,50,000  5 to 10 yrs of Exp: 80,000 - 1,00,000 10 to 15 yrs of Exp: 1,00,000 - 1,25,000 Above 15 yrs of Exp: 1,25,000 - 1,50,000
<b>6</b>	District Coordinators - Kapurthala - Gurdaspur - Ferozepur - Faridkot - Hoshiarpur - Patiala - Fazilka - Mansa - Malerkotla	<b>9</b>	40	<ul style="list-style-type: none"> <li>• Graduation in any subject and MBA/MCA/Post Graduate Diploma in Computer Applications. or</li> <li>• Post-graduation in arts, science or commerce i.e. MA, M.Sc. or M.Com. or any equivalent PG course with knowledge of computers i.e. MS word, Excel, Power-Point and Web-Surfing.</li> <li>• 2 years of Experience required in relevant field</li> </ul>	Rs. 45,000 to 60,000  Min 2 yrs of Exp : 45,000 2 to 5 yrs of Exp: 45,000 - 55,000 Above 5 yrs of Exp: 60,000

- Last date for submission of application is 28.02.2024.
- Candidates should have passed subject of Punjabi upto Matric standard.
- Email ID for submission of application is [ceo.sha.pb@punjab.gov.in](mailto:ceo.sha.pb@punjab.gov.in)
- For other terms and conditions, candidates are advised to visit Department's website <https://sha.punjab.gov.in/shapunjab/index.php>

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**Chief Executive Officer**  
**State Health Agency Punjab**

## TERMS AND CONDITIONS

1. Last date for submission of application form is 28.02.2024.
2. Candidates should have passed subject of Punjabi upto Matric standard.
3. All Posts will be on contractual basis initially for 1 year to be renewed on the basis of work, conduct and performance every year.
4. The candidates will be shortlisted on the basis of eligibility criteria (related to qualification/ experience/age etc.).
5. The applications can be submitted in the prescribed proforma through email "[ceo.sha.pb@punjab.gov.in](mailto:ceo.sha.pb@punjab.gov.in)" or in-person at SHA Office:

**State Health Agency, Punjab**

Department of Health and Family Welfare  
BSNL Circle Office, Sanchar Sadan,  
4<sup>th</sup> Floor, Sector 34-A, Chandigarh.

No other means/mode of application will be accepted by the Department.

6. The State Health Agency (SHA) will hold no responsibility if any entry in the application form is incorrectly made by any candidate, and he/she can be declared not eligible due to wrong entries of his/her credentials. It is advised that all entries are cross checked by candidate himself/herself before submitting the application form.
7. The candidate should fulfill the condition of eligibility criteria.
8. State Health Agency (SHA) will not be responsible for non-receipt of online application of the candidate due to any reason whatsoever.
9. Mere submission of application form does not imply that candidate has fulfilled the criteria given in the advertisement and application is subject to subsequent scrutiny and can be rejected, if candidate does not fulfill the eligibility criteria at any point of time of the recruitment process.
10. The offer of selection is liable to be withdrawn at any point before joining and if joined, liable for termination without notice, if competent authority comes across any evidence/knowledge that the qualification, and/or any other particulars indicated by the candidate in his/her application/personal resume/other forms/formats submitted to the competent authority are not recognized/false/misleading and/or amounts to suppression of information particulars/facts, which should have been brought to the notice of competent authority.
11. Inadvertent omission or commission or mistakes, if any, appearing in the offer of selection are liable to be rectified at any time before or after joining to bring the terms and conditions of offer in accordance with the existing policy/rules and regulations of the State Health Agency that may be in force from time to time.
12. The above terms and conditions are not exhaustive, and this offer is subject to the understanding that during period of service (contractual), candidate will be governed by the relevant rules, regulations and administrative orders that are framed from time to time.
13. The vacancies may increase or decrease at any stage of the screening process. Chief Executive Officer, SHA reserves the right to cancel the entire process at any stage without issuing any notice or he/she may cancel screening process due to administrative reasons.
14. Candidates are requested to visit website <https://sha.punjab.gov.in/shapunjab/index.php> regularly for any latest updates. All relevant information shall be published in this website only. No other mode of communication would be made by SHA with the candidates.

### Important Date

Last date of submission of application form through email on <a href="mailto:ceo.sha.pb@punjab.gov.in">ceo.sha.pb@punjab.gov.in</a> or in person.	Date: 28.02.2024
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**Chief Executive Officer  
State Health Agency Punjab**