

### Finance cum Administrative Officer

Number of post	One
Qualification and experience	<ul style="list-style-type: none"><li>• MBA (Finance) / Retired Senior Gazetted Officers having Degree with experience in handling financial matters.</li><li>• Applicant's Primary degree can be in any discipline from a recognized University</li><li>• Experience in Government Sector for more than 5 years.</li></ul>
Age	Below 60 years as on 01/01/2018
Method of Recruitment	Contract basis
Salary	₹.30000/- per month
Last Date for receiving Application	10-10-2018 ; 5:00 PM

#### **TERMS AND CONDITIONS:**

1. Applications duly filled in the attached Performa together with the Curriculum Vitae and self-attested copies of all relevant certificates and experience etc, shall be reached on or before 10-10-2018 ; 5:00 PM.
2. The maximum age limit will be below 60 years as on 01/01/2018.
3. The under signed will have the power to relax age, qualification for the post.
4. Selection will be based on qualifications, post qualification experience and performance in the interview/written test.
5. The successful candidates will be appointed on contract basis initially for a period of three months, further extension till 31/03/2019 will be on the basis of satisfactory completion of work and conduct
6. Opportunities for advanced training may be available.
7. The location for posting mentioned above is only tentative. Candidates should be willing to work in any District of Kerala as decided by the Society.
8. The successful candidates will have to enter into a contract with the Society
9. 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.
10. 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.

11. It will be ideal to provide reference, especially the names of superior officer, under whom the candidate had worked in the previous organization (s).
12. Candidates are also advised to desist from contacting the head of office over phone for clearing doubts / seeking more information, as far as possible. The Society will provide necessary details to the queries if asked through email.
13. Candidates with an unblemished track record in their service and profession should only attend.
14. The posts are temporary in nature during the period of the operation of the Mission. The contract of the selected candidates may be extended according to the directions of NRHM, Government of India / Government of Kerala in the matter. Candidates selected reserves no claim for permanency of job or labour claims to the SHSRC-K, NHM, DHS or the Government.
15. The total number of positions stated as above are the requirements as on date and it is likely that more number of candidates may be taken on contract from the selected list prepared in the process at the SHSRC-K Society.
16. No TA/DA will be paid for the interview/written test.
17. All communications, including the interview call letter, from the Society side will be only through e-mail. Candidates are advised to browse the website [www.shsrckerala.org](http://www.shsrckerala.org) regularly for updates/notices and announcements.
18. Canvassing in any form will lead to automatic disqualification.
19. All selected candidates will be governed by rules and regulations of SHSRC in force from time to time.
20. It will be the sole responsibility of the candidates to ensure that his / her permanent registration is renewed without gapes to cover the entire period of posting.
21. Any disputes in service matters will be subject to final decision of the GB of SHSRC (K) Society. Any appeals on such decisions if preferred shall be within the jurisdiction limits of Trivandrum city.

  
**EXECUTIVE DIRECTOR,  
SHSRC- K**



### **Research Assistant**


Number of posts	Two
Qualification and experience	<ul style="list-style-type: none"><li>• Graduate in any discipline from a recognized University</li><li>• MBA(Health) /MSW/MPH from a recognized University</li><li>• Proficiency in MS Office and statistical software</li><li>• Minimum 2 years post qualification experience</li><li>• Must be highly organized with strong analytical research, statistical skills, excellent verbal and communication skills</li></ul>
Age	< 40 years as on 01/01/2016
Method of Recruitment	Contract basis
Salary	₹.25,000/- per month
Period	For the financial year 2018-19 (up to March 2019)
Last Date for receiving Application	10-10-2018 ; 5:00 PM

### **TERMS AND CONDITIONS:**

1. Applications duly filled in the attached Performa together with the Curriculum Vitae and self-attested copies of all relevant certificates and experience etc, shall be reached on or before **10-10-2018 ; 5:00 PM.**
2. The maximum age limit will be below 40 years as on 01/01/2018.
3. The under signed will have the power to relax age, qualification for the post.
4. Selection will be based on qualifications, post qualification experience and performance in the interview/written test.
5. The successful candidates will be appointed on contract basis initially for a period of three months, further extension till 31/03/2019 will be on the basis of satisfactory completion of work and conduct
6. Opportunities for advanced training may be available.
7. The location for posting mentioned above is only tentative. Candidates should be willing to work in any District of Kerala as decided by the Society.
8. The successful candidates will have to enter into a contract with the Society
9. 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.

10. 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.
11. It will be ideal to provide reference, especially the names of superior officer, under whom the candidate had worked in the previous organization (s).
12. Candidates are also advised to desist from contacting the head of office over phone for clearing doubts / seeking more information, as far as possible. The Society will provide necessary details to the queries if asked through email.
13. Candidates with an unblemished track record in their service and profession should only attend.
14. The posts are temporary in nature during the period of the operation of the Mission. The contract of the selected candidates may be extended according to the directions of NRHM, Government of India / Government of Kerala in the matter. Candidates selected reserves no claim for permanency of job or labour claims to the SHSRC-K, NHM, DHS or the Government.
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20. It will be the sole responsibility of the candidates to ensure that his / her permanent registration is renewed without gaps to cover the entire period of posting.
21. Any disputes in service matters will be subject to final decision of the GB of SHSRC (K) Society. Any appeals on such decisions if preferred shall be within the jurisdiction limits of Trivandrum city.

  
**EXECUTIVE DIRECTOR,  
SHSRC- K**





**STATE HEALTH SYSTEMS RESOURCE CENTRE –KERALA**

POST APPLIED FOR :

**PROFORMA**

1. **Application No (for office use only)** .....

2. Name (in block letters): .....

3. Age: ..... Date of Birth : .....

4. Address(with Pincode):  
Present Permanent  
(for communication)

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.....	.....
.....	.....
.....	.....

5. Sex : ..... Marital Status: .....

5. Phone : Land ..... Mobile .....

6. E-Mail ID : .....

7. Qualifications (*attach self attested copies*)

- (a) General : .....
- (b) Professional : .....
- (c) Technical : .....

8. Experience (*attach self attested copies*)

- (i).....
- (ii).....
- (iii).....
- (iv).....

**DECLARATION**

I .....(name), do here by declare that the particulars given above are true to the best of my knowledge and belief. I also declare that I possess unblemished character and antecedents.

Date:

Signature with Name